**Policy Book – Bye-Law and Governance Document**

1. **Purpose and Scope of the Policy Book**
	1. The Students' Union Policy Book serves as a public facing resource of democratic positions and beliefs that impact students and their experience at university. It should cover most aspects of the student experience, and therefore it should be generalist in nature, and only specific where required.
	2. Students, representatives, staff and stakeholders can reference the Policy Book to help understand the Students’ Union position on specific areas of the student experience, and the Policy Book should be consulted as the primary resource for understanding Students' Union positions.
	3. All entries in the Policy Book must align with the vision and values of the organisation.
	4. All decisions impacting students should be consistent with the guidelines set out in the Policy Book.
	5. Students' Union staff, representatives, and affiliated groups are required to ensure that any policy position aligns with the intent outlined by the Policy Book.
	6. The Policy Book will be highlighted to all those standing in the Student Officer elections.
	7. The Policy Book will be reviewed on an annual basis, and this will form a mandatory part of the elected student officer induction schedule. The Student Officers may use the Policy Book to set their priorities.
	8. Policy Book positions do not have an expiration date, unless otherwise stated.
2. **Amendments to the Policy Book**
	1. Any student or student group wishing to propose a policy change should submit a proposal to the Students' Union. This can be done via discussion with the student officer team.
	2. No changes or amendments to the Policy Book shall be enacted without the formal approval of the Trustee Board
	3. Union staff will support student representatives to understand the Policy Book approach, and make changes to it, as required.
	4. Any proposed amendment to the Policy Book must be submitted in writing to the Board for approval. This submission should include a rationale for the change, a clear outline of the policy areas affected, and any proposed new language or actions needed to implement the change.
	5. The Trustee Board will review all proposed amendments. The Board will evaluate the proposal’s alignment with the Union's mission, values, and the best interests of the student body. They will prioritise the views of student representatives.
	6. The Board will determine the timeline and process for enacting any change to the Policy Book. They will be responsible for recommending appropriate action ahead of any approved changes. This may include, but not be limited to, student and University stakeholder feedback. 2.7 If the Trustee Board believe the change will significantly impact the student experience, is controversial, or is otherwise an amendment which they feel requires direct input form the student body before being approved, they are able to refer it to a referendum (see Referendum By-Law)
3. **Communication of Policy Book Changes**
	1. Once amendments are approved, an updated version of the Policy Book will be republished.
	2. The Union will communicate significant policy changes to students directly, via email, social media etc.
	3. The Students' Union will communicate changes, and where necessary provide training, to ensure all staff and student representatives understand and can effectively implement new or revised policies.
4. **Resolving Policy Conflicts**
	1. In cases where conflicting policies are identified, a review of said policies will be conducted. This review may include consultations with student and university stakeholders and will propose amendments to clarify, modify, or remove policies as necessary to resolve the conflict. Any proposed action following the review must be approved by the Board.