



## **Bye-laws of St George's Students' Union**

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## 1 Definitions and interpretation

1.1 In these Bye-laws, the following terms shall have the following meanings:

AGM	the annual general meeting of the Union.
Academic Year	the period 1 August to 31 July determined by the Union as the period during which Students are required to be registered with the University;
Appointments Committee	the appointments committee of the Board set up in accordance with the Constitution and the Bye-laws to oversee the appointment of Trustees to the Board;
Board of Trustees or Board	the Board of Trustees of the Union;
Bye-laws	these bye-laws;
Chair	the Union Chair or the Chair of the Board of Trustees
Chair of the Board	has the meaning in clause 19.3.1 of the Constitution.
Constitution	the Constitution of the Student's Union;
Deputy Chair	the deputy chair of the Board of Trustees, who shall be appointed in accordance with clause 19.3.2 of the Constitution;
Education Act	the Education Act 1994;
Elected Officers	the Members elected to be officers of the Union as defined in Schedule 3 of the Bye-laws;
Elected Representatives	has the meaning given in Schedule 3 of the Bye-laws;
Executive or Executive Committee	means the committee established in accordance with clause 20 of the Constitution and Bye-laws;;
Ex-President	the individual who served as President in the preceding year;
Ex-Student Officer Trustee	a Trustee appointed in accordance with clause 13.5 of the Constitution who for the avoidance of doubt shall not be deemed to be either a major union office holder or a sabbatical union office holder for the purposes of section 22 of the Education Act;
External Trustee	a Trustee appointed in accordance with clause 13.4 who for the avoidance of doubt shall not be deemed to be either a major union office holder or a sabbatical union office holder for the purposes of section 22 of the Education Act;
general meeting	a general meeting of the Union called and held in accordance with the Constitution and these Bye-laws;

in writing	written, printed or transmitted writing including by electronic communication;
Members	the members of the Union from time to time as defined in the Constitution and the Bye-laws;
Memorandum of Understanding	The document that defines the relationship between the Union and the University. This document may only be amended in conjunction with the University in accordance with the terms of the Memorandum of Understanding; Code of Practice refers to this document, published by the Institution in accordance with the Education Act 1994, outlining how the Students' Union is to comply with the requirements set out in Part II, section 22 of the Act;
NUS	National Union of Students;
Office	the head office of the Union;
President	the president of the Union, as elected by the members in accordance with these Bye-laws;
RAG	the raise and give society which develops Students by providing them with an opportunity to raise funds for charitable causes;
Referendum	a ballot in which all Members of the Union are entitled to cast a vote, the protocol for which is set out in the Bye-laws;
Registry	the registry of the University;
Reserved Business	has the meaning given in paragraph 21 of Schedule 4;
Secure Petition	a written request to the Union which shall be fixed in a pre-arranged place or places or held securely on-line;
Senate	the regular representative meeting of the Union for Year Representatives constituted in accordance with the Constitution and the Bye-laws;
Student	any individual who is formally registered to receive instructions or supervision in the University. For the avoidance of doubt, the University shall determine whether or not an individual has student status;
Student Council	the regular representative meeting of the Union for Clubs, Societies and Community Projects constituted in accordance with the Constitution and the Bye-laws.
Student Officer Trustee	a Trustee elected in accordance with clause 13.1 of the Constitution;
Student Trustee	a Trustee elected in accordance with clause 13.2 of the Constitution and for the avoidance of doubt shall not, for the purposes of Section 22 of the Education Act, be a major union office holder;
Trust	St George's University Hospitals NHS Foundation Trust;

Trustee and Trustees	together the Student Officer Trustees, the Student Trustees, the University Staff Trustees, the External Trustees and the Ex-Student Officer Trustee;
Union	St. George's Students' Union, a charitable incorporated organisation (charity registration number 1188386), being "The School Club" referred to in Section XIV of the University Scheme, and which operates a students' union for the purposes of the Education Act;
Union Chair	the chair of the Union elected in accordance with the Bylaws.
Union Policy	representative and campaigning policy set by Referenda or the Executive or Council or Trustees in accordance with clause 28 of the Constitution
University	St George's Hospital Medical School of Cranmer Terrace, London, SW17 0RE (UKPRN 10007782) including the Faculty of Health, Social Care and Education or other joint ventures;
University Scheme	the Scheme of the University providing for the management and control of the University;
University Staff Trustee	a Trustee appointed in accordance with clause 13.3 of the Constitution who, for the avoidance of doubt, shall not be deemed to be either a major union office holder or a sabbatical union office holder for the purposes of section 22 of the Education Act;
Year Representatives	has the meaning given in paragraph 25 of Schedule 3.

1.2 Words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and vice versa.

1.3 Any reference to a statute, statutory provision or subordinate legislation ("legislation") shall (except where the context otherwise requires) be construed as referring to such legislation as amended and in force from time to time and to any legislation which (either with or without modification) re-enacts, consolidates or enacts in rewritten form any such legislation.

1.4 Other capitalised terms which are used in these Bye-laws but are not defined shall have the same meaning as in the Constitution.

## 2 The Union

2.1 The Union is established as a charitable incorporated organisation and is registered with the Charity Commission for England and Wales with registered number 1188386.

2.2 The governing document of the Union is the Constitution.

2.3 The Union is a students' union for the purposes of the Education Act and Statute XIV of the University's Scheme.

### **3 Objects**

- 3.1 The charitable objects of the Union are contained in clause 3 of the Constitution.

### **4 Bye-laws**

- 4.1 These Bye-laws are supplementary to the Constitution of the Union and are made pursuant to clause 27 of the Constitution.
- 4.2 If there is any inconsistency between these Bye-laws and the Constitution, the terms of the Constitution shall take precedence.

### **5 Review and amendment of the Bye-laws**

- 5.1 The Trustees will normally review these Bye-laws at least once every 5 years and in conjunction with the review of the Constitution to be carried out in accordance with clause 30.1 of the Constitution.
- 5.2 The Bye-laws may be amended by either:
- 5.2.1 a General Meeting of the Union; or
  - 5.2.2 the Executive Committee;
- subject in both cases to subsequent ratification by the Board and the University, and provided always that such Bye-laws shall not be inconsistent with the Constitution or with the University's obligations under the Education Act.
- 5.3 Any amendments to the Bye-laws made during the year must be reported to the AGM.

### **6 Representation**

- 6.1 The Union is the only officially recognised students' union at the University.
- 6.2 The Union shall comply with its responsibilities regarding student representation and relevant policies and procedures adopted by the University from time to time.
- 6.3 The Union shall represent Students on the University's council and its committees.

### **7 Membership**

- 7.1 Rules regulating the categories of Membership of the Union and their associated rights are contained in the Constitution and Schedule 1 of these Bye-laws.

### **8 Board of Trustees**

- 8.1 Rules regulating the Board of Trustees of the Union are contained in the Constitution and Schedule 2 of these Bye-laws.

### **9 Elected Officers and other Elected Representatives**

- 9.1 Rules regulating the Elected Officers and other Elected Representatives of the Union are contained in Schedule 3 of these Bye-laws.

### **10 Meetings of the Union**

- 10.1 Rules regulating the meetings of the Union, their membership, powers and responsibilities are contained in the Constitution and Schedule 4 of these Bye-laws.

## **11 Affiliations**

- 11.1 The Union is required by law to declare all affiliations.
- 11.2 Rules regulating affiliations and their reporting are contained in Schedule 5 of these Bye-laws.

## **12 Elections**

- 12.1 Rules regulating the conduct of elections, including the rights of voters and candidates and the powers of those running in elections are contained in Schedule 6 of these Bye-laws.

## **13 Discipline**

- 13.1 Rules concerning the discipline of Members and the method and reasoning for disciplinary action are contained in Schedule 7 of these Bye-laws.

## **14 Complaints**

- 14.1 Rules concerning complaints of Members, the University and external individuals and bodies are contained in Schedule 8 of these Bye-laws.

## **15 Clubs, Societies and Community Projects**

- 15.1 Rules concerning the formation, running and dissolution of Union's clubs, societies and community projects are contained in Schedule 9 of these Bye-laws.

## **16 Awards and Honours**

- 16.1 Rules concerning awards and honours granted by the Union are contained in Schedule 10 of these Bye-laws.

## **17 Media**

- 17.1 Rules concerning the media produced by Union (including the clubs, societies and individuals, and anything distributed on Union premises) are contained in Schedule 11 of these Bye-laws.

## **18 Union Facilities**

- 18.1 Rules concerning the hire and use of the Union's facilities (including space and equipment) are contained in Schedule 12 of these Bye-laws.

## **19 Finance**

- 19.1 Rules concerning the management of the Union's finances are contained in Schedule 13 of these Bye-laws.

## **20 Events**

- 20.1 Rules concerning the running and management of Union events are contained in Schedule 14 of these Bye-laws.

## **Schedule 1    Membership**

### **1        Categories of Membership**

1.1        There shall be 3 categories of membership of the Union::

- (a)        Ordinary Membership;
- (b)        Restricted Membership; and
- (c)        Associate Membership.

### **2        Ordinary Membership**

2.1        Ordinary Members shall be Students, who have not exercised their right to opt out. Student Officer Trustees of the Union who were elected before they ceased to be registered as Students shall also be Ordinary Members.

2.2        For the avoidance of doubt, this includes all Students who study within the Joint Faculty of Health and Social Care Sciences, regardless of the institution awarding their degree.

2.3        The Trustees of the Union shall also be Ordinary Members for the duration of their term.

### **3        Restricted Membership**

3.1        Restricted Members shall be Students, who have exercised their right to opt out.

3.2        To opt out of the Union, Ordinary Members must notify the Union Chair of their wishes in writing.

3.3        Restricted members shall not be unfairly disadvantaged by having opted out of the Union.

3.4        Restricted Members may opt back into the Union by applying in writing for Ordinary Membership to the Union Chair. Such an application shall not normally, but may, be refused.

### **4        Associate Membership**

4.1        Associate Members are all other persons who have been granted membership of the Union.

4.2        The Associate Membership category shall be further sub-divided as follows:

- (a)        Life Members, being:
  - (i)        Those who have been an Ordinary Member for no fewer than 3 Academic Years, and who have successfully completed their course of study;
  - (ii)       Members of University or Union staff, who have been employed for a period of no fewer than 10 years.
  - (iii)      Those granted Honorary Life Membership, in accordance with the Bye-laws governing Awards and Honours.



- (b) Affiliated Members, being members of staff at the Trust or the National Blood Service, Tooting.

## **5 Privileges of Membership**

5.1 The privileges of all Members shall include:

- (a) the use of all the Union's facilities, notwithstanding any fees that may be charged for entry;
- (b) the right to membership of all constituent clubs, societies and groups, notwithstanding any fees that may be charged for such membership;
- (c) the right to attend any meeting of the Union, except for meetings or portions of meetings deemed to be Reserved Business;
- (d) the right to speak at any meeting of the Union, by leave of the chair of the meeting;

5.2 The privileges of Ordinary Members shall also include:

- (a) entitlement to vote and stand for posts in elections of the Union;
- (b) the right to be represented by the Union as laid out in clause 6.2;
- (c) the right to vote at a general meeting;
- (d) the right to opt out of the Union at any time;
- (e) entitlement to bring up to 2 guests on to Union premises, notwithstanding any fees that may be charged for entry.

5.3 The privileges of Associate members shall also include:

- (a) those stated in paragraph 5.2 of this Schedule;
- (b) entitlement to bring 1 guest on to Union premises, notwithstanding any fees that may be charged for entry.

## **6 Responsibilities of Members**

6.1 The responsibilities of all Members shall include:

- (a) adherence to the Constitution and the Bye-laws (and any other rules made from time to time by the Union) when on Union facilities or taking part in Union events, including club, society and community project events;
- (b) ensuring that any guests admitted by the Member adhere to the Constitution and the Bye-laws (and any other rules made from time to time by the Union);
- (c) adherence to any action taken by a Union meeting when the Constitution or the Bye-laws (or any other rules made from time to time by the Union) is broken by the Member or his/her guest;
- (d) reporting any breach of the Constitution and the Bye-laws (and any other rules made from time to time by the Union) to an Officer, Elected Representative or other responsible agent of the Union.

- (e) adhere to any policies or procedures established by the Union from time to time.

## **Schedule 2    Board of Trustees**

### **1        Key Responsibilities**

- 1.1     The Trustees are the charity trustees of the Union and have control of the Union and its property and funds, which must be applied solely and exclusively in advancing the charitable object of the Union (as set out in the Constitution).
- 1.2     In addition to the duties and responsibilities the Trustees owe as charity trustees under charity law, their key responsibilities of the Board shall include:
  - (a)     ensuring the Union has an appropriate mission, clear vision, strategy and strategic direction and is focused upon achieving these aims;
  - (b)     being responsible for the performance and behaviour of the Union;
  - (c)     ensuring the Union complies with all legal and regulatory requirements;
  - (d)     ensuring long term financial stability of the Union;
  - (e)     ensuring resources are available to suitably staff the Union to meet its strategic direction;
  - (f)     consulting regularly with the Members regarding strategy; and
  - (g)     ensuring a high standard of governance for the Union.

### **2        Matters reserved for the Board of Trustees**

- 2.1     Subject to the Constitution and the Bye-laws (and any other rules made from time to time) and any relevant legislation, the Board of Trustees may delegate such matters as it considers appropriate. However, the following matters are reserved to the Board:

#### *Regulations and control*

- 2.2     Responsibility for complying with filing and other requirements of the Charity Commission as the Union's regulator for charity law purposes.
- 2.3     Approval of any recommendation to change or amend the Constitution and Bye-laws, subject to the approval of the Charity Commission (if required), the members and the University, as appropriate.
- 2.4     Responsibility for financial controls of the Union.
- 2.5     Establishing, reviewing and amending terms of reference and reporting arrangements of all sub-committees of the Board and any ad-hoc groups.

#### *Strategy and budgets*

- 2.6     Responsibility for the overall strategic management of the Union and ensuring compliance with the Union's charitable objects and relevant legislation.
- 2.7     Defining and agreeing the strategic aims of the Union.
- 2.8     Ensuring trading and other activities do not compromise the Union's charitable status, where applicable.

- 2.9 Approving or amending policies and procedures for the internal control, management of risk and protection of the Union's assets, including insurance.
- 2.10 Approving or amending budgets.
- 2.11 Approving fundraising and income generation, and external and internal services delivery contracts.
- 2.12 Agreeing and reviewing the Union's investment strategy in line with relevant policies.
- 2.13 Approving and appointing of banks and management of funds, professional advisors and consultants, and determining fees or remuneration.
- 2.14 Approving and purchasing trustee indemnity insurance from the Union's funds.
- 2.15 Agreeing with the University, employees who are employed by the University on Union contracts, remuneration and any changes to existing contracts.
- 2.16 Agreeing with the University most notably the University's finance committee and/or executive board any large changes to Union finances, trading, estates or anything else that the University decides in relation to its support of the Union or its statutory supervisory powers pursuant to the Education Act.

### **3 Meetings**

- 3.1 At least 1 meeting of the Board each term should be associated with individual and group action points relating to Union development and strategic planning.

### **4 Policies**

- 4.1 The Board of Trustees shall, as appropriate, establish, review, amend, approve or note, key organisational rules, codes of practice, policies or other documentation as considered fit for the governance of the Union.

### **5 Audit**

- 5.1 The Board of Trustees shall receive and note:
  - (a) the annual University internal audit report and agree proposed course of action; and
  - (b) the Union's annual audit report and agree proposed course of action.

### **6 Reporting**

- 6.1 The Board of Trustees shall:
  - (a) receive, present and approve the Trustees' annual report and accounts and file them with the Charity Commission in accordance with appropriate legislation;
  - (b) present the Trustees' annual report and accounts to the University's finance committee at the next available opportunity;
  - (c) report to the University in accordance with the Memorandum of Understanding.

#### *Sub-Committees of the Board of Trustees*

## **7 Appointments Committee**

- 7.1 The Appointments Committee shall be a sub-committee of the Board of Trustees. Its responsibilities shall be:
- (a) To supervise the selection of Student Trustees, University Staff Trustees, External Trustees and the Ex-Student Officer Trustee.
  - (b) To ensure the proper induction of all Trustees in regards to their Trustee duties.
  - (c) To promote diversity of skills, background and experience on the Board.
  - (d) To ensure that ongoing support is given to the Board in terms of development and training needs.
- 7.2 The Appointments Committee shall be made up of up to 4 Trustees. The chair shall be ex-officio and where possible the Appointments Committee shall include both External Trustees and Student Trustees. These shall be selected by the Board.
- 7.3 The Appointments Committee may delegate its responsibilities to Union staff members as appropriate.
- 7.4 The Appointments Committee shall be responsible for reporting the names of the Trustees to all relevant organisations, including the University, Charity Commission and to the membership.
- 7.5 The Appointments Committee shall report its business to the Board not less than once per year.

## **8 The Finance Committee**

- 8.1 The Finance Committee shall be responsible to the Board of Trustees for monitoring the Union's financial management, development and services.
- 8.2 In particular, the Finance Committee shall be responsible for:
- (a) Agreeing and recommending annually for approval by the Board of Trustees, the Union budget containing estimates of all income and expenditure accruing to the Union by cost centre and in summary form, including estimates of investments and provisions.
  - (b) Monitoring all income and expenditure accruing to the Union against the approved budgets.
  - (c) Reviewing annually financial rules and procedures for the Union and monitoring their application.
  - (d) Reviewing and then forwarding annually for approval by the Board of Trustees the Union's annual audited accounts.
  - (e) Detailed scrutiny and approval of significant capital projects including the goals of the project, the case for investment and risk factors involved, the means by which they will be financed initially and recurrently, and evaluation of projects after completion.
  - (f) Monitoring and reviewing the Union's financial plans.

- (g) Receiving and discussing the Union's management accounts with a commentary prepared by the Executive.
  - (h) Agreeing a process to tender the audit contract for the Union and recommend the appointment of auditors to the Board of Trustees.
  - (i) Receiving periodic cash flow forecasts for the Union and reviewing investment income and policies to maximise income.
  - (j) Receiving periodic reports on the staffing costs of the Union and be notified of any action that impacts on staffing costs e.g. arising from pay awards, increase in minimum wage levels, pension fund contributions etc.
  - (k) Receiving and considering evaluation reports on initiatives undertaken in commercial services including their impact.
  - (l) Such other matters as may from time to time be referred to it by the Board of Trustees.
- 8.3 The Union's financial rules will define clearly the level of capital expenditure which requires the approval of the Finance Committee.
- 8.4 The membership of the Finance Committee shall be determined by the Board of Trustees.
- 8.5 The chair of the Finance Committee will be the Vice President Student Activities and Experience, who has primary responsibility for the Union's finances.

## 9 **Risk Action Group**

- 9.1 The Risk Action Group will be a subgroup of the Board of Trustees and its responsibilities shall be:
- (a) To ensure at least 6 meetings of the Risk Action Group are held each year.
  - (b) To monitor and document the risks that face the Union, these risks should include, but are not limited to, financial, commercial and reputational risks.
  - (c) To ensure changes to risk and their management are reported at every Board meeting
  - (d) To immediately alert the Board of Trustees should a significant risk arise.
  - (e) Create and monitor a risk action plan.
- 9.2 The Risk Action Group can be attended by all Trustees. However, the Risk Action Group must include the following:
- (a) The Union's Chief Operating Officer
  - (b) President
  - (c) 1 Vice President
  - (d) 1 External Trustee
  - (e) 1 University Staff Trustee
  - (f) 1 Student Trustee

### **Schedule 3 Elected Officers and other Elected Representatives**

#### **1 Elected Members**

- 1.1 The Union Membership shall elect representatives from its Membership annually, in accordance with Schedule 6 of the Bylaws and the Constitution.
- 1.2 Elected Members shall represent the Members through their elected position, and shall carry out all the duties and responsibilities of their position as detailed below.

#### **2 Senior Officers**

- 2.1 There shall be the 3 full-time paid sabbatical officers of the Union, referred to as the Senior Officers.
- 2.2 A Senior Officer:
  - (a) Shall be a Trustee and a member of the Board of Trustees.
  - (b) Shall be responsible for the management of student-facing Union activities, supported by the Union full-time staff.
  - (c) Shall work with the CEO to support and implement the Union's long-term strategy and annual financial budget, as agreed by the Board of Trustees.
  - (d) Shall, as required by the law, comply with all trustee requirements
  - (e) Shall act as deputy in the absence or unavailability of the President.
  - (f) Shall assist, support and work collaboratively with the Senior Officer team, and with the Executive as a whole. This should include regular meetings, assisting when any officer has a higher-than-expected workload, and signposting enquiries to the most appropriate Officer(s).
  - (g) Shall be responsible for the running of the General and Defined Committee Meetings of the Union.
  - (h) Shall ensure that Union records, rules, regulations, policies and procedures are kept updated, reviewed periodically and archived in a manner that permits future individuals to review older versions.
  - (i) Shall undertake other duties and responsibilities that may arise as agreed with the Board of Trustees.
  - (j) Shall sit on both the Institution and Union Business Continuity Planning Groups
  - (k) Shall be responsible for the administration of the Union Disciplinary Action and shall be authorised to administer membership disciplinary action.
  - (l) Shall be responsible for the perception of the Union (whether intramurally, intermurally or externally), its external promotion, and its relations within the local community, ensuring these remain positive and strengthening them where possible. Shall oversee the Zone structure of the Union, ensuring that each Zone meets regularly and is properly administrated. Senior Officers should ensure that any responsibilities or tasks assigned to a Zone are carried out, and should individually undertake these if necessary.

- (m) Shall conduct appraisals of all Executive Officers in their Zone before the end of each year, and shall periodically meet with any Officers who are not performing at the expected level of an Executive Officer.
- (n) Shall, in conjunction with the President, be responsible for the input of the Students' needs and views to the strategic development of the Union's commercial services.
- (o) Maintain good contact with the Estates and Facilities department, and ensure that the department is kept informed of relevant Union activities.
- (p) Shall hold overall responsibility for the organisation and publicity of Union campaigns and events, including Balls, PG/UG Freshers, Elections and RAG events.
- (q) Shall ensure that a duty rota, covering the Union's expected attendance at large Union events from the Executive, is maintained and published in advance of any events that may require it.
- (r) Shall be responsible for liaising with any and all external bodies, including but not limited to the University, NUS, UH, and any companies, charities or support organisations the Union has links with.

### 3 **President**

3.1 The position of President shall be a sabbatical position, and the individual appointed as President shall be a Senior Officer and also a Trustee.

3.2 The President shall:

- (a) Hold the position of President for 1 year, and act as Ex-President for the following year of office unless re-elected as President.
- (b) Be ultimately responsible for the correct and proper day-to-day running and management of the student-focused activities of the Union, in line with the Union's long-term strategy as set by the Board of Trustees.
- (c) Be a representative of the Union at meetings held during his or her term of office as President, including, but not limited to:
  - (i) Quality Assurance Enhancement Committee
  - (ii) Campus Good Relations Group
  - (iii) Race Equality Action and Engagement Group
  - (iv) Interfaith Forum
  - (v) Information Governance and Strategy Committee
  - (vi) National Student and Student Experience Survey Working Groups
  - (vii) University Council, Senate and Executive Board
  - (viii) Safety Management Committee or an alternative meeting with the Estates and Facilities team
  - (ix) Students' Union Commercial Services Committee (SUCS)



- (d) Be the Students' licensee of the bar (if eligible), and apply to the local Borough Council for extensions of the licence as required. If the President cannot be the licensee, the Executive shall recommend a suitable candidate.
- (e) Be the primary point of liaison with the University for any events involving Union representation. Be responsible for coordinating with the University's Head of Communication with external press and media, and be the primary representative for the Union for both external and internal communications.
- (f) Liaise with other universities, particularly those with medical schools and healthcare related activities, to share ideas and develop and promote best practice.
- (g) Coordinate the Union's annual involvement in the National Student Survey Campaign.
- (h) Oversee the successful organization of Union events, ensuring that all delegated activities are properly and efficiently carried out by the respective individuals and committees.
- (i) Create and disseminate meeting agendas for all Union meetings, and ensure that General Meeting Agenda Packs are compiled and released according to the timeline set in the Regulation for Meetings.
- (j) Oversee the "Zone" system of the Executive, ensuring its proper running, and to review its structure and function from time to time to ensure it remains relevant and practical.
- (k) Be a member of the Executive Committee, and oversee and coordinate the Union Events and Union Affairs zones, ensuring their collective responsibilities are met.

#### **4 Vice-President for Education and Welfare**

- 4.1 The position of Vice-President for Education and Welfare shall be a sabbatical position, and the individual appointed as Vice-President for Education and Welfare shall be a Senior Officer and also a Trustee.
- 4.2 The Vice-President for Education and Welfare shall:
  - (a) Oversee the integration and development of welfare and education provision for all Students.
  - (b) Liaise with Education & Welfare officers at other Universities, and be on any external committees that are concerned with Education & Welfare.
  - (c) Be responsible for maintaining the link between the Students and the University with respect to education and welfare issues.
  - (d) Be a representative of the Union at meetings held during his or her term of office as Vice-President for Education and Welfare, including, but not limited to:
    - (i) Programme Committees (where requested by the Institution)
    - (ii) Race Equality Action and Engagement Group
    - (iii) Medical Assessment Committee

- (iv) University Senate
- (v) Student Support and Welfare Committee
- (vi) Student Attendance and Engagement Group
- (vii) Undergraduate Medicine and Bioscience Education Committee (UMBEC)
- (viii) Quality Assurance and Enhancement Committee
- (ix) Learning Resources User Group
- (x) Unitu Steering Group
- (e) Assist and advise, alongside the Education and Welfare Support Officer, Students who are undergoing any of the University's disciplinary procedures or hearings.
- (f) Be a readily available point of contact for Students who may require welfare advice and ensure that such Students are, where appropriate, guided to staff that may be able to assist e.g. Counselling service, Personal Tutor, Student Finance Officer, Education and Welfare Support Officer.
- (g) Meet regularly with the Education and Welfare Support Officer regarding issues concerning all aspects of Student welfare.
- (h) Produce and distribute a "Welfare Handbook" in time for the beginning of the Freshers' Academic Year, and carry out a welfare talk and inductions for all 1st year Students.
- (i) Co-ordinate the year representative scheme, including the organisation of Senate meetings, and provide advice and support to Year Representatives regarding any issues that they may have.
- (j) Be a member of the Executive Committee, and oversee and coordinate the Student Advocacy Zone, ensuring its collective responsibilities are met.

## 5 **Vice-President for Student Activities and Experience**

- 5.1 The position of Vice-President for Student Activities and Experience shall be a sabbatical position, and the individual appointed as Vice-President for Student Activities and Experience shall be a Senior Officer and also a Trustee.
- 5.2 The Vice-President for Student Activities and Experience shall:
  - (a) Under the direction of the CEO, be responsible for the organisation and distribution of funds allocated to and acquired by the Union, including the Union budget application and its division.
  - (b) Perform duties as set out in, and to abide by, the financial rules set out in Schedule 13.
  - (c) Present:
    - (i) Annual Club and Society budgets, as approved by the relevant committees, as required by Schedule 13.

- (ii) Reviewed estimates of income and expenditure agreed by the Trustee Board to the Executive Committee and general meeting as and when necessary.
  - (iii) The names of any organisations to which the Union is affiliated, to the AGM in the summer term and details of any subscriptions, fees or donations paid to any such organisations.
- (d) Be a representative on the Finance Committee for 1 year.
- (e) Be a representative of the Union at meetings held during his or her term of office as Vice President for Student Activities and Experience, including, but not limited to:
  - (i) Institution Finance Committee;
  - (ii) Student Experience Action Group;
  - (iii) Halls Action Group
- (f) In conjunction with the Union's finance staff and CEO, facilitate the audit of the previous year's accounts, and prepare a financial report and statement for the first possible General Meeting of the Academic Year.
- (g) Be responsible for overseeing the proper financial management of all Union balls, RAG activity and Union events.
- (h) Be ultimately responsible for the Union's societies, including by:
  - (i) Ensuring that societies are run according to their own Constitutions and all relevant Union Policy and Bylaws (including but not limited to Schedule 9, Health and Safety policy, and any Budgets in place);
  - (ii) Ensuring that the Union is offering appropriate support to societies, promoting them where possible, and actively pursuing ways for the Union to improve or increase its support;
  - (iii) Acting as a representative for societies where necessary.
- (i) In conjunction with the Sports Officers, be responsible for the correct running and promotion of all Union Sports Clubs; act as Institutional Administrator for all BUCS and LUSL sports leagues, and represent the Union at any BUCS, LUSL or other sporting body meetings.
- (j) Be responsible for membership disciplinary matters concerning sports clubs, societies and community projects.
- (k) Produce a club and society financial statement for presentation when requested for any meeting of the Board.
- (l) Ensure that Room Booking Council is run twice yearly; as soon as possible after the start of term, and in time for the start of society activities after Christmas.
  - (i) If any disputes over room bookings arise after Room Booking Council has occurred, for instance over ad-hoc bookings carried out by the Office staff, the VPSAE should ensure these are resolved.

- (m) Be a member of the Executive Committee, and oversee and coordinate the Student Activities Zone, ensuring its collective responsibilities are met, and lead the Music Room Committee.

## 6 **Charity & Volunteering Officer**

6.1 There shall be a minimum of 2 and a maximum of 4 Charity & Volunteering Officers.

6.2 Each Charity & Volunteering Officer shall:

- (a) Ensure that the Union is actively engaged in charitable activities, through the Union as a whole, its Societies, and the events that it runs.
- (b) Be the first point of contact for all Students involved in fundraising which has any relation to the Union members, societies or its facilities, and provide advice on fundraising strategies to societies.
- (c) Seek to engage Union societies in Raising and Giving (RAG) efforts, and encourage societies to donate to the Union's nominated RAG charities through the Union's central RAG fundraising.
- (d) Be responsible for the setting up and running of RAG for the year in office.
- (e) Assist any Societies that are engaged in fundraising or voluntary activities, including (but not limited to) by:
  - (i) Assisting them with awareness and engagement within the Membership;
  - (ii) Providing a channel with the SU to arrange any support they may need (for instance, fundraising licences, space on site etc.);
  - (iii) Promoting voluntary activity within the Membership and sharing opportunities for Members to be involved in charitable or voluntary projects.
- (f) Ensure the orderly running of RAG events in close liaison with the President and the rest of the Executive. At least 2 Charity & Volunteering Officers are expected to be present for all RAG events.
- (g) Inform the Executive on the progress of RAG activities.
- (h) Assist the Vice President for Student Activities and Experience in distributing proceeds from RAG by the end of the term in office.
- (i) Provide, in their handover to the next set of Charity & Volunteering Officers, details of money raised, prizes, events, charities donated to and pledges given for the previous year.
- (j) Be a member of the Executive Committee, within the Union Events Zone.

## 7 **Societies Officer**

7.1 There shall be a minimum of 2 and a maximum of 4 Societies Officers.

7.2 The Societies Officer shall:

- (a) Keep the Executive well informed of the activities of societies; provide the Executive with relevant information when required, and update the

Executive on any developments within Societies (including any areas where the Union could improve its support of societies).

- (b) Be the first point of contact for general society enquiries.
- (c) Be a member of the Music Room Committee (and fulfil all the responsibilities of the Committee), and assist the Technical Officers and VP Student Activities and Experience in the upkeep of the Music Room.
- (d) Maintain an accurate list of clubs, societies and community projects with current contact details for all committee members throughout the year.
- (e) Encourage and facilitate clubs, societies and community projects to utilise the SU website as a means of event promotion, and assist the Office Manager in keeping the information on the SU website up-to-date.
- (f) Support prospective and newly-passed societies.
  - (i) Assist with enquiries regarding new society start-ups, and help prospective societies with the process of forming a new society.
  - (ii) Ensure that newly-passed societies are supported, are provided with relevant training, included on Union communications and are clear on their new responsibilities.
  - (iii) Carry out a 6 month review of new societies, ensuring that they have met any necessary obligations or caveats from their passing, and check if they require any extra support or guidance from the Union.
- (g) Be responsible for the maintenance of the boards placed in the corridors of Level 2.
- (h) Be a member of the Executive Committee, within the Student Activities Zone.

## **8 Sports Officer**

8.1 There shall be a minimum of 2 and a maximum of 4 Sports Officers.

8.2 Each Sports Officer shall:

- (a) Be responsible for keeping the Union well informed on the activities of the sports clubs including the writing of reports for Student publications.
- (b) Be in regular contact with sports clubs, to gather content for promotion via the Union's communications channels (e.g. sports results, fixtures where spectators are welcome, opportunities to participate or special events held by clubs).
- (c) Be the first point of contact for all sports events for the Union.
- (d) Assist the VP Student Activities and Experience with the organisation of sporting entries, the management of BUCS and LUSL leagues and the co-ordination of the Rob Lowe Sports Centre.
- (e) Organise team captains' meetings when required.

- (f) Be responsible for the co-ordination and promotion of sports trials during Fresher's fortnight, and liaise with the Vice President of Student Activities and Experience to co-ordinate pitch and transport bookings.
- (g) Be responsible for liaising with pitch providers with regards to the booking and use of pitches, including the Rob Lowe Sports Centre.
- (h) Assist with three-yearly replacement of match kit, and be the point of contact for sports teams to send requests for kit replacements.
- (i) Explore opportunities for intramural and intermural sports, including varsity arrangements, inter-team sports competitions and activities not currently available through Union clubs.
- (j) Be a member of the Executive Committee, within the Student Activities Zone.

## 9 **Technical Officer**

9.1 There shall be a minimum of 2 and a maximum of 4 Technical Officers.

9.2 The Technical Officers shall:

- (a) Be ultimately responsible for the provision of entertainment technical support at all social functions of the Union.
- (b) Provide technical support and equipment to all clubs, societies and community projects that require it, providing that they have informed the Technical Officers in writing prior to the event.
- (c) Be responsible for the Technical officer finances after close consultation with the Events Officers and the Vice-President (Student Activities & Experience).
- (d) Be responsible for the purchasing, logging, good maintenance and security of the technical equipment.
- (e) Produce a contract of use that shall be provided to all persons, clubs, societies and community projects when borrowing any equipment.
- (f) Be a member of the Music Room Committee (and fulfil all the responsibilities of the Committee), and assist the Societies Officers and VP Student Activities and Experience in the upkeep of the Music Room.
- (g) Complete a full inventory of technical equipment at the end of each Academic Year, which must be signed off by the President and Vice President for Student Activities and Experience.
- (h) Be responsible for the training of the new Technical Officers for a period of no less than 1 term following the start of the new officers' term.
- (i) Be a member of the Executive Committee, within the Student Activities Zone.

9.3 If a written request for technical support is made to the Technical Officers, if such request is not provided with at least 2 weeks' notice, then technical support cannot be guaranteed. At least 2 weeks' notice will entitle the club or society to a

functional level of technical support; more complex requests should be made at least 1 month in advance.

- 9.4 When a Technical Officer is not present at an event where equipment is used an equipment hire contract must be signed by the individual hiring (be it as themselves or as a society representative).
- 9.5 Only a Technical Officer or Senior Officer is authorised to sign out equipment to the society/club nominee. The society/club nominee is responsible for the equipment until the authorised officer who signed the equipment out, or his/her nominee, signs it back in. If any equipment is lost/damaged through misuse or neglect the individual on the form will be held accountable for any replacement or repair required.
- 9.6 Copies of all inventories should be held by the Technical Officers' zone leader and should also be included in the Technical Officers' handover.

## 10 **Events Officer**

- 10.1 There shall be a minimum of 2 and a maximum of 4 Events Officers.
- 10.2 The Events Officer shall:
  - Be responsible for the conceptualisation, theming and decorating of Union events taking place on Level 2, and assist in the conceptualisation, theming and decorating of Union events happening outside of the Union premises.
  - (a) Be responsible for the arrangement of external entertainment for Union events. This includes ensuring its cost effectiveness, identifying preferred suppliers, and working with the Senior Officers to ensure the any external entertainment can be accommodated.
  - (b) Liaise with the bar managers regarding the scheduling and planning of SU events, especially when regarding the decorating of the bar or the running of any activities, and to determine event-specific promotions.
  - (c) Liaise with the President regarding licence extensions and the VP (Student Activities and Experience) regarding Events Officer account expenditure.
  - (d) Liaise with the Charity & Volunteering Officers during RAG week to provide guidance and assistance for RAG events.
  - (e) Explore opportunities to diversify the traditional Union events calendar, and look for new suggestions for activities or events throughout the year.
  - (f) Provide advice to other groups (for example societies, year representatives or cohorts) regarding the logistics and practicalities of organising their own events, especially those due to happen in the Union Bar.
  - (g) Be a member of the Executive Committee, within the Union Events Zone.
- 10.3 At least 2 Events Officers shall be present for the entirety of any Union event.

## 11 **Union Chair**

- 11.1 The Chair shall:
  - (a) Be chair of all meetings of the Union requiring a Chair, unless delegated to another member.

- (b) Not vote at meetings or voice personal opinion on discussed topics, except in the case of an equality of votes where they will hold the casting vote.
- (c) Conduct all meetings in a fair and proper manner in accordance with the Constitution and Bye-laws (and any other rules, policies or procedures adopted by the Union from time to time).
- (d) Be familiar with all legislation of the Union.
- (e) Be familiar with all agenda items prior to meetings.
- (f) Be a member of the Executive Committee, within the Union Affairs Zone.

## 12 **Communications Officer**

12.1 There shall be a minimum of 2 and a maximum of 4 Communications Officers.

12.2 The Communications Officers shall:

- (a) Ensure that the Union's communications channels, including posters, fliers, emails, newsletters, digital display boards, website content and social media are up-to-date and contain relevant, informative content.
- (b) Work with Year Representatives to distribute information on Student wide or year specific issues.
- (c) Be the primary point of contact for societies wishing to promote their activities.
  - (i) Officers should be in regular contact with societies in order to gather additional content for communication channels.
  - (ii) Information gathered by the Officers should be passed on to their Zone, and to the Office Manager, for dissemination.
- (d)
- (e) Promote memberships, opportunities and positions within external organisations that may be of benefit to Students.
- (f) When necessary, work with relevant University staff in acquiring more space for advertising on the University campus.
- (g) Be aware of, and work to develop, communication strategies to distribute information to Students.
- (h) Produce and distribute a regular communication for the Students which includes, but is not limited to:
  - (i) Upcoming meetings of the Union;
  - (ii) Society activities and achievements;
  - (iii) Important communications from the Union or University;
  - (iv) Any Union activity where student engagement is paramount (e.g. elections, referenda, ongoing campaigns or large events);



- (v) Any other societies updates, e.g. deadlines for document submissions, available training opportunities or the current list of orphaned societies.
- (i) Work with all Union officers, Year Representatives and Union Clubs, Societies and Community Projects in the maintenance of the Union's website, ensuring that content remains up-to-date, relevant and engaging.
- (j) Be a member of the Executive Committee, within the Student Activities Zone.

### 13 **Heritage Officers**

13.1 There shall be a maximum of 2 Heritage Officers.

13.2 The Heritage Officers shall:

- (a) Work towards maintaining all traditions of the Union, and ensure that Students are kept informed of the histories, traditions and legacies of the Union.
- (b) Research and record the traditions of the Union, its clubs, societies and community projects.
- (c) Actively promote the Union to Freshers.
- (d) Organise and run:
  - (i) Wandsworth 8 during Freshers' Fortnight;
  - (ii) An event, or series of events, for St. George's Day;
  - (iii) Heritage-themed events during other scheduled campaign periods, e.g. RAG week;
  - (iv) Costume contests at any costumed disco.
- (e) Research and archive the history of St George's in terms of past students, healthcare and academic staff.
- (f) Assist the Student Advocacy Zone with any campaigns that involve a focus on any (protected) group or cohort to suggest notable George's alumni that deserve recognition.
- (g) Sit on the Heritage Steering Group and report relevant point to the Executive.
- (h) Defend the access rights of Students to the archives and ensure this remains available.
- (i) Display items of historical interest to Students in an appropriate manner, and ensure the Union's displays are maintained.
- (j) Work with the University Alumni & Development Team to develop strategies to increase Student involvement with Alumni events and fundraising.
- (k) Be a member of the Executive Committee, within the Union Events Zone.

## **14 Environmental and Ethics Officers**

14.1 There shall be a maximum of 2 Environmental and Ethics Officers.

14.2 The Environmental and Ethics Officers shall:

- (a) Represent and promote environmental and ethical issues within the Union, University and external organisations.
- (b) Act as a representative of the Students in all issues concerning the Union's commercial services, and engage with the Shop and Bar to explore avenues to improve the Union's environmental impact.
- (c) Explore opportunities for the Union to improve its environmental impact through accreditation schemes, e.g. Green Impact, Best Bar None etc.
- (d) Work with the Executive and members of staff to ensure that the Union is constantly aware of its environmental and ethical responsibilities and is as environmentally efficient as possible.
- (e) Work with relevant societies and community projects to highlight issues of environmental and ethical concern.
- (f) Run awareness campaigns by providing information and activities on issues of environmental and ethical concern throughout the Union as well as the University and Trust, including but not limited to Fair Trade Fortnight, Go Green Week etc.
- (g) Sit on and work with the SGUL Joint Environmental and Sustainability Committee to promote environmental issues within the Union, the University and the Trust.
- (h) Maintain the St. George's Allotment and promote its use amongst Students and staff.
- (i) Be a member of the Executive Committee, within the Student Advocacy Zone.

## **15 Equality, Diversity & Inclusion Officers**

15.1 There shall be a minimum of 2 and a maximum of 4 Equality, Diversity & Inclusion (EDI) Officers.

15.2 The EDI Officers shall:

- (a) Strive to ensure equal opportunities across all of the Union's services and activities so that these are accessible to the entire membership.
- (b) Act as point of contact for queries concerning equality and diversity issues within the Union.
- (c) Attend any available equality and diversity external and internal training, and explore training opportunities for the Executive where required.
- (d) Represent and promote issues of equality, diversity and liberation within the Union, the University and external organisations such as NUS and Student Central.

- (e) Sit on the Race Equality Action and Engagement Group and Interfaith Forum where possible.
- (f) Arrange and facilitate Steering Groups, as required by the Student Advocacy Zone.
- (g) Be a member of the Executive Committee, within the Student Advocacy Zone.

## 16 **International Officers**

16.1 There shall be a maximum of 2 International Officers.

16.2 The International Officers shall:

- (a) Have an overall responsibility in representing and integration of the international students on the Executive across all the courses at the University.
- (b) Work closely with the Vice President for Education and Welfare to ensure that international Students have the necessary welfare support.
- (c) Work closely with the International Students' Society (ISS).
- (d) Keep in contact with the ISS committee, mainly regarding, but not limited to, the planning of events for international Students.
- (e) Assist where necessary in the planning and running of international lunches and other ISS events.
- (f) Sit on the International Committee.
- (g) Sit on the International MBBS Operations Group (IMOG).
- (h) Meet regularly and work closely with the International Support & Compliance Officer and/or Senior Compliance Officer.
- (i) Organise and assist with international Student events, including but not limited to, the Multicultural Dinner, and Welcome Weekend.
- (j) Be a readily available point of contact for international Students who may require welfare advice and ensure that such students are, where appropriate, guided to staff that may be able to assist.
- (k) Keep in contact with the Joint Personal Tutor Leads for international Students.
- (l) Be a member of the Executive Committee, within the Student Advocacy zone.

## 17 **Representation Officers**

17.1 There shall be a minimum of 2 and a maximum of 4 Representation Officers.

17.2 The Representation Officers shall:

- (a) Strive to improve the experience that Members have during their studies at the University, by:

- (i) Ensuring that appropriate opportunities exist for students to raise concerns and provide feedback to the Union on their experiences during their course of study;
  - (ii) Campaigning on behalf of students to represent issues facing particular cohorts, year groups or courses to the student body as a whole;
  - (iii) Working with the Executive, Senate and other bodies to increase the representation and participation within the Union of under-engaged year groups and courses.
  - (iv) Maintaining and producing publicity methods, campaigning materials and engagement data relating to Union participation from under-engaged year groups and courses, and for Institutional issues affecting Members.
- (b) Provide a link between Senate and General Meetings for respective members of each Committee, by providing updates from each committee to the others. This link may be accomplished by:
- (i) Providing written reports on relevant points from each meeting, to be included in the other meetings;
  - (ii) Presenting any matters requested by members at one meeting to be raised in another, and relaying discussion and outcomes back to the meeting of origin;
  - (iii) Providing opportunity for members of each meeting to feed back on report and/or suggest matters to be raised at other meetings.
- (c) Work with Year Representatives to communicate information to/from the Students.
- (d) Coordinate and receive reports from the Year Representatives when required for General Meetings.
- (e) Be responsible for the writing of a summary, to be included in the newsletter, from the most recent meeting(s) of the Union which they attend, and gathering reports from any special meetings when they occur.
- (f) Be a member of the Executive Committee, within the Student Advocacy Zone.

## 18 **Democracy Officers**

18.1 There shall be a maximum of 2 Democracy Officers.

18.2 The Democracy Officers shall:

- (a) Assist the President and assistant returning officer with organising, conducting and promoting all Union elections and referenda.
- (b) Assist the assistant returning officer with the setup of the online elections.
- (c) Ensure all democratic process are upheld throughout the year and assist with any queries individuals may have.

- (d) Ensure all Union clubs, societies and community projects are following a democratic elections process.
- (e) Improve Student engagement with official Union meetings particularly the AGM and any general meetings.
- (f) Attend MSL Elections training, alongside the assistant returning officer.
- (g) Promote awareness of democratic opportunities and build partnerships with joint faculty Students and postgraduate Students.
- (h) Be a member of the Executive Committee, within the Union Affairs Zone.

## 19 **Ex-President**

- 19.1 The immediate past President of the Union shall be the Ex-President.
- 19.2 The Ex-President shall be an ex-officio member of the Executive, but he or she shall not be entitled to vote on any matter to be considered by the Executive.
- 19.3 The Ex-President shall be exempt from undertaking the following roles and responsibilities:
  - (a) Duties required to run and manage Union events on a regular basis, including (but not limited to) door duty and fire officer duty.
  - (b) Assisting with the planning, setting up and tidying up of the major events and functions of Union, including (but not limited to) all Freshers' events, RAG events and the Summer Ball.
  - (c) Providing advice and support to the President as required.
  - (d) Being a source of information and continuity with regards previous Executive discussions and decisions.
  - (e) Providing assistance in the training of the Executive members at the beginning of the term of office.
  - (f) Providing training for the President, and any other delegates, with regards the NUS annual conference.
  - (g) Acting as the chair's aide, as required, during meetings of the Executive.
  - (h) Sitting on University Council to provide advice and support to the President as required.
  - (i) Be a member of the Executive Committee without a defined Zone.

## 20 **Executive Committee Zones**

- 20.1 The Executive Committee shall be divided into four Zones, each of which consists of offices of the Executive.
- 20.2 Each Zone shall share collaborative aims and objectives best suited to the offices it is comprised of, and shall provide support for any office which requires additional support in carrying out any responsibilities of their office.

- 20.3 Each Zone shall be led by a designated Senior Officer (its Zone Leader). The Zone Leaders are responsible for ensuring the collective duties of the Zone are met throughout the year.
- (a) The Zone Leader is ultimately responsible for the decisions and actions of the Zone.
  - (b) The Zone Leader has responsibility for the direction of the Zone, for the appraisal of its Officers, and for deciding the strategy of the Zone throughout the year. A collaborative approach shall be taken to dividing duties where possible.
  - (c) If a Zone is not meeting its responsibilities as a collective, the Zone Leader shall do whatever possible to ensure that its responsibilities do not go unmet, undertaking them independently if necessary.
  - (d) If a project or event arises that requires cross-Zone participation, Zone Leaders should ensure that their Zones are brought together as needed.
- 20.4 Each Zone should meet in full at least once every four weeks.
- (a) Zone Leaders should ensure that each Zone Meeting is minuted.
  - (b) Zone Meeting minutes shall be collated into a summary by the Zone Leader, for presentation at the next General Meeting.
- 20.5 Each Zone may bring in non-elected Union members to assist the elected Officers.
- (a) Non-elected members may assist with the duties of the Zone, but may not have any voting powers and should not be present at Zone meetings.
- 20.6 The four Zones shall be the Union Events Zone, Union Affairs Zone, Student Activities Zone and Student Advocacy Zone.
- 20.7 All members of the Executive Zones:
- (a) Shall submit, when required and with appropriate notice, a written report of their recent activities in advance of any Meeting.
  - (b) Shall represent the Students both generally and in their official role.
  - (c) Shall serve in their relative duties in accordance with the Constitution and Bye-laws (and any rules made from time to time) of the Union.
  - (d) Shall support the objectives of the Union at all times.
  - (e) Shall, when taking part in Union activities or when in Union space, ensure that they behave in a manner that is appropriate and in line with all Union Codes, Policies and other rules.
  - (f) Will, in cooperation with their zone leader, look into ways of expanding the remit of their position, and the balance of duties between individual offices and their zone as a collective.
  - (g) Shall sit on the Awards Committee and any other committee specified either in this Schedule 3 or any other decided by the Executive.

- (h) Shall produce a 6 month report of their term in office, by the first General Meeting after the passing of their sixth month of office or another date as specified by the Senior Officers.
- (i) Shall produce a report of their term in office, at least 14 days in advance of the AGM and present it to their Zone Leader.
- (j) Will carry out the duties required to run and manage Union events on a regular basis. These duties include, but are not restricted to; door duty and fire officer duty.
  - (i) Absence from duty, or being in an unfit state for duty, may lead to the imposition of sanctions by the Senior Officers.
  - (ii) Students who are unable to, or do not feel that they can, fulfil these duties due to social, medical, religious or cultural reasons, but wish to be part of the Executive Committee, should refer to the Equality and Diversity HR Policy.
- (k) Shall be responsible for the upkeep of the Union facilities. This includes ensuring that all Union areas are kept clean and tidy.
- (l) Shall be required to provide adequate handover to their successors. This should include a written handover, and may include in-person handover of materials, training and instruction. It should also include any digital assets and login details related to the role. Shall be easily contactable by phone, email or other communications.
- (m) Shall, alongside the duties of their role and any collective zone duties, assist where required with large events and campaigns that involve all Executive members. Such events will be communicated by Senior Officers, and include the running, promotion and management of Elections, PG/UG Freshers, Balls and RAG events.

## 25 Union Events Zone

- 25.1 The Union Events Zone shall comprise of the Events, Charity & Volunteering and Heritage Officers, led by the President.
- 25.2 The Zone's primary responsibility is the scheduling, organisation, planning and execution of all events run by the Union as a whole. This includes, but is not limited to:
  - (a) Undergraduate and Postgraduate Freshers programme of events (excluding Freshers Fayre)
  - (b) May Ball
  - (c) RAG Week events
  - (d) Annual Discos – Hallowe'en, Christmas, St. Patrick's Day and Part V/III
  - (e) The SU Awards Ceremony
  - (f) Heritage events and a St. George's Day celebration
- 25.3 The Zone shall:

- (a) Ensure that an engaging series of events are organised throughout the year.
  - (i) Where applicable, ensure that provisions are in place for music, DJs or other entertainment, and that any equipment that is required is readily available.
  - (ii) Liaise closely with the Technical Officers when planning Union events, ensuring that the terms of engagement as set out in the Bylaws are met.
- (b) Ensure that all events are planned sufficiently in advance of their date to allow for good promotion and publicity.
- (c) Be responsible for designing and releasing publicity materials related to events via e.g. social media, posters, digital media boards, email lists, the Communications Officers and the website.
- (d) Ensure that the Union identifies nominated charitable partners for its RAG activities each year.
  - (i) The Zone shall endeavour to incorporate the voice of the student body in making decisions regarding charitable partners. This may be through polling, a nominations process or similar.
  - (ii) The Zone shall ensure that RAG funds are passed on to the VP Finance and Student Activities for disbursement.
- (e) Identify opportunities to incorporate RAG activities into events.
- (f) Be responsible for planning May Ball, in collaboration with the Senior Officers.
  - (i) The control of financial aspects of May Ball, including the contracting of a venue, ticket pricing structures and the engagement of any external companies (e.g. catering, entertainment, or security) will remain with the Senior Officers, and in particular with the VP of Student Activities and Experience.

## 26 Union Affairs Zone

- 26.1 The Union Affairs Zone shall comprise of the Democracy Officers, Union Chair and Student Trustees, led by the President.
- 26.2 The Zone's primary responsibility is the oversight of procedural requirements of the Union. This includes elections, meetings, policy development and review, and the keeping of Union records.
- 26.3 The zone shall:
  - (a) Create a schedule for Union meetings at the beginning of the year, liaising with VP Education and Welfare to ensure that Senate meetings are not scheduled to clash with these.
  - (b) Ensure that minutes are kept from all Union meetings, either by assigning the duty to members of the Zone or by delegating the duty to a meeting member, and keep records of all public minutes in an accessible place.



- (c) Identify an appropriate time for an Annual General Meeting, and whether any other Special General Meetings are required throughout the year.
  - (i) The Zone should assist the President in the gathering and compilation of information required for AGM, and the dissemination of the compiled Agenda Pack in the timescale required.
- (d) Publicise General Meetings to the student body.
- (e) Ensure that the Union Elections process is carried out properly and fairly each year.
  - (i) Determine the appropriate schedule and programme of events for each Election period throughout the year.
  - (ii) Ensure that election promotional material is kept updated, and that the election is as widely promoted as possible.
  - (iii) Liaise with the entire Executive to improve and build promotional materials for elections.
- (f) Promote ongoing Election campaigns through e.g. social media, posters, digital display boards, newsletters and email.
- (g) Strive to increase student engagement in elections and General Meetings, and review data and trends to identify methods of increasing engagement.
- (h) Periodically review the Constitution and Bylaws, ensuring that current practices are reflected in the document, and scrutinise any changes to ensure consistency.
  - (i) The Zone should ensure that the most current form of the Constitution is accessible on the Union website.
  - (ii) The Zone should provide an annual update, to be listed on the website and provided to the Board of Trustees, detailing any changes to the Constitution and Bylaws that occurred during the year.
- (i) Ensure all Union templates, documents and forms are kept updated throughout the year with any new additions or changes to the Union Constitution, Bylaws, Codes and Policies, and review periodically for any improvements or amendments.
- (j) Receive, organise and promote any requests for the Union to hold Member Referendums.

## 27 **Student Activities Zone**

- 27.1 The Student Activities Zone shall consist of the Societies, Sports, Technical and Communications officers, led by the Vice President for Student Activities and Experience.
- 27.2 The Zone's primary responsibility is the oversight, support and promotion of societies.
- 27.3 The Zone shall:

- (a) Actively support Union Societies wherever possible.
- (b) Be responsible for the organisation and running of Postgraduate and Undergraduate Freshers Fayre – this includes booking rooms, tables, boards and other equipment, designing the floor plan, receiving applications from societies to attend and making arrangements for the smooth running of the Fayres on the day.
  - (i) The arrangement of external visitors to the Fayre should be organised by the VP Student Activities and Experience.
- (c) Promote Societies and their activities via e.g. social media, posters, electronic display boards, email and in person.
  - (i) Co-ordinate the content included in the Union Newsletter and ensure it provides a good platform for society promotion.
  - (ii) Actively engage with societies to gather content for promotion (e.g. achievements, upcoming events, campaigns and noteworthy stories), and pass this on for inclusion on the Union website and other promotional channels.
  - (iii) Maintain good links with the Office Manager to ensure content gathered for promotion is also listed appropriately on the website, events calendar, electronic display boards and any other promotional channels available to the Office Manager.
- (d) Maintain accurate records for societies, including their handovers and constitutions, and ensure these are appropriately archived for future reference.
  - (i) In doing the above, the Zone should be aware of any societies that are failing to meet their obligations, and should contact those societies with steps to remedy this.
  - (ii) If societies are continuing to fail to meet their obligations, the Zone should look to the dissolution criteria in the Regulations for Clubs, Societies and Community Projects, and utilise them accordingly.
- (e) Maintain a list of orphaned societies, and advertise them with a view to engage new committees to take over the societies.
- (f) Look after and maintain Union storage spaces, including the RAG Room, Community Project Store, Wood Store, Tech Booth, Monckton Booth (and any associated storage on the stage) and any other general society storage spaces.
- (g) Organise and run the Union Awards Committee process as detailed in Regulations for Awards.
- (h) Maintain the Union trophy cabinet, and ensure that all trophies are correctly engraved with up-to-date information.

## 28 Student Advocacy Zone

- 28.1 The Student Advocacy Zone shall consist of the Equality, Diversity & Inclusion, Environment and Ethics, Representation and International Officers, led by the Vice President for Education and Welfare.

- 28.2 The Zone's primary responsibility is the support and wellbeing of Members, with particular focus on protected groups, the organisation and promotion of Union campaigns (particularly environmental awareness), and the development of the Union's educational and emotional support.
- 28.3 The Zone shall:
- (a) Strive to constantly improve the conditions within the Union and the University for all Members, particularly protected and marginalised groups, including but not limited to the LGBT+, faith, student parent and carer, people with disabilities and ethnically diverse communities.
    - (i) Campaign throughout the year to highlight marginalised groups, both to provide visibility and advance positive change for the communities.
    - (ii) Run steering groups within the Union to canvas feedback and assist the representation of marginalised groups.
    - (iii) Maintain a calendar of awareness and equality campaigns to run annually, e.g. Black History Month, LGBT+ History Month, Transgender Days of Visibility and Remembrance, International Women's Day, World Suicide Prevention Day, cultural and religious heritage days, health, wellbeing and disability days etc.
  - (b) Maintain close links with cultural, religious and WSG societies, and work collaboratively on campaigns related to these groups.
  - (c) Ensure that the Union is actively campaigning for its Members where required or asked for by the Membership.
  - (d) Promote and develop the Union's commitments to environmental and sustainability goals.
  - (e) Ensure that all Committees of the Union remain informed of relevant points and outcomes from each other.
  - (f) Ensure the Union and University have sufficient provision of welfare support for all students, with particular focus on the groups in point (a), international students, under-engaged cohorts and groups within the Union undergoing particular pressure or stress.
  - (g) Run and maintain 'Use Your SU' and 'Know Your SU' campaigns, and help integrate any publicity material for these with Elections campaigning.

## 29 **Music Room Committee**

- 29.1 The Music Room Committee shall consist of:
- (a) Up to five Independent Members;
    - (i) The Committee shall review annually whether or not the number of Independent Members is sufficient, based on the current membership figures for the Music Room.
  - (b) Up to one member from each society that:
    - (i) Falls under the performance society designation;

- (ii) Has aims or commitments in its constitution that uses the Music Room or its equipment.
    - (A) The Society Members shall be put forward by each Society, and should ordinarily be either a MD, President, Director or Producer.
  - (c) The Technical and Society Officers;
  - (d) VP Student Activities and Experience.
    - (i) VP Student Activities and Experience may, at their discretion, co-opt other members (for instance another Senior Officer) on to the Committee for the duration of any Meeting.
- 29.2 The Committee shall serve for a period of one year.
- (a) The Independent Members and should be elected between January 1<sup>st</sup> and January 31<sup>st</sup>.
  - (b) The Society Members should join the committee upon the election of the Independent Members.
  - (c) The Executive Members shall serve from August 1<sup>st</sup> to July 31<sup>st</sup>, providing some crossover support for incoming members and year-round continuity.
- 29.3 The Committee shall have oversight of the operational aspects of the Music Room, including the upkeep, maintenance, storage and organisation, promotion and recommendation of improvements.
- 29.4 The Committee shall be supported in completing its responsibilities by the Elected Officers of the Union, and ultimately the VP Student Activities and Experience.
- (a) VP Student Activities and Experience will still remain in control of the financial management of the Music Room, including the membership fees, locker deposits and equipment purchasing, based on the recommendations of the Committee.
  - (b) VP Student Activities and Experience carries the deciding vote in any case of a tied vote on any resolution discussed at Committee.
- 29.5 The Committee shall meet no less than once a term. A meeting may be called by any two members of the Committee, or unilaterally by the VP Student Activities and Experience. All Committee meetings shall be conducted in accordance with the [regulation for meetings].
- 29.6 The Independent Members shall be selected via an application process open to all paying members of the Music Room.
- 29.7 The outgoing Committee will form the decision panel for reviewing applications to join the incoming Committee, and will select the applicants best suited to the needs of the Music Room at the time.

Should the Committee deem that any Independent Member is not fulfilling the duties of the role, they may remove any member with a majority vote. That role may then be re-opened, with any incoming Member serving until the end of that Committee's year.

## 30 Year Representatives

- 30.1 Up to 2 people may run as a team except for P year and Final year positions of any course in which up to 5 people may run as a team.
- 30.2 In the case of T-Year MBBS Representatives, 2 members will be elected as MBBS4 Representatives and 2 members will be elected as MBBS5 Representatives. When elected 2 representatives will be assigned to stream A, and 2 will be assigned to stream B by means of random allocation by the academic registrar.
- 30.3 The general roles and responsibilities of all Year Representatives shall include:
- (a) Being the first point of call for issues pertaining to the year of Students that they represent.
  - (b) Being in the same year and on the same course as the group of Students they hope to represent come the beginning of their term in office.
  - (c) Attending and provide formal handover at the first Senate meeting following elections.
  - (d) Meeting with the head of year and year administrator as soon as possible following taking office in order to build a functional working relationship.
  - (e) Attending the Year Representative training at the start of the Academic Year that is organised by the Vice President for Education and Welfare
- 30.4 Year Representatives shall have the following Union related roles and responsibilities (unless excluded below):
- (a) Shall represent the views of their year at Senate and any other Union meetings that it is relevant for them to attend.
  - (b) Shall report on their activities to each Senate meeting, either through a verbal report at the meeting or through a written report submitted in advance to the Representation Officers.
  - (c) Shall produce and submit a full report on their term in office to the Representation Officers, prior to the AGM.
  - (d) Shall disseminate appropriate information following Senate and relevant course committee meetings
  - (e) Are responsible for promotion of events being organised by the Union where appropriate and in line with the email policy of the University.
  - (f) Must keep the Senior Officers informed about all issues pertaining to their respective course.
  - (g) Co-ordinate the 'Mums and Dads' scheme for incoming Freshers.
  - (h) Promote, organise and distribute year / group photos.
  - (i) Produce a year book (Final Year Representatives only).
  - (j) Promote and organise a graduation ball responsible for convening and chairing respective final year graduation ball committees (Final Year and Intercalated Representatives only).

- (k) Assist in the organisation of a half way dinner for their respective course.

30.5 Year Representatives shall have the following course related roles and responsibilities:

- (a) Helping to co-ordinate the rearrangement of cancelled lectures and to notify the relevant members of staff when a lecture is cancelled without prior notice.
- (b) Attending all relevant course committees related to their year and course of study.
- (c) Liaising with representative bodies (e.g. MDU, MPS, F1 Deanery) where necessary.
- (d) Assist in and where appropriate organise revision lectures for their year where necessary.
- (e) Organise relevant information evenings/distribution where necessary e.g. electives evening, alternative BSc Prospectus.

## **Schedule 4 Meetings of the Union**

### **1 General Meetings**

- 1.1 General Meetings are meetings which any Ordinary Member may attend.
  - (a) All members of the Union shall have the right to speak at general meeting, by way of the Chair.
  - (b) Ordinary Members shall have the right to cast a single vote on any accepted motion at any All-Member Meeting.
    - (i) Persons not holding an Ordinary Membership of the Union may not vote unless specifically excepted by the Chair for that one motion.
    - (ii) The Chair may only vote in instances of an equality of votes.
- 1.2 General Meetings shall be held in accordance with the Constitution and Bye-laws, and any other Union rules, regulations, policies or procedures as developed over time.
- 1.3 General Meetings shall be chaired by the Union Chair. In the Chair's absence, a Senior Officer shall either chair the meeting, or conduct a vote to nominate another member of the Meeting as Chair.
- 1.4 General Meetings may be postponed or delayed if required by all Senior Officers, at time in the year where a majority of students are unavailable due to term scheduling or examinations.
- 1.5 The minutes of all General Meetings shall be made available to all Members.

### **2 Defined Committee Meetings**

- 2.1 Defined Committee Meetings are meetings which have specific attendance requirements not usually met by Ordinary Members.
  - (a) An Ordinary Member may only attend a Defined Committee Meeting through the approval of the meeting Chair in advance of the meeting.
- 2.2 Defined Committee Meetings shall be held in accordance with the Constitution and Bye-laws, and any other Union rules, regulations, policies or procedures as developed over time.
- 2.3 Defined Committee Meetings may be postponed or delayed if required by the Senior Officer tasked with the oversight of that meeting, at time in the year where a majority of students are unavailable due to term scheduling or examinations.
- 2.4 For the avoidance of doubt, Defined Committee Meetings are not General Meetings, and therefore do not need to follow the regulations for General Meetings of Members as set out in Clause 11 of the Constitution.

### **3 Union Progress Meetings**

- 3.1 Union Progress Meetings are a specific form of General Meeting.
- 3.2 Each Union Progress Meeting shall be, as a minimum, attended by:
  - (a) the Executive Committee;

- (b) 1 representative from each Club, Society or Community Project.
- 3.3 Union Progress Meetings shall be the regular representative meeting of the Union for Clubs, Societies and Community Projects, and for engaging students in the work of the Executive.
- 3.4 Union Progress Meetings shall normally meet every four weeks, at a time determined by the Union Affairs Zone. 14 days' notice shall be given for the date and time of meeting.
- 4 **Powers and responsibilities of Union Progress Meetings**
  - 4.1 Union Progress Meetings shall have the following powers and responsibilities:
    - (a) To participate in the organisation, implementation and review of large projects of the Union as required by the Executive, and to work with the Executive in the development and expansion of these projects.
    - (b) To hold the Executive Officers and Year Representatives accountable for the actions of the Executive and of Senate, and to discuss recommendations and action points raised at these meetings.
    - (c) To implement the Constitution, following the Bye-laws and Union Policy (and any other rules, regulations, policies and procedures), to aid the day-to-day running of the Union.
    - (d) To represent the interests of constituent clubs, societies and community projects, and to work towards their continuing development and betterment.
    - (e) To review amendments made to the Bye-laws enacted by the Executive, and suggest amendments as it sees fit.
    - (f) To receive, discuss, and motion the passing of new clubs and societies, as detailed in Schedule 9.
    - (g) To review disciplinary action taken by the Executive when required.
    - (h) To hold the responsibilities and powers of Student Council, as defined by the Constitution.
- 5 **Senate Meetings**
  - 5.1 Senate Meetings are a Defined Committee Meeting, and shall consist of:
    - (a) Year Representatives;
    - (b) The Union Chair;
    - (c) Representation Officers;
    - (d) Vice President of Education and Welfare.
  - 5.2 Senate Meetings shall be the regular representative meeting of the Union for Year Representatives.
  - 5.3 Senate shall normally meet once every four weeks, at a time determined by the Student Advocacy Zone. 7 days' notice must be given for the date and time of meeting.



- 5.4 Senate Meetings shall be chaired by the Union Chair. When the Union Chair is unable to attend, the meeting shall appoint one of their number to be chair of the meeting.
- 5.5 Each member of Senate shall have 1 vote except:
  - (a) co-opted members, who shall not be entitled to vote;
  - (b) the chair, who shall only vote in the event of an equality of votes.
- 5.6 The minutes of Senate meetings, save any Reserved Business, shall be made available to all members upon request.

## **6 Powers and Responsibilities of Senate Meetings**

- 6.1 Senate Meetings shall have the following powers and responsibilities:
  - (a) to represent the Student Body on Institutional matters affecting teaching and learning, course quality, Institutional practices and course-specific concerns.
  - (b) to represent Year Representatives in all decision-making;
  - (c) to provide a forum of discussion amongst Year Representatives and the Executive Committee.
  - (d) To highlight issues affecting specific cohorts, year groups or courses, and to work towards resolution for the affected group.

## **7 Executive Zone Meetings**

- 7.1 Executive Zone Meetings are Defined Committee Meetings, and shall consist of:
  - (a) all Elected Officers within that Zone;
  - (b) the immediate past President of the Union, if required by the Zone Chair;
  - (c) other former members of the Executive, as required by the current Executive and agreed with the relevant former member.
- 7.2 Executive Zone Meetings shall be conducted primarily within each Zone of the Union, with each Zone meeting independent of the others.
- 7.3 Where required by the Senior Officers, all Executive Zones may meet together as a full Executive Committee meeting.
- 7.4 Each Executive Zone shall meet every four weeks. 7 days' notice must be given for the time and date of the meeting.
- 7.5 Executive Zone Meetings shall be chaired by the Zone Leader. If the Zone Leader is unavailable to chair, another Zone Member shall be selected as chair for that meeting.
  - (a) At any full meeting of the Executive, the Union Chair shall be chair for that portion of the meeting.
- 7.6 Each member of the Executive shall be entitled to one vote except:
  - (a) the chair, who shall only vote in the event of an equality of votes;

- (b) any co-opted members who shall not be entitled to vote.

7.7 The minutes of Executive meetings, save any Reserved Business, shall be made available to all members.

## **8 Powers and Responsibilities of Executive Zone Meetings**

8.1 Executive Zone Meetings shall have the following powers and responsibilities:

- (a) To discuss, plan for, implement and evaluate the upcoming events, campaigns and projects of the Union.
- (b) To ensure that the responsibilities of their Zone, and the duties of each Office, are being performed to a satisfactory and timely standard.
- (c) To administrate membership matters as and when they arise.
- (d) To carry out any responsibilities of the Union that are assigned to the Executive Committee.
- (e) To hold the responsibilities and powers of the Executive, as defined by the Constitution.

## **9 Order of business**

9.1 The business of meetings shall normally be taken in the following order:

- (a) Apologies;
- (b) Minutes of the previous meeting.
- (c) Matters arising from the previous meeting.
- (d) Reports, statements and motions submitted and published in advance of the meeting.
- (e) Any other business.

## **10 Meeting chairs**

- 10.1 The meeting chair shall be responsible for keeping the meeting in order.
- 10.2 Chairs of General Meetings should not contribute personal opinion to any debate or discussion.
- 10.3 When the Chair is speaking, those present at the meeting should allow the Chair to speak before continuing the business of the meeting.
- 10.4 The Chair of the meeting shall, when requested, allow those present at the Meeting to speak, and shall determine the order in which those present are allowed to speak.

## **11 Motions and Debate**

- 11.1 Any member of the meeting may place a motion on the meeting's agenda. The chair shall invite open discussion on the motion until the chair deems that the debate has reached its natural conclusion. Following conclusion of the debate, a motion may be formally proposed and seconded, at which point the chair will call for a vote.
- 11.2 Any member of the meeting may propose an amendment to a motion.

- (a) If the proposer of the motion accepts the amendment, the motion shall proceed without speeches or vote.
- (b) Should the proposer of the motion not accept the amendment, the proposer of the amendment, may give a 1 minute speech in favour of the amendment, followed by a 1 minute speech against the amendment by the proposer of the original motion.

## **12 Points of Order**

12.1 Points of order, in order of priority, may be raised to:

- (a) Ask for a quorum count, should a quorum be applicable to the meeting.
- (b) Ask for the chair's ruling or interpretation of the Constitution, Bye-laws or Union Policy.
- (c) Request a re-vote due to an irregularity in an initial vote.
- (d) Put to the chair any other question relating to the procedure of the meeting.

12.2 Points of order may be raised by anyone with the right to speak at the meeting.

12.3 Points of order take precedence over any other business, with the exception that they may not be raised during a speech or the course of a vote, unless relating to the conduct of that vote.

12.4 Points of order shall be immediately enacted by the chair without speeches or voting.

## **13 Points of Information**

13.1 Points of information may be raised by any person with speaking rights, providing that the speaker occupying the floor signifies their intention to give way. Points of information must be purely factual, and not express any opinion.

## **14 Procedural Motions**

14.1 Procedural motions are motions related to the conduct of a meeting. They may be raised during any meeting, if a member with voting rights wishes to express:

- (a) That the meeting has no confidence in its chair.
- (b) That the chair's ruling be overturned.
- (c) That a vote be by secret ballot.
- (d) That a specified category of person be excluded from the meeting.
- (e) That the question, as specified, be adjourned to later in the same meeting, or to a later meeting.
- (f) That the question, as specified, be remitted to another body or person.

14.2 Procedural motions have precedence over all other business except points of order, and may not be raised during a speech or course of a vote unless relating to the conduct of that vote.

- 14.3 With the exception of (a) and (b) above, it is at the chair's discretion whether a procedural motion is accepted.
- 14.4 If a procedural motion is accepted by the chair, there shall immediately be, in order:
- (a) A speech in favour by the proposer of the procedural motion lasting 1 minute.
  - (b) 1 speech against, lasting 1 minute, should a person wish to bring such a speech.
  - (c) In the case of paragraphs 19.1(a) and 19.1(b), a further speech against by the chair, should he or she wish.
- 14.5 In the case that a motion of no confidence in the chair is carried, the meeting shall immediately appoint a new temporary chair.
- 15 **Voting**
- 15.1 No votes shall be recorded on behalf of any person not present.
- 15.2 Motions shall be carried by simple majority of those entitled to vote, except where an alternative proportion is required.
- 16 **Reserved Business**
- 16.1 The chair may deem an item of business to be Reserved Business, in order to:
- (a) Protect the welfare of a member or group of members.
  - (b) Protect the best interests of the Union, provided that to do so will not compromise the welfare of a member or group of members.
- 16.2 When an item of business is deemed to be Reserved Business, minutes for that item shall be:
- (a) Recorded separately;
  - (b) Kept securely;
  - (c) Made available for inspection only to voting members of the relevant meeting.
- 17 **Other Situations**
- 17.1 In the event of any situation arising not being covered by the Constitution or Bye-laws (or any other rules, regulations, policies and procedures adopted by the Union from time to time) the chair shall decide the most appropriate course of action. The chair shall then report this to the Union Affairs Zone, to ensure that the relevant document is updated to cover this situation.

## **Schedule 5     Affiliations**

### **1         Affiliating to external bodies**

- 1.1     All proposals for affiliation shall, to pass, require a two-thirds majority of a general meeting.
- 1.2     The Union shall publish a list of all organisations to which it is affiliated, the reason why the Union affiliates to the organisation, along with details of any fees, subscription costs or donations made to the organisation.
- 1.3     This list shall be published at least 14 days in advance of a general meeting. Any objections to an affiliation must be raised to the Union Chair prior to the general meeting being called to order.
- 1.4     The Executive may propose a new affiliation, as required to maintain the normal day-to-day running of the Union. Such proposals shall be subject to review by the next Union Council, or ratification by the next general meeting, whichever is earliest.

### **2         Disaffiliation from external bodies**

- 2.1     Disaffiliation from an external body requires a two-thirds majority vote by a general meeting.

### **3         Reporting**

- 3.1     The Union shall, at the AGM of each year, present a list of all organisations to which it is affiliated, the reason why the Union affiliates to the organisation, along with details of any fees, subscription costs or donations made to the organisation.
- 3.2     This list shall be published at least 14 days in advance of the AGM. Any objections to an affiliation must be raised to the Union Chair prior to the AGM being called to order.
- 3.3     Such fees, subscription costs and donations shall be reported in the end of year accounts of the Union.

## **Schedule 6 Elections**

### **1 Governance**

- 1.1 The Academic Registrar or his/her nominee shall serve as Returning Officer.
- 1.2 The President shall serve as Assistant Returning Officer who is answerable to the returning officer for each election or by-election, and may not stand as a candidate for that election or by-election.
- 1.3 If the President chooses to stand as a candidate for election, then an Student Officer/Student Trustee of the Union shall be nominated by the Executive to serve as Assistant Returning Officer.
- 1.4 The Assistant Returning Officer is responsible for the smooth running of the elections process and to make recommendations on improvements to the elections procedure.
- 1.5 The Assistant Returning Officer shall interpret these Bye-laws. The interpretation of the Assistant Returning Officer may be overturned by the Returning Officer.
- 1.6 The Assistant Returning Officer or Returning Officer may rule that the Constitution or this Bye-law has been breached.
- 1.7 The Assistant Returning Officer shall, wherever practical, consult with the Executive and Senior Officers in decision-making, notwithstanding the protection of confidentiality or the integrity of the election where applicable.
- 1.8 The Assistant Returning Officer will notify candidates by email at least 24 hours before any change is made to the election or voting schedule.

### **2 The process of election**

- 2.1 Elections for the Officers and Elected Representatives of the Union shall be held annually, in the summer term, during the term-time of the majority of Students.
- 2.2 An election for first year representatives on each course, clinical transfer representatives, intercalating BSc representatives and any unfilled positions shall be held as soon as practical in the first academic term.
- 2.3 For each election or by-election the Assistant Returning Officer shall produce an Election timetable, which shall include the dates and times for the notification and completion of the following:
  - (a) Nominations
  - (b) Candidate Training
  - (c) Manifestos
  - (d) Hustings
  - (e) Voting
  - (f) Counting
  - (g) Results

- 2.4 The Election timetable shall be published and adequately circulated with materials promoting the election.
- 2.5 The Election timetable shall be of a sufficient length to ensure the highest level of participation in the election.

### 3 **Nominations**

- 3.1 Nominations shall normally be opened 14 days before an election or by-election, and close 7 days before the election or by-election, by which time completed nomination papers must be received by the Assistant Returning Officer, with the exception of nominations re-opened as described in 3.2.
- 3.2 At the close of nominations, positions for which no nomination exists shall be re-opened for a further 72 hours.
- 3.3 Nominations shall be in the form of a nomination paper, issued by the Assistant Returning Officer, containing the following:
  - (a) the position for which the candidate(s) is nominated;
  - (b) the full name of the candidate(s);
  - (c) the candidate(s)'s full manifesto;
  - (d) a recent photograph of each candidate such that it fits on the nomination paper;
  - (e) consent to nomination signed by the candidate(s);
  - (f) the full name and signature of 1 proposer and 2 seconders.
- 3.4 During an electronic voting process, in addition to the nomination paper outlined in 3.3, candidates will also be required to complete an additional electronic nomination declaration containing:
  - (a) the position for which the candidate(s) is nominated;
  - (b) the full name of the candidate(s);
  - (c) the candidate(s)'s full manifesto;
  - (d) the full name of 1 proposer and 2 seconders, whom must also appear on the paper nomination form.
- 3.5 Nominees, proposers and seconders must all be Ordinary Members of the Union, and can only propose or second 1 candidate/team per position.
- 3.6 Members of the Executive Committee may not propose nor second any candidate for election.
- 3.7 Nominees must be eligible to run for the position and fulfil any criteria specified. For sabbatical positions this includes permission to take a year out of study from Registry and eligibility to be a trustee for positions with trustee responsibility. This should be investigated as soon as possible as not to disrupt the elections process. Impartial advice can be gained from the Assistant Returning Officer or Vice President Education and Welfare.

- 3.8 In the event of 2 or more candidates having the same proposer or seconder in an election for a single position, the Assistant Returning Officer may allow up to 24 hours for the candidate(s) to find fresh proposers or seconders.
- 3.9 An individual may be nominated for 1 position only.
- 3.10 As defined in the Bye-laws for Elected Officers and Other Elected Representatives, some positions may be run for as a team, in which case:
- (a) A team running for a position may not consist of more than the number defined in the Bye-laws for Elected Officers and Other Elected Representatives.
  - (b) Each member of the team must be an Ordinary Member of the Union.
  - (c) For the purpose of elections, the team shall be considered as 1 candidate, and specifically but not exclusively:
    - (i) The withdrawal of nomination by 1 member of the team shall cause the entire team to be withdrawn.
    - (ii) The misconduct of 1 member of the team shall be considered as misconduct on behalf of the entire team.
- 3.11 If elected, the team shall be considered as 1 officer or representative, and specifically but not exclusively:
- (a) Shall have 1 shared vote at Council, Senate or Executive.
  - (b) The resignation of 1 member of the team shall cause the entire team to resign.
  - (c) Any motion of no confidence shall apply to the entire team.
  - (d) In the event of termination of a Student's registration from their programme of study, they shall be considered to have resigned from their elected position. In the case of a team, the entire team shall be forced to resign, and a by-election shall be held at the earliest opportunity.
- 3.12 The Assistant Returning Officer shall have the sole responsibility of declaring a submitted nomination form valid. Should an election be carried out using an electronic voting process, a submitted electronic Nomination Declaration should accompany the nomination paper form prior to the deadline specified.
- 3.13 Nominations may be withdrawn up until the close of nominations. Following the close of nominations, all candidates who have not withdrawn their nomination shall be considered to be standing, and may be elected.
- 3.14 Nomination papers and electronic nomination declarations shall be considered confidential until the close of nominations.
- 3.15 When the Assistant Returning Officer is satisfied all valid nominations will be confirmed with the candidates and normally additionally the union as a whole.
- 3.16 Copies of all nomination papers shall normally be displayed on the Union notice boards for 7 days prior to the election or by-election. Should an election be carried out using an electronic voting process, all electronic nomination declarations shall



normally be displayed on the Union's website for 7 days prior to the election or by-election.

#### **4 Candidate Information**

- 4.1 The Assistant Returning Officer shall arrange for information to be provided to which all candidates will be expected to attend/read.
- 4.2 The information given will include:
  - (a) briefing on the election rules;
  - (b) briefing on hustings;
  - (c) briefing on fair campaigning/publicity;
  - (d) briefing on the role of trustees.
- 4.3 Candidates will sign a declaration of understanding of the above information after reading and or attending briefing of the information.

#### **5 Manifestos**

- 5.1 Candidates may submit a manifesto to the Assistant Returning Officer, which:
  - (a) Shall be no more than 2 sides of A4 for Senior Officer positions.
  - (b) Shall be no more than 1 side of A4 for all other positions.
  - (c) Must be submitted before the close of nominations, or the end of the 72-hour period in the case of re-opened nominations.
- 5.2 Manifestos may be ruled out of order by the Assistant Returning Officer and, following consultation with the Returning Officer:
  - (a) Shall be removed from display immediately.
  - (b) A notice stating that the manifesto has been ruled out of order put in its place.
  - (c) Reasonable effort shall be made by the Assistant Returning Officer to communicate the decision to the candidate.
  - (d) The candidate may appeal to the Returning Officer, who may overturn the ruling of the Assistant Returning Officer, and whose decision shall be final.
  - (e) The Assistant Returning Officer may allow an amended manifesto to be submitted, at his or her discretion.
- 5.3 Should no manifesto be submitted before the close of nominations, the candidate will not be permitted to reproduce their manifesto on election displays as that candidate will be deemed to have forgone the right to submit a manifesto.
- 5.4 Manifestos shall be reproduced and made widely available to Ordinary Members prior to elections.

#### **6 Campaigning**

- 6.1 Campaigning must not commence until nominations have closed.

- 6.2 A fair, respectful and positive campaign must be carried out. Candidates must avoid negative campaigning and must not reference any other candidate in their campaigning material by name or implication.
- 6.3 The candidate will be held responsible for any action undertaken with the intention of furthering their campaign, even if this was not explicitly organised by the candidate.
- 6.4 The Assistant Returning Officer shall determine the expenditure allowed for campaigning for candidates on an annual basis.
- 6.5 All posters must be approved by the Assistant Returning Officer and stamped with the Union's election stamp.
- 6.6 A candidate may not use any of the University's e-mail lists or lists of course/year groups for campaign purposes. Candidates may email friends or any club, society and community project email list that they have access to provided they have the permission of the captain/president of the club, society or community project.
- 6.7 Candidates shall not post campaign material in any union administered group on social media or the Union's website.
- 6.8 Candidates may not actively campaign in any way in the library, computer rooms, the Union office or in any of the Union's commercial spaces, with the exception of the Bar and Eddie's Café.
- 6.9 Candidates may also not campaign in any part of the hospital, except from in lecture theatres/teaching rooms, as long as no teaching is disrupted and permission is granted from the preceding lecturer.
- 6.10 Incumbent positions may not use any of the resources of their current position (publicity photos and material, working resources such as stationery or email addresses or any other resources that are not accessible to ordinary candidates).
- 6.11 The Trustees, non-student staff and businesses will not endorse any candidate for any position; should a Trustee be running for an elected position, they may promote their own campaign.
- 6.12 Campaigning should not disrupt lectures or Students teaching program in any way.
- 6.13 Active campaigning must not take place within the immediate proximity of where voting is taking place (this includes pressurising people to vote with the use of electronic devices), as defined by the Assistant Returning Officer.
- 6.14 Candidates must adhere to all instructions given by the Assistant Returning Officer.

## 7 **Hustings**

- 7.1 Hustings shall be held following the close of nominations, and prior to elections.
- 7.2 The Union Chair will act as chair of hustings, under the direction of the Assistant Returning Officer. When the Union Chair is unable to attend or is running for a position, the Assistant Returning Officer will appoint a chair.
- 7.3 Should a candidate or their representative be unable to attend hustings, they may submit apologies to the assistant returning officer, who will make this fact available to student body.

- 7.4 All candidates shall have the opportunity to make a hustings speech, with the following time limits:
- (a) Elected Representatives, up to 3 minutes;
  - (b) Officers, other than Senior Officers, up to 3 minutes;
  - (c) Senior Officers, up to 5 minutes.
- 7.5 During any speeches, the chair of hustings shall say “1 minute” when 1 minute of time is remaining, “10 seconds” when 10 seconds of time is remaining, and “stop” when the time limit is reached. The candidate shall then cease speaking.
- 7.6 The order of speeches shall be determined by the Assistant Returning Officer.
- 7.7 Candidates for a single position shall speak in alphabetical order of surnames.
- 7.8 Questions may be submitted to candidates orally, in writing, or via social media, through the chair of hustings, and:
- (a) Shall be put to all candidates for a particular position.
  - (b) A minimum of 2 specific questions may be directed at each candidate regarding their manifesto or hustings presentation, with a maximum to be determined at the discretion of the chair.
  - (c) Shall be ruled out of order by the Assistant Returning Officer if of an offensive nature, and therefore dismissed through the chair.
  - (d) No question may be withdrawn once put by the chair, notwithstanding paragraph 8.8.2 above.
  - (e) 1 minute shall be given to each candidate to reply to each question put, in the order determined by the Assistant Returning Officer.
- 7.9 Candidates who are unable to attend may nominate a deputy to speak on their behalf with the permission of the Assistant Returning Officer.

## **8 Voting**

- 8.1 Only Ordinary Members shall be entitled to vote.
- 8.2 For Year Representatives, voting shall be restricted to members of the course and year group for which they are standing.
- 8.3 Votes may be cast by proxy on condition that the Assistant Returning Officer is notified directly by the person wishing to vote by proxy, in advance of elections opening, with the name of another Ordinary Member to whom the proxy vote has been given. Should an election be carried out using an electronic voting process, votes may not be cast by proxy.
- 8.4 Votes may be cast by post on the condition that the Assistant Returning Officer is notified by the person wishing to vote by post in advance of nominations closing. The following provisions shall apply to postal voting:
- (a) The cost of postal voting shall be borne by the Union.
  - (b) The postal ballot papers should be a different shape, size and colour.

- (c) Each postal ballot paper will be given a unique identifiable code that will be assigned to each Student requesting the postal vote.
  - (d) Each code and Student shall be recorded on the postal voting list.
  - (e) Only the Returning Officer and Assistant Returning Officer shall have access to the postal voting list
  - (f) The postal voting list may only be reviewed if both the Returning Officer and Assistant Returning Officer have sufficient reason to suspect election fraud.
  - (g) The postal vote count shall be carried out separately to the general count so as to ensure there has been no replication or tampering of the ballot papers.
- 8.5 All elections shall include the option of voting for 're-open nominations'.
- 8.6 All elections shall be by secret ballot, conducted by single transferable vote.
- 8.7 All elections shall be held during the term-time of the majority of Students.
- 8.8 Ballot papers may not be taken out of the voting area.
- 8.9 Ballot boxes and blank papers will be secured at all times and overnight placed in the safe room or equivalent.
- 8.10 When an election is carried out using an electronic voting process, the Assistant Returning Officer shall ensure that only Ordinary Members may access the electronic voting system.
- 8.11 The means by which Ordinary Members may access the electronic voting system shall normally be displayed on the Union website for 7 days prior to the election or by-election.
- 8.12 The electronic voting system shall:
- (a) Only permit votes to be cast during the voting period specified by the Assistant Returning Officer.
  - (b) Only permit each Ordinary Member to vote no more than once per position being contested.
  - (c) Only permit each Ordinary Member to vote in the election for those positions for which the Ordinary Member is eligible to vote.
  - (d) Ensure that all votes cast are stored securely and confidentially.

## 9 **Complaints**

- 9.1 Any complaints regarding the conduct of the election shall be submitted in writing to the Assistant Returning Officer before the start of the count. The Returning Officer shall decide on any complaints.

## 10 **The Count**

- 10.1 The candidate or their appointed representatives or any other member may, if they so wish, attend the counting of the votes, as observers only.
- 10.2 Any member wishing to observe must apply to the Assistant Returning Officer prior to voting.

- 10.3 The Assistant Returning Officer is the only person who can initiate the count.
- 10.4 The count will commence only if the Returning Officer and Assistant Returning Officer is satisfied that all complaints relating to the conduct and administration of the election have been resolved. Complaints after the count has commenced may only relate to the conduct of the count.
- 10.5 The count will be conducted according to the guidelines laid down by the Electoral Reform Society for running elections by the Single transferable vote or alternative transferable vote.
- 10.6 The count will be carried out by members of the Union who are not themselves a candidate nor nominated someone nor seconded someone. Generally this will be carried out by members of the Executive fulfilling the criteria.
- 10.7 When the count is completed, the Assistant Returning Officer and Returning Officer shall certify the return.
- 10.8 Results may be announced orally by the Assistant Returning Officer pending certification by the Returning Officer.
- 10.9 Results shall be posted to the Union spaces and website within 1 working day following certification.
- 10.10 Results may be challenged by application to the Assistant Returning Officer within 48 hours of the count starting. In this event, the Assistant Returning Officer and Returning Officer shall rule on whether the Constitution or this Bye-law has been breached.
- 10.11 If no challenge is lodged within 48 hours of the count starting, the results shall be final.
- 10.12 In the event that the Assistant Returning Officer or Returning Officer will not certify the return, or they rule that the Constitution or this Bye-law has been breached, the Assistant Returning Officer or Returning Officer may either:
- (a) Declare all of the election, or the election for a particular position or positions, null and void.
  - (b) Demand a re-count.
- 10.13 Positions for which the election has been declared null and void, or for which 're-open nominations' won, shall be considered as if no election had occurred and a repeat election held at the earliest appropriate time.

## **Schedule 7    Discipline**

### **1        Union Members**

- 1.1        The Executive shall be responsible for the discipline of all Union Members whilst present in a Union space or in relation to Union activities (including club, society and community project events).
- 1.2        A Senior Officer may temporarily ban a Member (including his/her guests) from Union premises or events if the Member (or his/her guests) is considered to have contravened the Constitution or Bye-laws (or any other rules, regulations, policies and procedures adopted by the Union from time to time) or is considered to be a danger to themselves or others, in which case:
  - (a)        The Member (including his/her guests) may be escorted from Union premises or events by security staff if they will not leave voluntarily.
  - (b)        The ban shall extend until the day following the next regular Executive meeting.
  - (c)        In serious cases, or at the request of the President, such complaints may be dealt with in accordance with the University's disciplinary or complaints procedures.
- 1.3        The Executive will normally delegate the consideration of disciplinary action to a subcommittee, which shall normally consist of:
  - (a)        The Senior Officers.
  - (b)        3 Elected Officers (drawn by random ballot of names).
  - (c)        The Chair.
  - (d)        Co-opted individuals as it sees fit e.g. licensees (although such co-opted individuals shall not be entitled to vote)
- 1.4        The subcommittee, shall consider a disciplinary action against a Member (including his/her guests) when either:
  - (a)        A temporary ban has been brought against the Member (including his/her guests) by an Officer, in which case disciplinary action must be considered at the next regular Executive meeting following the ban being enacted.
  - (b)        An Officer or Elected Representative of the Union has made a complaint against the Member (including his/her guests);
  - (c)        Another Member of the Union has made a complaint against the Member (including his/her guests).
- 1.5        The consideration of a disciplinary action shall:
  - (a)        be Reserved Business;
  - (b)        provide for the Member concerned to hear the complaint made against them (or his/her guests) and address the Executive or subcommittee;
  - (c)        provide for the Member to be represented.

- 1.6 Should a disciplinary action be carried, the subcommittee may impose sanctions, including but not limited to:
- (a) a ban from some or all Union (including clubs, societies and community projects) facilities;
  - (b) a ban from some or all Union (including clubs, societies and community projects) events;
  - (c) removal from club, society or community project office;
  - (d) the requirement to send written apology to injured parties;
  - (e) the repayment of reasonable costs for any physical damage to property;
  - (f) payment of a fixed fine.
- 1.7 In the event of a disciplinary action being carried, the Union Chair shall:
- (a) write to the Member, fully explaining the decision, and informing them of their rights of appeal;
  - (b) write to any complainants, explaining any action that has been taken, notwithstanding any confidentiality issues;
  - (c) inform relevant Officers or staff of the Union to ensure that any bans are upheld.
- 1.8 The rights of appeal for Members following a disciplinary action shall be:
- (a) initially to the Executive, who shall review the disciplinary action at the next regular Executive meeting following a request for review;
  - (b) subsequently to the University.
- 1.9 A body considering an appeal following disciplinary action may choose to uphold, strike down, or modify a disciplinary action.
- 1.10 When a disciplinary action is struck down:
- (a) any ban in relation to the disciplinary action shall be immediately lifted;
  - (b) any fines paid shall be refunded;
  - (c) reasonable costs paid by the Member, for physical damage to property caused by them shall, not be refunded.

## **2 Elected Officers and Elected Representatives**

- 2.1 This section refers to Elected Officers or other Elected Representatives of the Union. Paragraph 1 above, dealing with Members, may also apply to an Elected Officer or other Elected Representative.
- 2.2 The President shall issue an oral warning to an Elected Officer or other Elected Representative, who is considered not to be fulfilling the relevant roles and responsibilities.
- 2.3 Following an oral warning, the President shall issue a final written warning if roles and responsibilities are not being fulfilled after no less than a further 2 weeks.

- 2.4 If the President is considered not to be fulfilling the relevant roles and responsibilities, another Senior Officer shall act in place of the President with respect to paragraphs 2.2 and 2.3 above.
- 2.5 The Executive may carry a motion of 'no confidence' against an Elected Officer or other Elected Representative when either:
- (a) they have been given a final written warning by the President (or a Senior Officer in the case of paragraph 2.4) and are still considered not to be fulfilling the relevant job description;
  - (b) they are deemed to have contravened the Constitution or Bye-laws.
- 2.6 Motions of 'no confidence' carried by the Executive shall suspend the Elected Officer or other Elected Representative from their position until the day following the next Council meeting. The responsibilities of the Elected Officer or other Elected Representative shall be temporarily apportioned to other Elected Officers or other Elected Representatives as the Executive sees fit.
- 2.7 Council may carry a motion of 'no confidence' against an Elected Officer or other Elected Representative when either:
- (a) they have been given a final written warning by the President (or a Senior Officer in the case of paragraph 2.4) and are still considered not to be fulfilling the relevant job description;
  - (b) they are deemed to have contravened the Constitution or Bye-laws;
  - (c) a motion of 'no confidence' against him/her has already been carried by the Executive.
- 2.8 When a motion of 'no confidence' has been carried by an Executive meeting, Council must consider a motion of 'no confidence' against the Elected Officer or other Elected Representative at its next regular meeting.
- 2.9 Motions of 'no confidence' carried by Council shall:
- (a) remove the Elected Officer or other Elected Representative from their position indefinitely, such that the position is considered vacant;
  - (b) cause Council to either call a by-election, and/or apportion the Elected Officer or other Elected Representatives responsibilities to other Officers or Representatives as it sees fit;
  - (c) give the Elected Officer or other Elected Representative concerned the right to appeal once to Council;
  - (d) give the Elected Officer or other Elected Representative concerned a further right of appeal to the University;
  - (e) be subject to review by a general meeting.
- 2.10 The General Meeting may pass a motion of 'no confidence' against any Elected Officer or other Elected Representative provided that a motion of censure has been passed at the preceding general meeting.
- 2.11 Motions of 'no confidence' carried by a general meeting shall:



- (a) remove the Elected Officer or other Elected Representative from their position indefinitely, such that the position is considered vacant;
- (b) cause the general meeting to either call a by-election, and/or apportion the Elected Officer or other Elected Representative's responsibilities to other Elected Officers or other Elected Representatives as it sees fit;
- (c) have no right of appeal or review within the Union;
- (d) give the Elected Officer or other Elected Representative concerned right of appeal to the University.

2.12 When a motion of 'no confidence' is struck down:

- (a) the Elected Officer or other Elected Representative concerned shall be reinstated to their position, provided that the end of their original term of office has not been reached, and remove any person elected in their place;
- (b) the term of office of the Elected Officer or other Elected Representative shall not be extended beyond its original term;
- (c) no further motion of 'no confidence' which is substantially similar to the struck down motion may be considered by any meeting of the Union.

## **Schedule 8    Complaints**

### **1        Complaints**

- 1.1      This Bye-law concerns complaints made by an individual or body against: the Union, or, an individual or group acting explicitly as an agent or representative of the Union.
- 1.2      Complaints made against a member of the Union for events that took place when the member was not acting as an agent or representative of the Union may be considered as detailed under Schedule 7.

### **2        Submission of Complaints**

- 2.1      Complaints may be received from 1 of 3 groups. Regulation may call for complaints from different groups to be handled in different ways. The groups shall be:
  - (a)      members of the Union (including University staff not acting on behalf of the University);
  - (b)      the University;
  - (c)      external individuals or bodies.
- 2.2      Complaints must be made in writing to the Union President or to another Senior Officer if the complaint relates specifically to the conduct of the President.
- 2.3      No anonymous complaints shall be considered.
- 2.4      In the instance that the University wishes to make a complaint, a named individual shall be provided to put the complaint and act as a point of contact with the Union with regard to the complaint.
- 2.5      The submission of a complaint entails agreement to be bound by this Schedule 8.

### **3        Confidentiality**

- 3.1      Elected Officers and Elected Representatives of the Union shall take all reasonable steps to protect the confidentiality of both the complainants and the persons against whom a complaint is made.
- 3.2      The complainants and the persons against whom the complaint is made shall take all reasonable steps to protect the confidentiality of both the complainants and the persons against whom a complaint is made.

### **4        Investigation of the Complaint**

- 4.1      The President or a Senior Officer shall investigate the complaint as quickly as possible.
- 4.2      The complainants and persons against whom the complaint is made shall provide such information as is reasonably required by the President or Senior Officer.
- 4.3      The President or Senior Officer may seek the help of other relevant Elected Officers and Elected Representatives in the investigation of the complaint.
- 4.4      Following the investigation of the complaint, the President or Senior Officer must either reject or uphold the complaint.

- 4.5 Following the decision to uphold or reject the complaint, the President shall write to all parties, stating:
- (a) the reasons for the decision;
  - (b) should the complaint be upheld, an outline of steps that will be taken to rectify the cause of the complaint, notwithstanding any confidentiality issues;
  - (c) means by which the decision may be appealed.

## **5 Rectifying Action**

- 5.1 Should a complaint be upheld, rectifying action may be taken, including but not limited to:
- (a) the proposal to amend the Bye-laws of the Union at the relevant meeting;
  - (b) the proposal of new Bye-law at a relevant meeting;
  - (c) the proposal of disciplinary action against a member of the Union, as detailed in Schedule 7;
  - (d) the proposal of a motion of 'no confidence' against an Elected Officer or other Elected Representative of the Union, as detailed in Schedule 7;
  - (e) the proposal to review or impose sanctions on a Club, Society or Community Project, as detailed in Schedule 9.

## **6 Time Limits**

- 6.1 At all stages complaints should be dealt with as quickly as possible.
- 6.2 For complaints received no less than 6 weeks before the end of term time of the majority of Students, the time limit between receipt of the complaint and it being either upheld or rejected shall be:
- (a) in the case of complaints made by Members, not more than 6 weeks;
  - (b) in the case of complaints made by the Institution, not more than 6 weeks;
  - (c) in the case of complaints made by external individuals or bodies, at the discretion of the Executive.
- 6.3 Any rectifying action should be taken as quickly as possible.

## **7 Appeals**

- 7.1 The right of appeal for Members shall be:
- (a) Initially to the Executive to review the investigation and either uphold or reject the complaint;
  - (b) The final right of appeal will be to the University, as specified in the Memorandum of Understanding.
- 7.2 The right of appeal for the University shall be:
- (a) Initially to Council, who may appoint a subcommittee to review the investigation and either uphold or reject the complaint;

- (b) Subsequently to external arbitration, to be agreed between Senior Officers of the Union and the University.
- 7.3 The right of appeal for external individuals or bodies shall be to Council, whose decision shall be final.
- 7.4 At all times the President or Senior Officer shall keep parties informed of the progress of a complaint under appeal.

## **Schedule 9 Clubs, Societies and Community Projects**

### **1 Clubs, Societies and Community Projects**

- 1.1 Members of the Union may form Union clubs, societies and community projects in accordance with the Constitution, Bye-laws and policy, subject to approval by the Executive.
- 1.2 A society is defined as either a group:
  - (a) practising and/or partaking in competitive sport either in a team or individually; or,
  - (b) sharing a defined common interest which meets to practise and propagate their interest;
  - (c) sharing activities that primarily benefit the community either locally, nationally or internationally.
- 1.3 A society can be defined as a community project if it can be proven that the activities of the group primarily benefit the community either locally, nationally or internationally, upon successful completion of an application through the Union.
- 1.4 A society can be further defined as a religious society if the main aims of the society are to educate and worship a particular faith or lack of faith.
- 1.5 A society may be deemed a club if it engages in competitive activity, be that through league sports (e.g. BUCS or LUSL) or through other competitive structures either intramurally or intermurally.
- 1.6 A representative from each religious society is required to attend each Interfaith Forum committee meeting, once termly.
- 1.7 A society can be further defined as a Welfare Support Group if the main aims of the society are to offer peer support to members of the student body who share protected characteristics, under the Equality Act 2010.
- 1.8 The Executive may allow groups to be formed periodically for activities which further the objectives of the union but do not warrant the formation of a club or society. The benefits awarded to these groups will be decided by the Executive.

### **2 Formation of a Club, Society or Community Project**

- 2.1 Any Member or group of Members may propose the formation of a new clubs, societies and community projects by application to the Executive.
- 2.2 An application form to form a new clubs, societies and community projects should be freely available and must contain:
  - (a) The names of the proposed President or Captain and Treasurer (or equivalents);
  - (b) The objectives of the clubs, societies and community projects;
  - (c) A detailed agenda of the planned activities;
  - (d) A detailed budget plan;
  - (e) The proposed constitution of the clubs, societies and community projects;

- (f) Documented interest of membership.
- 2.3 Impartial advice about an application can be gained from any Executive Officer in particular the Vice President: Student Activities and Experience.
- 2.4 A representative of those proposing the new clubs, societies and community projects may present their application to an Executive meeting, in addition to the application.
- 2.5 The Executive shall consider, amongst other things:
  - (a) Student interest in the proposed objectives or activities;
  - (b) Existing clubs, societies and community projects that may already fulfil or provide the proposed objectives or activities;
  - (c) Existing clubs, societies and community projects that could reasonably be altered to fulfil or provide the proposed objectives or activities;
  - (d) Local, external groups that may fulfil or provide the proposed objectives or activities;
  - (e) The likely cost and other practicalities of fulfilling or providing the proposed objectives or activities;
  - (f) The proposed objectives or activities in relation to the charitable objectives of the Union.
- 2.6 The Executive may resolve to either to:
  - (a) Accept the application, in which case the clubs, societies or community projects is formed and incorporated with the Union;
  - (b) Reject the application, in which case a largely identical application shall not be considered within 6 calendar months;
  - (c) Neither accept nor reject the application, in which case an amended application may be considered at a subsequent meeting of the Executive;
  - (d) Neither accept nor reject the application, and refer the application to the next meeting of Union Council.
- 2.7 The Executive may place certain requirements or conditions ('caveats') on an accepted application if there are concerns about any issue specified in paragraph 2.5.
  - (a) The Executive has discretion over whether these caveats have to be met before the society can be officially accepted, or whether they form a part of a 6-month review or other agreed-upon review structure which allows the society to be officially passed immediately.
- 2.8 The Executive may resolve to recommend the provision of an interim grant to meet the financial needs of a newly formed club or society. This recommendation should then be reviewed by the Vice President of Student Activities and Experience.
- 2.9 The Executive will conduct a review of newly formed societies after 6 months of acceptance. This should be led by the Societies Officers.

### 3 Governance

- 3.1 All clubs, societies and community projects formed are incorporated within the Union under the control of Union Council and its delegated bodies, and shall comply with the Union Constitution and Bye-laws (and any other rules, regulations, policies and procedures adopted by the Union from time to time).
- 3.2 Each club, society and community project shall have a written constitution, within the requirements of the Constitution and Bye-laws (and any other rules, regulations, policies and procedures adopted by the Union from time to time), which shall be subject to approval by the Executive.
- 3.3 All clubs, societies and community projects must abide by the Union's Health and Safety Rules by completing risk assessments for all of their events.
- 3.4 For a club or society constitution to be approved by the Executive it must state the following requirements
  - (a) The name, aims and objectives of the club or society.
  - (b) Membership of the club/society will be open to all members of the Union in accordance with the Constitution and Bye-laws (and any other rules, regulations, policies and procedures adopted by the Union from time to time).
  - (c) Members of the club/society as well as the club/society itself shall act in accordance with the Constitution and Bye-laws (and any other rules, regulations, policies and procedures adopted by the Union from time to time).
  - (d) A membership fee is required from all club/society members. The club/society officials shall determine this fee and are responsible for its collection.
  - (e) No membership fee is required of members of those societies which are deemed Welfare Support Groups by the Executive.
  - (f) The club's/society's financial matters shall be dealt with in accordance with the Constitution and Bye-laws (and any other rules, regulations, policies and procedures adopted by the Union from time to time).
  - (g) Officers of clubs, societies and community projects shall be elected democratically, according to the club or society's constitution, and the results of such elections notified to the Vice President: Student Activities and Experience at the first opportunity.
  - (h) Any complaints or disciplinary shall be dealt with in accordance with the Constitution and Bye-laws (and any other rules, regulations, policies and procedures adopted by the Union from time to time).
  - (i) Be signed and dated by a representative(s) of the club/society
- 3.5 Each club or society shall submit at least yearly a committee form which lists all committee members' details of the club or society. Presidents and Treasurers will also be required to provide a signature and confirmation that they have completed Treasurer Training (if applicable to that year).

- 3.6 All clubs, societies and community projects shall be required to send exactly one representative to exclusively represent them at each Council meeting.
- 3.7 Any clubs, societies and community projects not sending a representative to 2 consecutive Council meetings without apology will have sanctions imposed upon it as specified by Council.

#### **4 Accounts**

- 4.1 Clubs and societies shall not hold any bank accounts, or otherwise keep money, apart from within Union accounts in accordance with Schedule 13.
- 4.2 Clubs, societies and community projects shall pay any monies collected to a Senior Officer or Office Manager at the first opportunity.
- 4.3 The Vice President: Student Activities and Experience shall provide clubs, societies and community projects with a statement of account upon request.
- 4.4 The Vice President: Student Activities and Experience shall provide reasonably for the smooth running of clubs, societies and community projects finances, and be available for discussion or advice.
- 4.5 In the event of financial irregularities, the Vice President: Student Activities and Experience, in agreement with the other Senior Officers, shall take any necessary urgent action in line with the Constitution and Bye-laws (and any other rules, regulations, policies and procedures adopted by the Union from time to time).
- 4.6 The Vice President Student Activities and Experience shall keep clear documentation of any financial irregularities and any action taken in respect of them.

#### **5 Annual Operating Budgets**

- 5.1 Budgets will be allocated to clubs, societies and community projects fairly and transparently as laid down in Schedule 13.
- 5.2 The Vice President: Student Activities and Experience, in agreement with the CEO, shall oversee budget allocations.
- 5.3 There shall be a club, society and community project Finance Committee, a subcommittee of Executive, consisting of:
  - (a) The President;
  - (b) The Vice President (Student Activities and Experience);
  - (c) The Vice President (Education and Welfare);
  - (d) The Union Chair;
  - (e) The Sports Officer(s);
  - (f) The Societies Officer(s);
  - (g) The immediate past Vice President (Student Activities and Experience) (who shall not be entitled to vote)
  - (h) The Student Trustees
  - (i) Any other Trustees which wish to attend.



- 5.4 The Vice President: Student Activities and Experience, in agreement with the CEO and the Club, Society and Community Project Finance Committee, shall publish in advance the procedure used for allocating funds to clubs and societies. It is not expected that these will need to be published annually, unless major revision are made to the process of allocation.
- 5.5 They shall be responsible for the allocation of budgets to clubs, societies and community projects. The Vice President: Student Activities and Experience shall call a meeting of the Club, Society and Community Project Finance Committee if necessary, according to the published procedures for allocating funds.
- 5.6 Clubs, societies and community projects wishing to dispute their budget allocation must appeal to the Vice President: Student Activities and Experience in writing.
- 5.7 Appeals will then be passed to the chair who will call a meeting of the Club, Society and Community Project Finance Committee to consider the appeal according to the published procedures for allocating funds.
- 5.8 If the clubs, societies or community projects forwarding the appeal is further dissatisfied with the decision of the Club, Society and Community Project Finance Committee they shall the right of final appeal to the Trustee Board. The decision of the Trustee Board is final.

## **6 Review**

- 6.1 The Executive, Vice-President (Student Activities and Experience), or Officers overseeing a clubs, societies and community projects may review the activities of the club or society in respect of:
  - (a) Its compliance with the Constitution and Bye-laws (and any other rules, regulations, policies and procedures adopted by the Union from time to time);
  - (b) Its compliance with its own constitution;
  - (c) Its effectiveness in fulfilling its objectives or activities;
  - (d) Its financial management or practices.
  - (e) Any other area after discussion with Union Council and/or Trustee Board.
- 6.2 A clubs, societies and community projects, and its members and officers, shall meet the reasonable requests of the Executive, or its officers in order to review its activities.
- 6.3 If the Executive find cause for concern following the review of a clubs, societies and community projects, they shall:
  - (a) Provide written notification of the concerns;
  - (b) Attempt to meet with officers of the clubs, societies and community projects to discuss concerns;
  - (c) Provide reasonable support to the clubs, societies and community projects and its officers to address the concerns.

- 6.4 Following written notification of concerns, the Executive may notify the officers of the club or society of a reasonable time limit by which the concerns must be addressed.

## **7 Sanctions**

- 7.1 Sanctions may be imposed by Council or Executive upon a clubs, societies and community projects when either:
- (a) They are manifestly in breach of the Constitution and Bye-laws (and any other rules, regulations, policies and procedures adopted by the Union from time to time);
  - (b) A complaint against the clubs, societies and community projects has been considered and upheld;
  - (c) A review has raised concerns that have not been addressed within a reasonable period of time.
- 7.2 Sanctions imposed may include, but are not limited to:
- (a) A fixed fine from the club, society or community project's account;
  - (b) The freezing of the club, society or community project's account;
  - (c) Barring the clubs, societies or community projects from the use of Union's facilities or other facilities booked via the Union including media, Freshers' Fayre etc;
  - (d) A proposal to Council that the clubs, societies or community projects be dissolved.

## **8 Dissolution**

- 8.1 Dissolution is a process by which an inactive, dormant or otherwise unengaged society is removed from the Union's list of active societies.
- 8.2 A club, society or community project may be assumed inactive if any 2 of the following events occur:
- (a) Lack of a valid constitution;
  - (b) Lack of a full committee (to include President or Captain and Treasurer or equivalents);
    - (i) Failure to provide a handover within 18 months of the last submission of a handover is considered a lack of a committee.
  - (c) Missing 3 or more Council meetings without apologies or satisfactory mitigation;
  - (d) Missing any Annual or Special General Meeting without apologies or satisfactory mitigation;
  - (e) Not producing an annual report;
  - (f) Lack of any financial activity (i.e. subs income or society expenditure) for 1 whole academic year.

- (g) Failure to meet insurance obligations, including but not limited to submitting a completed risk assessment form.
- 8.3 A society deemed to be inactive by the above criteria should be notified (by whatever contact details are most recently held by the Union) to notify them that they are at risk of dissolution.
- (a) Such notification should be sent to as many previous committee members as possible, with instruction that the notification should be passed on to the most current committee (if it exists).
  - (b) Every effort should be made to contact a society seen to be inactive; this may include checking social media for recent posts, checking website memberships, looking for previous advertising and so on.
- 8.4 If the society is contactable, and there is a current committee in charge, the Vice President of Student Activities and Experience should assist the society in rectifying the problems that led to their investigation.
- 8.5 Should the society representatives not reply within 2 weeks of the above, or if confirmation is received that the society is inactive, or if a society fails to rectify any problems within 4 weeks of contact, a motion for dissolution may be made.
- (a) If the society fails to respond to any form of contact, or if there is no evidence of the society having any activity in the last 2 years, the motion may be passed at an Executive meeting.
    - (i) If a society is dissolved by an Executive meeting, the only way a society can appeal this decision is if an error in the process listed above (points 8.2 to 8.5) is made apparent.
  - (b) If the society does respond but fails to resolve any issues, or if the society has had activity within the last two years, the motion should be passed at Council; this is to allow reasonable accommodation for the society to mount a defence against dissolution if they wish
  - (c) If dissolution is passed, by a Council or Executive meeting, the motion will move the society to an unratified dissolved ('orphan') status. This status lasts six months. If, during this six months, a student wishes to take over ('adopt') an orphan society, they must do so by:
    - (i) Contacting the VP Student Activities and Experience expressing interest;
    - (ii) Filling in a handover, ensuring that all requirements (2.2 and 3.4 above) are met.
  - (d) Once the above points are complete, the adoption can be discussed at a meeting of the Executive or Council with a view to formally approve the new committee.
  - (e) If no person expresses interest to adopt an orphan society within the six months following their dissolution, the dissolution is automatically ratified and the society is fully dissolved.
- 8.6 In the event that a club, societies or community projects is dissolved:

- (a) It shall cease to exist as a club, societies or community projects incorporated within the Union;
- (b) Its assets, finances and materials, shall be redistributed as the Trustee Board sees fit;
- (c) Any application to form a society with the same or broadly similar name or aims and objectives will, outside of any exceptional circumstances, not be considered within six months of the date of full dissolution..

## Schedule 10 Awards and Honours

### 1 Recognised Awards and Honours of the Union

- 1.1 The following are recognised awards and honours of the Union and outline the criteria for their bestowment and the benefits they carry.

#### *St. George's Students' Union Laurels*

- 1.2 Laurels are the highest award that can be given to an individual member of the Union. They are given for unsurpassed excellence in a number of areas of University life such as unfailing commitment over a significant number of years to the Union or a number of clubs and societies and distinguished service in a particular area of Student life. This award is given only to those who have truly demonstrated the above qualities over their time at the University.

- 1.3 This award carries with it a Gold Card (which grants free access to all non-black tie events excluding club, society and community project led events for life), commemoration on the Laureates Honours Board in the Union Bar, the award of a Colours Scarf and Badge and a Citation.

#### *Honorary Life Membership*

- 1.4 Honorary Life Membership to the Union is granted only to those who are not normally eligible for automatic Life Membership under normal circumstances. This means that normal student members are not eligible for this award as they automatically become life-long associate members upon graduation.
- 1.5 Those who are eligible include University staff members who have been at the University for less than a period of 10 years and who have not previously been awarded Life Membership.
- 1.6 This award is usually given to those who have made a significant contribution to the Union or University as a whole through their work.
- 1.7 This award carries with it the right of membership to the Union for life and the privileges that come with it.

#### *Students' Union Colours*

- 1.8 Union Colours are the highest award that can be bestowed upon an individual student for contribution to 1 area or aspect of University life.
- 1.9 It differs from Laurels in that it is focused on a single particular activity that a person will have participated in during their time at the University. It is therefore more suited to individuals who have not participated for significant periods of time in a number of areas to an unsurpassed or consistently excellent level.
- 1.10 This award is granted to those in recognition of outstanding commitment, contribution or excellence in any one area including any club, society or community project, the Union or other suitable area for a relatively long period of time.
- 1.11 This award carries with it the right to wear the Union Colours in the form of a scarf and badge, and a Silver Card.

#### *The Gold Card*

- 1.12 The 'Gold Card' is the second highest award that can be given to an individual for consistent excellence, firm commitment or contribution to more than one area of student life e.g. clubs and societies, the Union etc.
- 1.13 This award can be seen as a step below Laurels for those who have not quite made an outstanding contribution to a number of areas but have maintained the qualities outlined above for a substantial period of time.
- 1.14 This award carries with it the award of a Gold Card which grants the bearer free access to all Union events for life, with the exception of black tie events and performances/evenings organized privately by individual clubs, societies or other recognized bodies.

#### *The Silver Card*

- 1.15 The 'Silver Card' is the third highest award that can be given to an individual for consistently good achievement, commitment or service in one particular area that is beyond the call of duty.
- 1.16 This award is granted to those in recognition of outstanding commitment, contribution or excellence in any 1 area including any club, society or community project, the Union or other suitable area.
- 1.17 This award carries with it the award of a Silver Card which grants the bearer free access to all Union events, with the exception of black tie events and performances/evenings organized privately by individual clubs, societies or other recognized bodies for the period of 1 year, starting from the 1<sup>st</sup> of August in the year of the recipient's choosing, or in the case of students in their final year of study, immediately.

#### *The President's Cup for Sports Team of the Year*

- 1.18 This honour is given for consistent/excellent performance, commitment and team spirit and dedication over the sporting year as a team.
- 1.19 Any sports team is eligible for nomination.
- 1.20 The honour carries with it the presentation and inscription of the teams name on the President's Cup which will be displayed in the Union's trophy cabinet and the commemoration of the winning teams name on the Sports Team of the Year Honours Board in the Union.

#### *The Principal's Award for Sports Person of the Year*

- 1.21 This honour is given for outstanding performance, commitment and contribution to a particular sport or sports at the University over the sporting year by an individual.
- 1.22 Any sports player at the University is eligible for nomination.
- 1.23 The honour carries with it the presentation and inscription of the individual's name on the Principal's Award which will be displayed in the Union's trophy cabinet and the commemoration of the winning individual's name on the Sports Person of the Year Honours Board in the Union.

#### *The Performer of the Year Award*

- 1.24 This honour is given for outstanding performance, excellence and contribution to the performing arts at the University over the Academic Year.

1.25 Anyone who has participated in a performance at the University over the Academic Year, e.g. the play, musical, Tooting show, revue, fashion show etc., is eligible for nomination.

1.26 The honour carries with it the presentation and inscription of the individual's name on the Performer of the Year Award which will be displayed in the Union's trophy cabinet and the commemoration of the winning individual's name on the Performer of the Year Honours Board in the Union.

#### *Volunteer of the Year*

1.27 This honour is given for outstanding performance, commitment and contribution to a particular community project (s) at the University over the Academic Year by an individual.

1.28 Any Student volunteer is eligible for nomination

1.29 The honour carries with it the presentation and inscription of the individual's name on the Volunteer of the Year award which will be displayed in the Union trophy cabinet.

#### *Community Project of the Year*

1.30 This honour is given for consistent commitment, organisation and dedication over the Academic Year to their specific cause as a group.

1.31 Any community project is eligible.

1.32 The honour carries with it the presentation and inscription of the group's name on the community project of the year award which will be displayed in the Union's trophy cabinet and the commemoration of the winning community project's name on the Community Project of the Year Honour's Board.

#### *Society of the Year*

1.33 This honour is given for a consistent/excellent contribution to Student experience and enhancement of the Union over the Academic Year, exhibiting commitment, organisation and dedication.

1.34 Any society, without club or community project status is eligible.

1.35 The honour carries with it the presentation and inscription of the group's name on the society of the year award which will be displayed in the Union's trophy cabinet and the commemoration of the winning society's name on the Society of the Year Honour's Board.

## **2 Eligibility for Awards and Honours**

2.1 All Students who are Ordinary Members of the Union, Associate Members and Life Members are eligible for awards and/or honours.

2.2 Restricted Members, having opted out of membership of the Union, are not eligible for awards and/or honours.

2.3 Students' cannot nominate themselves for awards.

- 2.4 Nomination for Awards shall be made by application to the Awards Committee in writing and proposed by either an Ordinary or Associate Member of the Union and seconded by either an Ordinary Member or Associate Member of the Union.

### **3 Staff Awards**

- 3.1 The Staff Awards exist to recognise the achievements of University staff that have been deemed by members of the Union as deserving of praise.

#### *Best Student Mentor*

- 3.2 This award may be awarded to a CBL/PBL tutor, SSM/SSC tutor, lab supervisor, consultant or anyone who has a general role of mentorship.

- 3.3 This award may be awarded to an individual who has shown great pastoral care towards a Student, or has provided guidance, life advice or counselling.

#### *Best Teacher/Lecturer to first or second years.*

- 3.4 This award may be given to those who have taught or lectured on the first or second year of any course.

#### *Best Teacher/Lecturer to third year and above*

- 3.5 This award may be given to those who have taught or lectured on the third year or above of any course.

- 3.6 *Other Awards*

- 3.7 Any Student may propose a member of staff for an award of their choice, subject to approval by their Year Representative.

### **4 The Awards Committee**

- 4.1 There shall exist an Awards Committee that shall meet with the purpose of considering nominations for all Union Awards and Honours and have the authority in accordance with this Schedule 10 to confer these upon nominees.

- 4.2 The Awards Committee shall be made up of:

- (a) All Officers of the Executive including the Ex-President;
- (b) The Student Trustees;
- (c) Any other Trustees that wish to attend.

- 4.3 The meeting of the Awards Committee shall be chaired by the Union Chair who shall ensure adherence to this Schedule 10 and Schedule 4.

- 4.4 Bestowment of an award or honour shall be by means of a majority vote.

- 4.5 When considering a nomination the Awards Committee must only consider the written nomination that has been submitted. Not including paragraph 4.6, no proposals for amendments to nominations may be made.



- 4.6 Nominations can be considered for awards other than the award for which the nomination was submitted at the discretion of the Awards Committee. This power does not extend to separate consideration for honours from an award nomination.
- 4.7 All of positions named in paragraph 4.2 shall carry 1 single vote with the exception of the chair except in the event of an equality of votes when the chair shall hold the casting vote.
- 4.8 It is the responsibility of the Societies Officers, to co-ordinate the opening of nominations for awards and ensure the Awards Committee meets to consider such nominations annually.
- 4.9 The Societies Officers, in conjunction with the Union Events Zone, shall organise a Union Awards Evening annually for the purpose of presenting awards and honours.
- 4.10 Nominations for Awards and Honours must be open and fair and shall last for a period of no more than 2 weeks.
- 4.11 If a member of the committee has either:
- (a) Been nominated for an award and/or honour;
  - (b) Proposed someone for an award and/or honour;
  - (c) Seconded someone for an award and/or honour;
- They shall leave the meeting until such time as a decision has been made about the nomination in which they are involved.
- 4.12 The decision made by the awards committee is final and all material from any meetings they hold shall be treated in confidence in accordance with the rules for Reserved Business.
- 4.13 Should the Awards Committee feel that none of the nominations submitted for a particular award meet the defined criteria, the award shall not be given, and provision may be made for nominations for that award to be re-opened.
- 4.14 Grievances regarding the validity of award nominations should be put in writing to the President.
- 4.15 Should the President receive information or an allegation which calls into question the validity of a nomination, an investigation into the claim will be carried out in accordance with the regulation for complaints.
- 4.16 Should rectifying action be deemed necessary, the Awards Committee may impose any sanctions necessary including revoking the award from the named individual(s), club, society or community project

## **5 Other Awards**

- 5.1 The Awards Committee can at its discretion award other awards that do not fit into any of the above awards or honours e.g. Society of the Year, Best New Society, etc.
- 5.2 The benefits conferred with the award are at the discretion of the Awards Committee.
- 5.3 These awards are not awarded via nomination.
- 5.4 These awards are not bestowed upon individuals.

- 5.5 The Awards Committee will consider all eligible individuals/groups using all information available to them.

## **Schedule 11 Media**

### **1 Approval**

- 1.1 The Union reserves the right to approve all media before its publication/production/distribution etc, to ensure that it is not in breach of any rules laid out in paragraph 1.5.
- 1.2 This right will always be exercised for:
  - (a) Posters (see paragraph 2)
  - (b) Emails sent by the Union
  - (c) Information held on the Union server with public access i.e. websites
  - (d) Written publications such as magazines or newspapers produced by the Union or its clubs and societies and subsequently distributed into the public domain.
- 1.3 The Union also reserves the right to periodically review any material already in the public domain and check that it is not in breach of any rules laid out in paragraph 1.5.
- 1.4 Media shall be approved by:
  - (a) The President;
  - (b) The Vice President for Education and Welfare;
  - (c) The Vice President for Student Activities and Experience;
- 1.5 Approval of media will normally be denied if:
  - (a) It contains any offensive language or images;
  - (b) It contains any material that may bring into disrepute:
    - (i) The Union;
    - (ii) The University;
    - (iii) Any club, society or community project of the Union;
  - (c) It contains any material of a libellous nature;
  - (d) It contravenes the Constitution and Bye-laws (and any other rules, regulations, policies and procedures adopted by the Union from time to time);
  - (e) It contravenes the Memorandum of Understanding between the Union and the University;
  - (f) It shall lead to direct competition with the Union and/or its business interests;
  - (g) It contains text in a foreign language without an English translation of an equal text size;

- (h) The approval of the media shall result in the Poster Approval Limit, as stated in paragraphs 2.1.1 or 2.1.2, being exceeded.

## 2 Posters

### *Limits*

- 2.1 A maximum of 5 posters will be approved for the following purposes:
  - (a) Advertising an individual event organized by a club, society or community project;
  - (b) Produced by a club, society or community project for information purposes;
  - (c) Advertising an event produced by the University;
  - (d) Any other purpose.
- 2.2 Posters concerning accommodation are limited to 1 A4 poster, to be displayed only on the noticeboard that has been dedicated for accommodation posters. These posters shall be removed 2 weeks after they have been posted.
- 2.3 Neither the Union, nor the University shall accept any responsibility for errors, deletions or misinformation regarding accommodation posters.
- 2.4 Posters produced by the Executive shall not be subject to any limit.

### *Display of Posters*

- 2.5 Posters may be displayed only on the noticeboards, or the designated surfaces.
- 2.6 The following locations contain noticeboards:
  - (a) Hunter Wing, Level 2 – Corridor 4;
  - (b) Hunter Wing, Level 2 – Lift Lobby/ Corridor 1;
  - (c) Hunter Wing, Level 2 – Opposite Interview Rooms/Corridor 1;
  - (d) Hunter Wing, Level 1 – Lift Lobby; TBC
  - (e) Hunter Wing, Level 1 – TBC
  - (f) Hunter Wing, Level 1 – Hunter Wing/Lanesborough Wing Link.
- 2.7 The following location is a designated surface:
  - (a) Hunter Wing, Level 2 – Wall opposite exit door from Staircase 12.
- 2.8 Posters may not be displayed in the Library, except with permission from the Library Services Manager.
- 2.9 Posters may not be displayed in the Bar, except with permission from the Bar Manager.
- 2.10 Posters may not be displayed in the Level 2 toilets, except with the permission from a Senior Officer.
- 2.11 Posters produced by the Executive shall be exempt from paragraphs 2.2.1 and 2.2.6.

- 2.12 Posters shall be affixed using only:
- (a) Pins or non-marking adhesives on noticeboards;
  - (b) Non-marking adhesives on designated surfaces.
- 2.13 Certain noticeboards or designated surfaces may, from time to time be dedicated by a Senior Officer for posters concerning a certain subject only. Posters displayed in an incorrect area shall be removed without warning.
- 2.14 Posters advertising an event organised by a club, society or community project must be removed from any noticeboard or designated surface on which it is displayed within 2 working days after the event has taken place.

### **3 Election Campaign Material**

- 3.1 The display of election candidates' campaign material shall, in addition be in accordance with Schedule 6.

### **4 Emails**

#### *Access to Mailing lists.*

- 4.1 Only Senior Officers and the Media Officer may send emails to the Students mailing list on behalf of the Union.
- 4.2 Year Representatives will have access to their course and year mailing list.

#### *Content of emails*

- 4.3 The Union will not normally send out emails to all Students on behalf of clubs, societies or individuals.
- 4.4 The Union will not normally send out emails on behalf of external businesses or individuals

#### *Newsletter*

- 4.5 The Union will normally provide a weekly newsletter that any Student, club, society or community project can submit news and events for inclusion.
- 4.6 External individuals or businesses may advertise in the newsletter, at the discretion of the Senior Officers.

### **5 Performances & Speaking Events**

- 5.1 Advice on the content of performances & speaking events can be gained from:
- (a) The Senior Officers;
  - (b) The Equality & Diversity Officers.

### **6 Complaints Regarding Media**

- 6.1 Any person may raise a complaint about any media that is currently being displayed/distributed/performed, if they feel that it is in contravention of the Constitution and Bye-laws (and any other rules, regulations, policies and procedures adopted by the Union from time to time).

6.2 Complainants must not deface or remove the media about which the complaint has been raised. Contraventions to this shall be dealt with in accordance with paragraph 9.

6.3 Complaints shall be dealt with in accordance with Schedule 8.

## **7 Defacement of Media**

7.1 Any person defacing media shall be subject to disciplinary proceedings, in accordance with Schedule 7.

## **8 Removal of Media**

8.1 In addition to the situations previously covered by this regulation document, any media may be removed by a Senior Officer in the following situations:

- (a) The poster is in breach of the Constitution and Bye-laws (and any other rules, regulations, policies and procedures adopted by the Union from time to time);
- (b) The poster is to be moved to either another area, or held temporarily for safe-keeping;
- (c) Any other situation.

## **9 Sanctions**

9.1 If any part of this Schedule is contravened then sanctions may be placed on the individual or club/society/community project by the Executive, which can include but not limited to:

- (a) Removal of media (not necessarily that in question)
- (b) Temporary ban on posters/media
- (c) Lowering poster limit
- (d) Non-inclusion in newsletter

## **Schedule 12 Student Union Facilities**

### **1 Union space**

- 1.1 Space has been made available to the Union by the University to allow us to further our purpose and objectives as outlined in the Memorandum of Understanding.
- 1.2 At all times consideration must be given to the fact the Union operates within the main building of the University and our relationship with the University is based on a mutual respect for each other's' business.
- 1.3 Further space has been made available where the Union may carry out trading activity but this is outside the scope of this Schedule, although some trading area are dual purpose and have a social function also and these are mentioned where appropriate.
- 1.4 All Union space is under the jurisdiction of all Union policies especially health and safety and emergency instructions and should be followed at all times. It is the responsibility of the Trustees and the Senior Officers to ensure they are followed.

### **2 Union equipment**

- 2.1 Equipment has been made available to the Union as a means of facilitating the aims and objectives of clubs, societies and community projects, in addition to the enhancement of Student experience.
- 2.2 Provision of equipment should be available to all Students subject to permission sought from any of the Senior Officers, the Societies Officers or the Technical Officers.
- 2.3 Equipment used for the purpose of entertainment will normally be stored in the DJ Booth, the Music Room and other secure areas; the rules surrounding the use and borrowing of equipment are detailed in paragraphs 8 and 12 respectively.

### **3 Designated areas**

- 3.1 The following are designated areas of Union space:
  - (a) Alistair Hunter Room(s)
  - (b) Henry Gray Room
  - (c) Music room
  - (d) Games Room
  - (e) SU Storeroom
  - (f) RAG Room/Cloakroom
  - (g) DJ Booth
  - (h) Wood Store
  - (i) Level 2 Toilets and Corridors 2 & 4(especially during events)
- 3.2 The following are trading areas where space is available for non-trading activity:
  - (a) Union Bar

(b) 2nd Floor Pret a Manger seating space

3.3 There are a some University spaces where the Union is a stakeholder which are not within the scope of this document:

(a) Multi Faith Prayer Room

(b) Welfare Suite

(c) Welfare Room

(d) Counselling Offices

(e) Robert Lowe Sports Centre

#### **4 General guidelines for the use and hire of Union space**

4.1 When hiring/using any Union space people must adhere to all relevant policies of the Union, the University, and any applicable law.

4.2 The person hiring/using the room is responsible for the activities that happen within that room. This includes a responsibility for all the property within the room at the start e.g. tables, chairs, audio-visual equipment and any cost incurred directly or indirectly e.g. cleaning, damage etc.

4.3 At the discretion of the Executive any event planned by a club, society, community project or individual other than when the bar has been hired may be run as an Executive event whereby the Executive takes responsibility for the running of the event. This includes but is not limited to; the finances and logistics of the event.

4.4 If the event involves non-members of the Union then a guest list must be provided for all attending the event at least 3 working days before the event. If no guest list is provided the event cannot go ahead. Should a complaint be made against a person not on the guest list then the person booking the event is solely responsible for the complaint.

4.5 If either the Bar or AHR is hired for a function where the Union audio-visual equipment is used the at least 1 of the Technical Officers or Team must be present at all times. At least 7 days' written notice shall be given and a fee may be charged for this service in addition to the cost of hiring the venue.

4.6 The Bar, AHR, Games room, and level 2 toilets and corridors 2 & 4 are licensed areas and licensing laws apply at all times.

4.7 If a late licence is required for the event then an application must be made to the Vice President: Student Activities and Experience at least 3 weeks in advance.

4.8 The Senior Officers reserve the right to change a booking venue if they feel that the room requested is not the most suitable for that purpose.

4.9 The Bar Manager will hold the ultimate right to refuse to open the bar for any event planned by any party other than the Union.

4.10 The Senior Officers and Bar Manager will decide whether an event requires security or the provision of Executive Officers to help run the event. As a general guide; any event where money changes hands on the door and/or alcohol is being consumed will require at least 1 responsible person to be present either in the form of a Senior



Officer (if they wish to be present) or a member of security staff approved by the Executive (if a Senior Officer is unable to attend).

- 4.11 No event can take place in a licensed area where alcohol is being consumed without a licensee present.
- 4.12 Events not involving alcohol may still need permission from a licensee. The Senior Officer/Executive dealing with the request will advise further.
- 4.13 Clubs and societies cannot be charged more than the minimum economic cost to service an event.
- 4.14 Events organised by the Union shall take precedence over any other booking or hire for Union space.
- 4.15 Should a room be previously booked by a club, society or community project, the Union will endeavour to find a replacement.

## **5 Booking procedure for Union rooms**

- 5.1 Access to the booking system can be made via the Union online room-booking system.
- 5.2 Rooms that shall normally be available for booking via the diary shall be:
  - (a) Alastair Hunter Room(s);
  - (b) Henry Gray Room.
  - (c) Music Room (to paid members only).
- 5.3 Union rooms can only be booked by recognised members of a club, society or community project of the Union.
- 5.4 Rooms may only be normally booked up to a month in advance.
- 5.5 All bookings made by club, society or community project are provisional until approved by a Senior Officer or other Union staff.
- 5.6 Regular booking over a long period of time (over a month) by a club, society or community project will be at the discretion of the Senior Officers.

## **6 The Alastair Hunter Room (AHR)**

- 6.1 The AHR should operate with an aim to stay open to all Students during study hours (9am- 5.00pm on Monday to Friday).
- 6.2 The AHR may normally be booked by any Union club, society or community project for a meeting, rehearsal, or similar at no cost, at the following times; Monday to Friday from 5.00pm until the Bar closes, weekends and at any time Monday to Friday at times not mentioned in paragraph 6.1, at the discretion of the Senior Officers.
- 6.3 The AHR may be hired for a private function at the same times as mentioned in paragraph 6.2. The cost to hire the AHR will be at the discretion of the Senior Officers of the Union. This cost will reflect the costs of employing the bar staff, security and cleaning fees.

## **7 The Henry Gray Room (HGR)**

- 7.1 The HGR should operate with an aim to stay open to all Students during study hours (9am-5.00pm on Monday to Friday), when not booked by a Sstudent club, society or community project.
- 7.2 The HGR may normally be booked by any Union club, society or community project for a meeting, rehearsal, or similar at no cost, at the following times; Monday to Friday from 5.00pm until the Bar closes, weekends and at any time Monday to Friday at times not mentioned in paragraph 7.1, at the discretion of the Senior Officers.

## **8 Music Room**

- 8.1 The Music Room should operate at all times.
- 8.2 It shall be available to Students who have paid the membership fee, been issued with a membership card, and been inducted.
- 8.3 Access is granted by signing the key out from University reception/security after producing the card.
- 8.4 The Senior Officers reserve the right to shut the Music Room at key times when noise pollution from the room and/or security issues may impact on the Union's or the University's interests e.g. exams/interviews or discos.
- 8.5 Equipment can be hired out of the Music Room by members who satisfy paragraph 8.2 and by nominated club/society/community project individuals (both hereafter referred to as the 'user').
- 8.6 Hire of music room equipment is subject to a deposit payable, in the form of a cheque, by the user and will be held by the Vice President (Student Activities and Experience).
- 8.7 The deposit shall be set at no more than 20% of the estimated value of the hired equipment, which shall be payable on hire.
- 8.8 Only a Senior Officer, Technical Officer or Societies Officer can sign out equipment to the user.
- 8.9 The user shall bear ultimate responsibility of the equipment.
- 8.10 The deposit shall be returned in full except in the instance of loss or damage, where the deposit will be kept to cover the costs of replacement or repair.
- 8.11 Late return of equipment will result in referral to disciplinary.

## **9 Games Room**

- 9.1 The Games Room shall normally be open at all times.

## **10 Union storeroom**

- 10.1 The Storeroom shall be available to all clubs and societies for the storage of their assets.
- 10.2 Instructions/rules will be visible on the door of the storeroom which must be obeyed for Health and Safety reasons/consideration to others.

10.3 Regular checks will be made by Senior Officers and remedial action taken.

10.4 Access is granted by signing the key out from institution reception/security.

## **11 RAG Room/Cloakroom**

11.1 The RAG Room/ Cloakroom will not be normally open.

11.2 Storage space is for the storage of Union property only i.e. non club/society.

11.3 Short term storage for clubs and societies is at the discretion of the Senior Officers.

## **12 DJ booth**

12.1 The DJ booth will not be normally open.

12.2 Storage space is for the storage of Union audio-visual equipment only.

12.3 Anyone wishing to use the booth will need permission of a Senior Officer and have a trained Technical Officer present.

12.4 Equipment can be hired out of the DJ booth by individuals and nominated club/society/community project individuals (both hereafter referred to as the 'user').

12.5 Hire of equipment from the DJ booth is subject to a deposit payable, in the form of a cheque, by the user and will be held by the Vice President (Student Activities and Experience).

12.6 The deposit shall be set at no more than 20% of the estimated value of the hired equipment, which shall be payable on hire.

12.7 Only a Senior Officer, Technical Officer or Societies Officer can sign out equipment to the user.

12.8 The user shall bear ultimate responsibility of the equipment.

12.9 The deposit shall be returned in full except in the instance of loss or damage, where the deposit will be kept to cover the costs of replacement or repair.

12.10 Late return of equipment will result in referral to disciplinary.

## **13 Wood Store**

13.1 The Wood Store shall normally be open at all times for the storage of large structures such as staging, flats, large props and paint.

## **14 The Union Bar**

14.1 At all times, events organized by the Union will take precedence over any other request to use the bar by any Student, club or society, or external body.

14.2 The Bar can only be hired privately on Saturdays, Sundays and Bank Holidays at the discretion of the Executive.

14.3 Hiring of the Bar is defined as the Bar area being closed to all individuals except those who have an invitation, buy a ticket or pay for entrance to the event, etc where that event is not being run and/or staffed directly by the Executive.

- 14.4 The Union reserves the right to charge for the hire of the Bar. This may be in the form of a hire fee, or minimum bar spend and is at the discretion of the Senior Officers of the Union. The cost will reflect the employment of bar staff, security staff and cleaning fees. Applications to hire the bar should be made through the Vice-President (Student Activities and Experience).
- 14.5 In special circumstances a club, society or community project or any individual member of the Union may apply to use (but not hire) the bar area for an event that is not on the above mentioned days. To do this they should first liaise with the Bar Officers and then apply formally at the next meeting of the Executive for special authorisation to use the Bar. The Executive shall decide the logistics of the event in terms of cost to use the Bar, management and responsibility for the event.

15 **2nd Floor Pret a Manger**

- 15.1 The 2<sup>nd</sup> Floor Pret a Manger is not normally be available for booking or hire; however the seating area is open for the general use of Students.

## **Schedule 13 Finance**

### **1 Finance Code of Practice**

- 1.1 There shall exist a Finance Code of Practice which sets out financial rules and protocols compliant with the law, and with the financial Rules of the University.
- 1.2 The Finance Code of Practice may be referred to as the “Regulation for Finance” for simplicity but in name only.
- 1.3 The frameworks included should offer a standardised set of operating procedures for the day to day running of the Union, to support continuity between sabbatical officers and to ensure that the accounts of the Union operate to a high standard which can be submitted to bodies requiring our accounts e.g. University Council, Charity Commission etc.
- 1.4 The Finance Code of Practice will be issued by the Trustee Board and reviewed at least on an annual basis.
- 1.5 The Finance Code of Practice should be freely available to all members of the Union.
- 1.6 It is the responsibility of the Vice President Student Activities and Experience and the President to ensure anyone affected by the Finance Code of Practice i.e. Club/Society Treasurers/ Executive Officers is aware of the procedures and that appropriate training is provided throughout the year.

### **2 Contents**

- 2.1 Contents of the Finance Code of Practice shall include but not limited to:
  - (a) Roles and Responsibilities of Financial Management Personnel
  - (b) Audit
  - (c) Banking Arrangements
  - (d) Income
  - (e) Sales Invoices
  - (f) Value Added Tax (VAT)
  - (g) Bad and Doubtful Debts
  - (h) Security of Cash and Accountable Documents
  - (i) Purchase of Goods and Services
  - (j) Authorised Signatories and Authorisation Limits
  - (k) Certification of Expenditure
  - (l) Official Order Dispensations
  - (m) Petty Cash Imprests
  - (n) Student Clubs and Societies and Officers
  - (o) Management of Capital Resources

- (p) Stores Control
- (q) Losses and Condemnations
- (r) Ex-Gratia & Special Payments
- (s) Loans & Borrowing
- (t) Investment of Surplus Cash
- (u) Sale of Assets & Obsolete Equipment
- (v) Insurance
- (w) Salaries, Wages and Fee Payments
- (x) Assets
- (y) Budgets

### 3 **Revision**

- 3.1 The Finance Code of Practice describe in detail how a specific financial activity can best be carried out. As such it sets out recommended best practice and should be followed by all Union areas. As the Code of Practice describes the detail of actual operations, it is anticipated that this will necessarily change over time to accommodate changing practice.
- 3.2 Any changes will be made at a meeting of the Trustee Board. Temporary changes to relevant areas may be made at Union club, society and community project Finance Committee or Union Commercial Services Committee subject to ratification by the Trustee Board.
- 3.3 Members of the Union who have a question about the Finance Code of Practice or its interpretation should direct questions in the first instance to the Vice President Student Activities and Experience or President. If they feel unable to answer the question or if a change is requested or required they will bring the issue to the next Trustee Board Meeting
- 3.4 Each time the Finance Code of Practice is changed, the Vice President Student Activities and Experience or President will issue an appropriate revision. This may consist of the addition or replacement of a complete section of this document or of an individual page or pages.

## **Schedule 14 Events**

### **1 Entry to Events**

- 1.1 ID is essential for all persons wanting to gain entry to disco's and other events.
- 1.2 Students and staff must present their ID card which proves membership to the Union (SGUL/Trust/NBS/Alumni) at the door. Other ID issued such as Freshers' Passes, NUS Cards or Visitor Passes are not valid as identification unless expressly specified before the event with approval of the licensees and Senior Officers.
- 1.3 If bringing guests (i.e. who are not Students) to events they must have on them either: a driving licence, passport, or PASS accredited proof of age card.
- 1.4 Students will only be allowed to sign in a maximum of 2 guests. This figure can be decreased to 1 or no guests either in advance of a popular event or by the Senior Officer on duty at the event if there are capacity issues.
- 1.5 The Student signing in guests will be held responsible for the behaviour of their guests. The Student signing in guests should be reminded of this at the point of signing in.
- 1.6 If signing in guests, the member's membership ID and the guest's form of ID will be kept at the front desk for the duration of the event, and will need to be collected on exit. Guests may not stay on the premises if the person who signed them in has left, however guests may leave at any time collecting their ID on exit.
- 1.7 If there is any doubt about the interpretation of this regulation the Senior Officer on duty shall make the final decision in consultation with the licensees where necessary.

### **2 Non-Event Nights**

- 2.1 Any person using the Bar including any of the licensed areas must be able to prove their membership of the Union (paragraphs 1.1 to 1.2) at any time or have been signed in by a member either by the process of paragraphs 1.3 to 1.6, above or in the sign in book behind the Bar. This is a stipulation of the Union's licence as a private members' bar.