

## **1. The Constitution**

There shall be a Student's union in accordance with the Articles of Government of Staffordshire University and subject to Staffordshire University's Code of Practice on the Operation of the Student's Union

### **1.1 NAME**

The name shall be 'Staffordshire University Student's Union (here in after referred to as the 'union')

### **1.2 AIMS AND OBJECTIVES**

The Mission:

Staffordshire University Student's Union:  
Striving for the best experience for students

### **1.3 MEMBERSHIP OF THE UNION**

1. Ordinary
  - i. All students registered on a course of study at the University, including placement students from the University, SURF Students and Full Time Officers, shall be ordinary members of the Union.
  - ii. Ordinary members shall have the right to take part in the governing, policy-making, representative, social, cultural and sporting activities of the Union.
2. Associate
  - i. Employees of the Union, members of academic, administrative, clerical and domestic staff of the University, Partners of ordinary members of the Union, and ex-ordinary members of the Union shall be entitled to associate membership upon payment of the appropriate fee as determined from time to time by Union Council.
  - ii. Associate members of the Union may take part in the social, cultural and sporting activities of the Union, but not in its government or policy-making.
3. Honorary Life Membership
  - i. Past and Present members of the Union may be nominated for honorary life membership of the Union and this shall be ratified by a two-thirds majority of members present and voting at 2 consecutive Union Councils or a simple majority at referendum
  - ii. Honorary life members of the union may take part in the social, cultural and sporting activities of the Union, but not in its government or policy-making.
4. Temporary membership
  - i. Temporary membership is available to any person approved by the appointed Officers in line with the policy
  - ii. Temporary members may take part in the social, cultural and sporting activities of the Union, but not in its government or policy-making.
  - iii. Student Union members of any other University or Institute of Further or Higher Education affiliated to NUS, and any other

organisation as approved by council may, on production of a current membership card, take part in the social, cultural and sporting activities of the Union.

5. Students of Staffordshire University have the right not to be members of the Union in accordance with the University's Code of Practice on the Operation of the Union. Students that have opted out of membership may not take part in the government, policy making or representation activities of the union.

#### **1.4 AFFILIATION**

1. The Union may affiliate to other external bodies as determined from time to time by Union Council. Details of a proposed affiliation shall be publicised not less than five term days prior to a Council. This notice shall include
  - The name of the organisation to which it is proposed to affiliate
  - Details of any subscription or similar fee proposed to be paid
  - Benefits and Drawbacks to the Organisation
2. A requisition may be made by 100 members no more than once each academic year that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all ordinary members are entitled to vote. This requisition shall be made to the president who must then implement the referendum within 20 term days.
3. A list of affiliates will be published each year.

#### **1.5 THE GOVERNING BODY OF THE UNION**

1. The governing body of the Union shall be referendum, all ordinary members should be enabled to vote.

#### **1.6 THE ORGANISATION OF THE UNION**

1. There shall be a Council elected annually, which shall be responsible for the organisation of the Union.
2. There shall be an Executive committee elected annually which, reporting to Council, shall be responsible for the day to day affairs and operation of the Union
3. The Following shall be standing committees reporting to Union Council
  - Executive Committee
  - Steerings Committee
  - Discipline Committee
  - Education Committee
  - Welfare Committee
  - Communications Committee
  - Services and Trading at Staffs (ST@S)
  - Pulse (activities)
4. Membership, Functions and duties of these bodies appears in the relevant section of this Constitution
5. Council and Executive committee may from time to time establish working parties or sub-committees for any purpose or function not directly assigned elsewhere and may delegate powers to such bodies

#### **1.7 UNION OFFICERS**

1. The Full Time Officers shall be:
  - President
  - Education and Welfare Officer
  - Commercial Services Officer

- Communications Officer
  - Activities Officer
2. The Part Time Officers shall be:
    - 4 Non Portfolio Executive Members (two from each site)
    - Chair of Union Council
    - Equal Ops Officers
    - Campaigns officer
    - Media Officer
    - Activities Officer: Societies
    - Activities Officer: Sports Clubs
    - Environment Officer
    - Local Student's Officer (one each site)
    - Site Officer (one each site)
    - Academic Affairs Officer
    - Accommodation Officer
    - Female Gender Rep
    - International Student's Officer
    - Lesbian/Gay/Bisexual Student's Officer
    - Male Gender Rep
    - Mature Student's Officer
    - Part Time Student's Officer
    - Postgraduate Student's Officer
    - School Rep (one for each School)
    - Student's with Disabilities Officer
    - Welfare Officer
  3. Full Time officers shall abide by and receive payment/remuneration in accordance with the Full Time officer Guidelines, as ratified by council
  4. No Officer will be entitled to serve as a Full Time Officer for more than two years, (same position or combination).
  5. Where the position is site specific, but it is not filled during the election process, the position will be opened up through co-options to any student regardless of site

## **1.8 COMPLAINTS AND DISCIPLINARY PROCEDURES**

The complaints and disciplinary procedures of the Union shall be maintained and compiled with procedures approved by council, and shall be available at the Union information Centres and on the Union website.

Disciplinary action by the Union is in addition to any action that may be taken by the police, University or an individuals' rights to act within the law.

The Union will refer cases where appropriate (see disciplinary appendices)

## **1.9 CLUBS AND SOCIETIES**

The Clubs and Societies of the Union shall be open to all members of the Union and shall be organised according to procedures laid down by council

## **1.10 FINANCE**

1. The financial regulations of the Union shall be determined by the executive and approved by council
2. The Union shall publish an annual financial report which shall be subject to ratification by Council. This report shall include:
  - A general review of the Union's financial performance for the proceeding year

- The budget estimates for the union's spending in the current year
  - A list of affiliations and details of any subscriptions or similar fees paid to each organisation
3. The Union's Annual financial report and Audited Accounts shall be available for inspection in the Union offices

#### **1.11 INDEMINTY**

Every Officer, appointee or member of staff of the Union shall be entitled to be indemnified out of the assets of the Union against all losses or liabilities which they may sustain in or about the proper execution of their office. In respect of any losses or liabilities, howsoever caused, incurred by officers, appointees or members of staff of the union it shall be open to council to decide that such losses or liabilities be indemnified from Union assets

#### **1.12 INTERPRETATION**

In cases of doubt in the interpretation of any part of this constitution, the Steerings Committee shall be called upon to make a decision.

#### **1.13 AMENDMENTS**

1. A proposal for an amendment to the constitution, standing orders or regulations may be made by council or by the membership, provided the proposal is supported by two thirds of Union Council. Proposals from the membership must be accompanied by signatures and Union card numbers of 50 ordinary members.
2. No amendment shall take effect until it is approved at referendum and subsequently by the University Board of Governors
3. Constitutional Amends taken to two inquorate referenda shall be referred to Union Council and subsequently the Board of Governors
4. Amendments to the appendices to the Constitution may be made by council, requiring a 2/3 majority of voting members present

#### **1.14 DISSOLUTION OF THE UNION**

If the Union is to be dissolved, all its assets shall be dealt with by Council in consultation with the Board of Governors.

### **2. Democratic Structures**

#### **2.1 EXECUTIVE COMMITTEE**

##### **A. COMPOSITION**

- i. President
- ii. Education and Welfare Officer
- iii. Activities Officer
- iv. Commercial Services Officer
- v. Communications Officer
- vi. Four Non Portfolio Executive members

##### **B. OFFICIALS OF EXECUTIVE**

- i. Secretarial duties will be carried out by a member of staff

##### **C. FUNCTIONS AND DUTIES**

- i. The Executive committee shall be responsible for the day to day affairs and operation of the Union
- ii. To deal with matters relating to the administration of the Union over all sites.
- iii. To oversee the running and development of the Union services
- iv. To receive and monitor Union Accounts
- v. To administer the investments of the Union
- vi. To consider changes affecting the Union and propose action to Council
- vii. To deal with matters relating to staffing of the Union over all sites
- viii. To Ensure that the Part time officers receive minutes and Agendas of the committee, and that they may place relevant matters on the agenda and attend when they so wish
- ix. During Vacation periods Executive will hold the role of Council

D. QUORUM AND FREQUENCY OF MEETINGS

- i. The Quorum shall be a simple majority of the elected membership including one Part Time Officer (except during vacations)
- ii. The committee shall meet as frequently as necessary, but no less than Once per calendar month

**2.2 UNION COUNCIL**

A. COMPOSITION

- i. President
- ii. Commercial Services Officer
- iii. Education and Welfare Officer
- iv. Activities Officer
- v. Communications Officer
- vi. Non Portfolio executive members (four)
- vii. Chair of Union Council
- viii. Equal Ops. Officer
- ix. Campaigns Officer
- x. Media Officer
- xi. Activities Officer: Societies
- xii. Activities Officer: Sports Clubs
- xiii. Environment Officer
- xiv. Local Student's Officer (two)
- xv. Site Officer (two)
- xvi. Academic Affairs Officer
- xvii. Accommodation Officer
- xviii. Female Gender Rep
- xix. International Student's Officer
- xx. Lesbian/Gay/Bisexual Officer
- xxi. Male Gender Rep
- xxii. Mature Student's Officer
- xxiii. Part Time Student's Officer
- xxiv. Postgraduate Student's Officer
- xxv. School Rep (one for each school)
- xxvi. Student's with Disabilities Officer
- xxvii. Welfare Officer

B. OFFICIALS OF COUNCIL

- i. Secretarial duties will be carried out by a member of staff.

C. FUNCTIONS AND DUTIES

- i. Council shall be responsible for the organisation of the affairs of the Union and accountable to the membership through referendum
- ii. To Act in accordance with the aims and objectives of the Union
- iii. To put into Practice the mandates of referendum
- iv. To ensure the representation of the Union on all Boards and committees and sub-committees of the university
- v. To actively promote the representation and participation of students on Union committees
- vi. To represent the views of the Union to any affiliated or external bodies
- vii. Council shall be responsible for drawing up rules and regulations for the organisation of the affairs of the Union subject to legal requirements and in line with the rules and regulations of affiliated bodies.
- viii. To ensure the following documents are available at all Union receptions. The Constitution, Policy document, Strategic Plan, Complaints and Disciplinary Regulations, Annual financial Report and Contact details for all students Officers. The most recent Agenda and minutes of Council and all it's standing committees, with the exception of staffing matters and Discipline Committee details should also be available
- ix. Hold members of it's standing committees accountable
- x. Initiate policy
- xi. Council can submit motions to meetings of national bodies to which the Union is affiliated
- xii. At each meeting Council will receive minutes and reports and recommendations from it's standing committees

Points numbered ii. To vii may be delegated to the standing committees of Council

**D. QUORUM AND FREQUENCY OF MEETINGS**

- i. The quorum shall be a simple majority of the elected membership, with no fewer than 5 Part time officers and a 3 Full time officers
- ii. It shall meet a minimum of three times a term

**E. WORKING PARTIES**

- i. Council may from time to time establish working parties to consider any aspects of Union business not directly assigned elsewhere
- ii. The terms of reference and membership shall be defined on the establishment of the working party

**2.3 STANDING COMMITTEES**

The following are Standing committees of the Union and will be the responsibility of Council to ensure they operate every year, a number of sub-committees/working parties may also be set up during the year, details of which are contained in the appendices

**2.3.1 STEERINGS COMMITTEE**

**A. COMPOSITION**

- i. Communications Officer
- ii. President (ex-officio)
- iii. Four members elected from and by Council (Two from each site, or intersite officers)
- iv. Four places open to any ordinary member, co-opted by steerings

**B. OFFICIALS OF STEERINGS**

- i. Chair will be elected annually at the first Union Council

- ii. Secretarial duties will be carried out by a member of staff

C. FUNCTIONS AND DUTIES

- i. To organise, publicise and prepare all referenda of the Union in conjunction with the Communications committee
- ii. To supervise and administer all elections in conjunction with the Returning Officer
- iii. To be responsible for upholding and updating the Constitution
- iv. To receive duties from and to submit reports to Council
- v. To ensure the relevant officers are supported in their roles

D. QUORUM AND FREQUENCY OF MEETINGS

- i. The quorum shall be a simple majority of the elected membership, including at least one Student form each site (or intersite) and one Full Time Officer
- ii. The committee should endeavour to meet monthly and when necessary with the communications committee

**2.3.2 DISCIPLINE COMMITTEE**

A. COMPOSITION

- i. The composition may change at each disciplinary, but should consist of 3 (minimum), 5 or 7 (maximum) members who shall be Union Councillors, or student's co-opted by Union Council for the sole purpose of acting as Discipline committee members
- ii. One member to act as chair shall have the casting vote
- iii. Full Time Officer whose area is connected to the incident (ex-officio)
- iv. Staff may attend upon invite of committee. They having speaking but not voting rights

B. FUNCTIONS AND DUTIES

- i. To uphold the Union's Student Disciplinary Policy.
- ii. To take recommendations for updating procedures to Council for approval
- iii. The committee may delegate responsibilities to other committees and Union departments as appropriate

C. QUORUM AND FREQUENCY OF MEETINGS

- i. The quorum shall be three members of council
- ii. The meeting shall meet as required

**2.3.3 EDUCATION COMMITTEE**

A. COMPOSITION

- i. Education and Welfare Officer (Chair)
- ii. President (ex-officio)
- iii. School Rep (one from each school)
- iv. Mature Student's Officer
- v. Part Time Student's Officer
- vi. Postgraduate Student's Officer
- vii. Academic Affairs officer
- viii. Campaigns Officer

B. FUNCTIONS AND DUTIES

- i. To Ensure that all Schools are represented
- ii. To co-ordinate and support all student reps in their role.
- iii. To be an arena for discussion on any local or national educational issues

- iv. To endeavour to raise awareness amongst students on educational issues
- v. To receive duties from and to submit reports to Council
- vi. To ensure the relevant officers are supported in their role
- vii. To oversee the activities of the Student Advice and Information Service

#### **2.3.4 WELFARE COMMITTEE**

##### **A. COMPOSITION**

- i. Education and Welfare Officer (chair)
- ii. President (ex-officio)
- iii. Female Gender Rep
- iv. Male Gender Rep
- v. Lesbian/Gay/Bisexual Officer
- vi. Anti Racism/Fascism Officer
- vii. Student's with Disabilities Officer
- viii. Welfare Officer
- ix. Equal Ops Officer
- x. Campaigns Officer

##### **B. FUNCTIONS AND DUTIES**

- i. To endeavour to raise awareness amongst students on Welfare issues
- ii. To oversee the running and the provision of support for the Union Liberation Campaigns
- iii. To be an arena for discussion on any local or national welfare issues
- iv. To receive duties from and to submit reports to Council
- v. To ensure the relevant officers are supported in their role
- vi. To oversee the activities of the Student Advice and Information Service

#### **2.3.5 COMMUNICATIONS COMMITTEE**

##### **A. COMPOSITION**

- i. Communications Officer (chair)
- ii. President (ex-officio)
- iii. Media Officer
- iv. Places available to Ordinary Members co-opted by the committee

##### **B. FUNCTIONS AND DUTIES**

- i. To promote the widest possible awareness of Union activities through various mediums of communication.
- ii. To be responsible for the production and distribution of the Union's publications
- iii. To be Responsible for the Unions regular periodic publications
- iv. To encourage the greatest possible involvement in the Union's activities
- v. To receive duties and submit reports and recommendations to Council
- vi. To ensure relevant officers have support in their role

#### **2.3.6 SERVICES AND TRADING AT STAFFS (ST@S)**

##### **A. COMPOSITION**

- i. Commercial Services Officer (Chair)
- ii. President (ex-officio)
- iii. Environmental Officer
- iv. Place available to ordinary members co-opted by the committee

## **B. FUNCTIONS AND DUTIES**

- i. To Ensure that Student's have input into the Union's entertainment programme and that entertainments are in line with Union policy and Student's taste
- ii. To represent the Student's views on the performance of the Union's Commercial services
- iii. To represent the views of the students upon the quality of the services provided by the University over all sites
- iv. To work on developing better relations with local communities where appropriate
- v. To receive duties from and to submit reports and recommendations to Council
- vi. To ensure that the views of the students are represented in any development/expansion within the Union or University
- vii. To ensure that the relevant officers are supported in their role

## **2.4 GENERAL REGULATIONS**

- i. All elected Student representatives shall have full speaking and voting rights
- ii. The Chair of every committee shall remain impartial and will have a casting vote only
- iii. Staff representatives and observers shall have speaking rights only
- iv. All the meetings shall be open to all students and all minutes available for inspection at every site of the Union and on the website, apart from items taken as private and confidential, this will include Staffing matters, student and staff disciplinary matters
- v. Executive, Council or it's standing committees shall be responsible for all other issues which do not appear in these regulations but which may reasonably be deemed appropriate by Steerings
- vi. In the absence of meetings the Chair may take chair's action on issues, but should seek to consult as widely as possible and to report actions to the next meeting

## **2.5 GENERAL REGULATIONS OF REPRESENTATIVES/VOLUNTEERS**

- i. Shall be responsible for upholding the aims and objectives of the Union Constitution at all times, or be open to disciplinary action
- ii. Ensure that individual, site or University issues are brought to the attention of the relevant body
- iii. Ensuring that students are kept informed of the activities of the Union and are encouraged to participate in these activities
- iv. Be available to students at regular times
- v. Shall be accountable to the members through attendance, reports, minutes and feedback

## **3 STANDING ORDERS**

- i. Steerings committee shall be responsible for the organising and administering of council and referendum in conjunction with the chair of council, guided by these standing orders

### **3.1 REFERENDUM**

There shall be at least one referendum at each site per academic year

### 3.1.1 PROCEDURE PRIOR TO REFERENDUM

- i) The Steerings committee shall be responsible for the publications, nomination periods, implementation of referendum and interpretations of motions and other issues submitted into items for business for referendum.
- ii) Any ordinary member has the right to campaign for, against or simply serve to better inform the membership upon any items of business for referendum, in line with the rules and regulations laid down by Steerings
- iii) Steerings shall ensure
  - a) The nomination period for the submission of business for referendum is advertised at least fourteen term days in advance
  - b) There shall be seven term days to allow items for business to be submitted
  - c) Steerings will have up to seven term days to composite and publish items for business
  - d) The membership will have seven term days to submit amendments
  - e) Up to seven days will be given for Steerings to composite and publish final items of business
  - f) A referendum will be implemented no longer than a week from the point of final publication of items for business
  - g) The whole process should take no longer than seven weeks
  - h) An emergency referendum may only be called by
    - (a) Council
    - (b) Steerings (on behalf of the membership)

In the case of a Emergency referendum, Steerings must start at point iii. a) within seven term days of the motion being submitted.

Requisitions from any ordinary member must be signed by at least 50 ordinary members.

The reasons for such a referendum must be fully stated in all cases

The notice convening an Emergency referendum must state fully the issue to be considered and this issue only. No other topic shall be subject to consideration

### 3.1.2 ITEMS FOR BUSINESS

The following items **must** be put to referendum in line with the procedure set out in this constitution and the section Standing Orders

- i. Any new (or renewal of an existing) policy to appear in the Policy document of the Union. All motions passed at referendum become policy of the union.
- ii. Motions of constitutional amendments (as with any item of business, will be interpreted into items for business by steerings, with any changes to be available at Union Information desks and Polling stations). Motions of this type not submitted through Council, must be accompanied by the signatures of 50 ordinary members

The following items **may** be submitted for business to referendum

- i. An issue brought by an ordinary member of the Union
- ii. An issue which Council deem appropriate in line with procedural motion

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### 3.1.3 ITEMS NOT FOR BUSINESS OF REFERENDUM

- i. Any matters relating to the staffing and disciplinary procedures of the Union
- ii. Anything that would contravene the Law

### **3.1.4 IMPLEMENTATION OF PASSED MOTIONS**

- i. Steerings will implement any constitutional amends, including wording in consultation with the relevant committees
- ii. Union Council will have the responsibility for any other items passed, assigning responsibility to appropriate Student Officers (full and Part time).

### **3.1.5 QUORUM**

Quorum for referendum shall be equivalent to 3% of the ordinary members registered at the University

## **3.2 COUNCIL AND IT'S COMMITTEES**

### **3.2.1 PROCEDURE PRIOR TO**

- i. A minimum of five days notice shall be given to calling of Council or one of it's committees
- ii. All items of business, motions and reports shall be submitted to the secretary at least five days before the meeting to enable them to be circulated three term days in advance of the meeting
- iii. Motions submitted as emergency business shall only be considered as such if they relate to business occurring after the closing date. They should be submitted at least one hour prior to the start of the meeting
- iv. Bar procedural motions, no motion shall be made orally and requires supporting paperwork
- v. An emergency Council or committee may be called by either
  - a. The Chair of these bodies with a minimum of twenty four hours notice
  - b. The secretary of these bodies with a minimum of twenty four hours notice and within two term days of receipt of a requisition signed by two Council/committee members entitled to vote on Council/ that committee or by 25 Ordinary members
- vi. The notice covering the emergency Council or committee shall state fully the business to be dealt with at the meeting and no other shall be considered

### **3.2.2 ORDER OF BUSINESS FOR COUNCIL**

- i. Apologies
- ii. To approve as a correct record the minutes of the previous meeting
- iii. To deal with any matters arising from the minutes that do not appear as a separate item on the agenda
- iv. Agenda items arising from last meeting
- v. New Agenda Items
- vi. Finances
- vii. Discussion Points
- viii. Other Union Business

- ix. Recognition
- x. Reports – officer and committees
- xi. Points of information
- xii. Emergency
- xiii. Any other business

Any outline of each item within the order of business can be found in the appendices

### **3.3 GENERAL**

#### **3.3.1 AUTHORITY OF THE CHAIR**

- i. The Chair may call attention of the meeting to the following abuses
  - a. Interruption of the speech of another member
  - b. Continued irrelevancy or tedious repetition
  - c. Unbecoming or offensive language or expression
  - d. Sexist, racist or homophobic remarks
  - e. Inputting the motives of another
  - f. Any breach of order
- ii. In the event of persistent disregard, the Chair may order removal from the meeting
- iii. The Chair shall have casting vote only

#### **3.3.2 ADMISSION TO MEETINGS, SPEAKING AND VOTING RIGHTS**

- i. All registered Ordinary members can attend meetings as observers, with the right to speak but not to vote
- ii. Staff required to attend meetings have speaking but not voting rights

#### **3.3.3 SPEAKING**

- i. The Chair shall call to speak the person who first catches their attention
- ii. All speeches shall be directed to the item under discussion.
- iii. Speeches shall be three minutes long in duration, although extensions may be requested and granted by a majority of the meeting. Such extensions shall be no longer than one minute long.
- iv. No speaker shall speak more than once on any motion or any amendment except in the following cases:
  - a. The proposer of the motion or amendment will have right to summation
  - b. On a point of order. A point of order may be raised in relation to any regulation laid down in this chapter and may be raised at any time following the start of the meeting
  - c. On a point of information. Points of information shall be received at the discretion of the Chair and must be used solely to seek or offer strictly factual information
  - d. Delivering a personal explanation/Clarification. This shall be confined to some material part of a former speech at the meeting, which may have been misunderstood.

These regulations may be relaxed, but the Chair can call the meeting back to this procedure at any point of the meeting

#### **3.3.4 PROCEDURAL MOTIONS**

The Following shall be moved on a point of order:

- i. Appointment of Chair in the absence of the designated Chair
- ii. Matter relating to the accuracy of the minutes
- iii. The question be now put
- iv. That the meeting now be adjourned
- v. That the meeting proceed to the next item of business
- vi. That the order of business be changed
- vii. Reference back of a matter to the relevant committee
- viii. Extending the time of the speeches
- ix. Suspension of Standing Orders
- x. A request for the Chair's ruling
- xi. A challenge to the Chair's ruling
- xii. A motion of no confidence in the Chair
- xiii. A procedural motion of censure, regarding a regulation, point of business or standing order in the meeting
- xiv. That the motion be considered in parts
- xv. That a guest be allowed speaking rights
- xvi. A challenge to the Quorum
- xvii. Reference back to a previous matter on the Agenda
- xviii. The issue be put to the membership in a referendum in accordance with the constitutional procedure of referendum
- xix. Ordinary motion of censure, regarding the conduct of an officer

Full explanations of the motions can be found in the appendices  
 The Chair shall be vacated during procedural motions xi and xii

### **3.3.5 REGULATIONS GOVERNING PROCEDUAL MOTIONS**

- i. The procedural motions have the opportunity to have one speech for and one against (speeches to last up to three minutes)
- ii. Procedural motions shall require a simple majority in order to be carried
- iii. Once a procedural motion has been put forward it must be concluded before another can be instigated
- iv. Procedural motion viii shall not apply to quorum. In event of a call for quorum the Chair shall immediately instigate a count
- v. Procedural motion of censure does not hold the same status as an ordinary motion of censure

### **3.3.6 POLICY**

- i. The policy of the Union shall stand for three years (with the exception of Life Honorary Membership)
- ii. No motion to rescind any policy agreed within the last six months shall be in order until it bears the signatures of 50 members of the Union or stands in the name of Council
- iii. The Steerings Committee shall be responsible for maintaining an accurate and up to date record of policies of the Union
- iv. In the Autumn term the Steerings committee shall give notice of all policies due to lapse
- v. Unless an objection is raised those policies shall lapse at the end of the month required
- vi. If there is such objection it shall then be submitted to a referendum as a motion and dealt with in that manner

## **4 ELECTIONS AND REGUALTIONS**

#### 4.1 ELECTIONS AND REGULATIONS

There will be elections annually for Full and Part time Officer positions and delegates, with the option of by-elections to fill any positions  
Elections shall be deemed as started from the first day the nomination period is opened

##### 4.1.1 NOMINATIONS

- i. The Steerings committee shall ensure that there is a clearly advertised nominations period of not less than five term days
- ii. Candidates shall return a full and complete nomination form before the deadline has passed to be considered as standing for election. The candidates nomination form must be signed by twelve ordinary members and supported with evidence of Union membership
- iii. A member may only nominate one person for each contested position in the election. All candidates shall pay a financial deposit returnable upon the end of the election. The size of the deposit shall be determined by Steerings annually
- iv. No member shall be entitled to serve as a Full Time officer for more than two years
- v. All Full time officers must meet the requirements of being a trustee as defined by the charities commission
- vi. No Full Time officer shall be employed as a staff member within seven years of finishing their term of office without the approval of Union Council
- vii. No member of Steerings committee, nor any other person involved in the organisation and administration of the elections shall be eligible to stand for election, nor in anyway involve themselves with the publicity the merits of any candidates or in any way foster the interest of any candidate
- viii. Only ordinary members shall stand in Union elections
- ix. For site-specific positions, only students based at that site may stand

##### 4.1.2 POSITIONS

There shall be elections for the following positions:

- i. President
- ii. Commercial Services Officer
- iii. Education and Welfare Officer
- iv. Communications Officer
- v. Activities Officer
- vi. 4 Non Portfolio Executive Members (two from each site)
- vii. Chair of Union Council
- viii. Equal Ops Officers
- ix. Campaigns officer
- x. Media Officer
- xi. Activities Officer: Societies
- xii. Activities Officer: Sports Clubs
- xiii. Environment Officer
- xiv. Local Student's Officer (one each site)
- xv. Site Officer (one each site)
- xvi. Academic Affairs Officer
- xvii. Accommodation Officer

- xviii. Female Gender Rep
- xix. International Student's Officer
- xx. Lesbian/Gay/Bisexual Student's Officer
- xxi. Male Gender Rep
- xxii. Mature Student's Officer
- xxiii. Part Time Student's Officer
- xxiv. Postgraduate Student's Officer
- xxv. School Rep (one for each School)
- xxvi. Student's with Disabilities Officer
- xxvii. Welfare Officer
- xxviii. NUS Delegates for NUS National Conference

#### **4.1.3 MULTIPLE CANDIDACY**

Candidates standing in officer elections shall only stand for one position (except for NUS conference delegate and non-portfolio positions)

#### **4.1.4 PUBLICITY**

Steerings will allocate a fair publicity campaign for candidates running in the Elections'

#### **4.1.5 HUSTINGS**

- i. These shall be arranged for all posts in the elections to take place in the week proceeding the ballot in an appropriate in venue
- ii. Hustings will be chaired by a representative of Steerings
- iii. Speaking order shall be determined by a random draw, supervised by the Chair. At the end of the speeches, questions will be taken
- iv. Questions selected shall be addressed to all candidates contesting a particular post. Questions shall be presented in writing before or during Hustings to the Chair of Steerings
- v. Steerings shall determine the amount of time to be allocated for the Hustings and each part of the Hustings procedure

#### **4.1.6 REGISTER OF ELECTIONS**

Steerings shall ensure a register of all enfranchised electors exists prior to the election

#### **4.1.7 VOTING**

- i. All elections and co-options shall use the Single Transferable Vote (STV) system
- ii. In each there shall be a category Re-open nominations (RON)
- iii. All elections and co-options shall be by secret ballot
- iv. Voting shall be by Union Cards Only
- v. Voting shall be recorded by numbered ballot forms
- vi. All voters shall be recorded as having voted on their cards

#### **4.1.8 POSTAL/ELECTRONIC VOTE**

- i. During the first term and third term of each academic year Steerings shall advertise eligibility for postal/ electronic votes within the University and to all applications for membership cards received from placements students

- ii. Members wishing to vote this way shall be given written indication by the end of the second week of the second term
- iii. Election mailings shall include ballot forms and manifestos of each candidate, plus a covering letter of explanation and shall be dispatched not less than fourteen days before the close of polling
- iv. Returned postal/ electronic votes to be valid must be returned before the close of polling to the Returning Officer
- v. There shall be no proxy voting

#### **4.1.9 NOTICE OF VOTING**

Steerings shall ensure that all voting/Hustings times and places are clearly advertised

#### **4.1.10 RETURNING OFFICER**

The returning officer shall be the University Secretary on behalf of the Board of Governors, or an alternative nominated by council and approved by the Board of Governors

#### **4.1.11 ISSUE OF UNION CARDS**

No Union cards shall be issued from the start of the first polling session until the end of the last

#### **4.1.12 THE BALLOT BOXES**

- i. The ballot boxes shall be open for a minimum of twenty four hours over three days
- ii. For Cross campus voting there shall be at least one ballot box at each site
- iii. Two individuals, appointed by steerings shall staff each box
- iv. Responsibility for the security of all ballot boxes and ballot forms shall rest with the returning officer and Steerings

#### **4.1.13 COUNT**

- i. The counting of the ballot forms shall be held within 48 hours after the close of polling
- ii. It shall be attended by Steerings who shall appoint counting clerks
- iii. The count may be attended by the candidates or the candidates nominee
- iv. Any persons causing a disturbance shall be withdrawn upon the order of the Returning Officer
- v. Any request for a re-count must be made by the candidate or their nominee within one hour of the close of the count or recount
- vi. The results shall be declared not later than 24 hours after the final count

#### **4.1.14 RE OPEN NOMINATIONS**

- i. In the event of re-open nominations receiving the most votes or no candidate standing for a position, steerings shall decide whether a new election or co-option is in the best interests of the Union

- ii. If the former, they will
  - a. Advertise Re-open nominations for a minimum period of five term days
  - b. Shall collect all publicity remaining from the initial election
  - c. The new publicity entitlement shall be decided by steerings
  - d. All further proceedings shall remain unchanged
- iii. A decision in favour of co-options must be ratified by council. If so, the following rules apply:
  - a. Steerings shall ensure that all posts are clearly publicised for a minimum of fourteen days prior to the meeting at which the co-options shall take place
  - b. Each candidate shall be allowed to produce a manifesto to support their application and further be allowed time to speak and answer questions before voting takes place
  - c. At the meeting voting shall take place by secret ballot, using the STV system, with re-open nominations included on the ballot paper
  - d. The count shall be within 24 Hours of the close of the meeting at which co-options took place and the result declared at the close of the final count
  - e. Only Council may make co-options

#### **4.1.15 COMPLAINTS**

- i. Any complaint as to the conduct of any election shall be made to Steerings or to the Returning Officer prior to the commencement of the count
- ii. Complaints received shall be fully investigated by Steerings and the Returning officer and the results reported to Council
- iii. Council has the power to declare the whole election, or that part to which the complaint is pertinent as being null and void
- iv. The council may disqualify any candidate contravening these regulations from further elections

#### **4.1.16 REMOVAL FROM OFFICE**

- i. Full Time Officers and all other elected officers may be removed from their post through the use of two ordinary motions of censure at Union Council or through a vote of no confidence at Referenda.
- ii. These must be submitted in line with the procedures laid down for all business to Union Council and Referenda.
- iii. For it to be carried a motion of censure or a vote of no confidence requires a two thirds majority of those present and voting.
- iv. Officers may only be dismissed following the approval of two motions of censure at Union Council or a single vote of no confidence at a Referendum.
- v. Members failing to attend two meetings without sending written apologies to the chair or secretary or later providing an insufficient excuse for their absence, shall be deemed resigned. All apologies must be accepted by Council for them to stand.

#### **4.1.17 TERM OF OFFICE**

- i. The term of office for a Full Time Officer shall run from the 1<sup>st</sup> of August of the year in which they were elected to the 31<sup>st</sup> July of the following year.

- ii. Full Time Officers will also attend a changeover period in the July immediately preceding the start of their term of office.
- iii. The term of office for Part Time Officers elected in the Spring elections shall run from the 1<sup>st</sup> day of the following Autumn term to the last day of the following Summer term.
- iv. The term of office for Part Time Officers elected in the Autumn elections shall run from the council meeting following their election until the last day of the Summer term.