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**Constitution of**

**St. George’s Students’ Union**

**(An Unincorporated Association)**

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**St. George’s Students’ Union**

**BACKGROUND**

1. St. George’s Students’ Union (“The Union” “SGSU”) is a students’ union within the meaning of the Education Act 1994. The Union is devoted to the educational interests and welfare of its Members.
2. The Union will seek at all times to:

ensure that the diversity of its membership is recognised and that equal access is available to all Members of whatever ethnicity, religion, gender, origin , orientation or socio-economic class;

pursue its aims and objectives independent of any political party or religious group; and

pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

1. This Constitution has been structured to give the Board of Trustees reasonable authority to manage the affairs of the Union in a professional manner. The Members enjoy the right, which must be exercised in accordance with charity law, to elect a proportion of the Trustees and to dismiss all of the Trustees. The Board of Trustees will give the utmost consideration to the views of Members.
2. Under the Education Act 1994, St George’s Hospital Medical School (St. George’s, University of London) has a statutory duty to ensure that the Union operates in a fair and democratic manner and is held to proper account for its finances. The Union therefore works St. George's, University of London in ensuring that the affairs of the Union are properly conducted and that the educational and welfare needs of the Union’s Members are met.

**Definitions and Interpretation**

1. The meanings of any defined terms used in this Constitution are set out in Clause 103. If any dispute arises in relation to the interpretation of this Constitution or any of the Regulations, it shall be resolved by the Union Chair, in consultation with the President and the Board of Trustees

**Name**

1. There shall be a students’ union in the name of St. George’s Students’ Union (and in this Constitution it is called “The Union” or “SGSU”).

**Objects**

1. The Union’s objects are the advancement of education of Students at St. George’s, University of London for the public benefit by:
   1. promoting the interests and welfare of Students at St. George’s, University of London during their course of study and representing, supporting and advising Students;
   2. being the recognised representative channel between Students and St. George’s, University of London and any other external bodies; and
   3. providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

**Powers**

1. To further its objects, but not to further any other purpose, the Union may:
   1. provide services and facilities for Members;
   2. establish, support, promote and operate a network of student activities for Members;
   3. support any RAG or similar fundraising activities carried out by its Members for charitable causes, including the provision of administrative support, banking facilities and acting as a holding trustee of any funds raised;
   4. alone or with other organisations:
      1. carry out campaigning activities;

4.4.2 seek to influence public opinion; and

4.4.3 make representations to and seek to influence governmental and other bodies and institutions regarding the reform, development and implementation of appropriate policies, legislation and regulations provided that all such activities shall be confined to the activities which an English and Welsh charity may properly undertake and provided that the Union complies with the Education Act and any guidance published by the Charity Commission;

* 1. write, make, commission, print, publish or distribute materials or information or assist in these activities;
  2. promote, initiate, develop or carry out education and training and arrange, provide or assist with exhibitions, lectures, meetings, seminars, displays or classes;
  3. promote, encourage, carry out or commission research, surveys, studies or other work and publish the useful results;
  4. provide or appoint others to provide advice, guidance, representation and advocacy;
  5. co-operate with other charities and bodies and exchange information and advice with them;
  6. become a member, affiliate or associate of other charities and bodies;
  7. support, set up or amalgamate with other charities with objects identical or similar to the Union’s objects, and act as or appoint trustees, agents, nominees or delegates to control and manage such charities;
  8. purchase or acquire all or any of the property, assets, liabilities and engagements of any charity with objects similar to the Union’s objects;
  9. incorporate and transfer all its assets to a charitable limited liability legal entity, and dissolve at any time following such incorporation and transfer if the Trustees consider it appropriate to do so;
  10. raise funds and invite and receive contributions from any person provided that the Union shall not carry out any taxable trading activities in raising funds;
  11. borrow and raise money on such terms and security as the Union may think suitable (but only in accordance with the restrictions imposed by the Charities Act 1993);
  12. purchase, lease, hire or receive property of any kind including land, buildings and equipment and maintain and equip it for use;
  13. sell, manage, lease, mortgage, exchange, dispose of or deal with all or any of its property (but only in accordance with the restrictions imposed by the Charities Act 1993);
  14. make grants or loans of money and give guarantees;
  15. set aside funds for special purposes or as reserves against future expenditure;
  16. invest and deal with the Union’s money not immediately required for its objects in or upon any investments, securities, or property;
  17. delegate the management of investments to an appropriately experienced and qualified financial expert provided that:
      1. the investment policy is set down in writing for the financial expert by the Trustees;
      2. every transaction is reported promptly to the Trustees;
      3. the performance of the investment is reviewed regularly by the Trustees;
      4. the Trustees are entitled to cancel the delegation at any time;
      5. the investment policy and the delegation arrangements are reviewed at least once a year;
      6. all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
      7. the financial expert may not do anything outside the powers of the Trustees;
  18. arrange for investments or other property of the Union to be held in the name of a nominee (being a company or a limited liability partnership registered or having an established place of business in England and Wales) under the control of the Trustees or a financial expert acting under their instructions and to pay any reasonable fee required;
  19. lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company;
  20. open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange;
  21. trade in the course of carrying out any of its objects;
  22. establish or acquire subsidiary companies to carry on any taxable trade;
  23. subject to Clause 5 (Limitation on private benefits), employ and pay employees and professionals or other advisors;
  24. grant pensions and retirement benefits to employees of the Union and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for employees of the Union and their dependants;
  25. pay out of the funds of the Union the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Union provided that no such insurance shall extend to:
      1. any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceedings or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising);
      2. any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct; or
      3. any liability incurred by the Trustees to the Union that arises out of any conduct which the Trustees knew (or must reasonably be assumed to have known) was not in the interests of the Union or in the case of which they did not care whether it was in the best interests of the Union or not; and
  26. do all such other lawful things as shall further the Union’s objects.

1. **Limitation on private benefits**
   1. The income and property of the Union shall be applied solely towards the promotion of its objects.
   2. Except as provided below no part of the income and property of the Union may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Member of the Union. This shall not prevent any payment in good faith by the Union of:
      1. any payments made to any Member in their capacity as a beneficiary of the Union;
      2. reasonable and proper remuneration to any Member for any goods or services supplied to the Union provided that if such Member is a Trustee Clause 5.3 shall apply;
      3. interest on money lent by any Member to the Union at a reasonable and proper rate; and
      4. any reasonable and proper rent for premises let by any Member to the Union.
   3. Except as provided below no Trustee may sell goods, services or any interest in land to the Union; be employed by, or receive any remuneration from, the Union; or receive any other financial benefit from the Union. This shall not prevent any payment in good faith by the Union of:
      1. any payments made to any Trustee or Connected Person in their capacity as a beneficiary of the Union;
      2. reasonable and proper out of pocket expenses of the Trustees;
      3. reasonable and proper remuneration to any Officer Trustee or Connected Person for any goods or services supplied to the Union on the instructions of the Trustees provided that:
         1. for the avoidance of doubt, the authorisation under this provision shall extend to the remuneration of Officer Trustees and Connected Persons under contracts of employment with the Union;
         2. subject to Clause 5.3.3(a), the authorisation under this provision shall not extend to the service of acting as Trustee;
         3. if the person being remunerated is a Trustee the procedure described in Clause 89 (Conflicts of Interest) must be followed in considering the appointment of the Trustee and in relation to any other decisions regarding the remuneration authorised by this provision;
         4. if the person being remunerated is a Connected Person the procedure described in Clause 89 (Conflicts of Interest) must be followed by the relevant Trustee in relation to any decisions regarding such Connected Person;
         5. subject to Clause 5.6, this provision may not apply to more than half of the Trustees in any financial year(and for these purposes such provision shall be treated as applying to a Trustee if it applies to a person who is a Connected Person in relation to that Trustee); and
         6. at all times the provisions of the Education Act are complied with;
      4. interest on money lent by any Trustee or Connected Person to the Union at a reasonable and proper rate;
      5. any reasonable and proper rent for premises let by any Trustee or Connected Person to the Union;
      6. reasonable and proper premiums in respect of indemnity insurance effected in accordance with Clause 4.29;
      7. any payments made to any Trustee or officer under the indemnity provisions set out at Clause 101; and
      8. any payments authorised in writing by the Charity Commission.
   4. In Clauses 5.2 and 5.3, references to the Union shall be read as references to the Union and/or any Subsidiary Company.
   5. For any transaction authorised by Clause 5.3 or Clause 5.4, the Trustee’s duty (arising under the Companies Act 2006) to avoid a conflict of interest with the Union shall be disapplied provided the relevant provisions of Clause 5.3 or Clause 5.4 have been complied with.
   6. Where a vacancy arises on the Board of Trustees with the result that Clause 5.3.3 applies to more than half of the Trustees, the Union may continue to pay remuneration to its Officer Trustees and any Connected Persons receiving remuneration in accordance with Clause 5.3.3 provided that the Union uses all reasonable endeavours to fill the vacancy as soon as possible.

**Dissolution**

1. If any property remains after the Union has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among the Members of the Union. It shall instead be given or transferred to some other charitable institution or institutions having similar objects to those of the Union and which prohibits the distribution of its or their income and property among its or their members to an extent at least as great as this Constitution imposes upon the Union. The institution or institutions which are to benefit shall be chosen by the Trustees of the Union at or before the time of winding up or dissolution.

**Amendments to the Constitution**

1. The Trustees and St. George’s, University of London shall review this Constitution every five years, with effect from the date that this Constitution comes into effect.
2. No amendment of this Constitution shall be made which would have the effect of the Union ceasing to be a charity.
3. Clause 3 (Objects) and Clause 5 (Limitation on private benefits) may not be amended without the prior written consent of the Charity Commission.
4. Save where the amendment to the Constitution is a consequential amendment due to a change in the Regulations (for example, the number or heading names of Clauses), the Constitution may be amended by:
   1. a resolution of the Members passed at a general meeting by at least two-thirds of those present and voting; and
   2. a resolution passed by a simple majority of the Members voting in a Referendum provided that at least 5% of Members cast a vote in the Referendum;
      1. Provided St. George’s, University of London approves the amendments (as required for the purposes of compliance with Section 22 of the Education Act).

**Membership**

**Members**

1. The Members of the Union shall be as follows:
   1. each and every Student who has not opted out by notifying the Union Chair of his or her wish not to be a Member of the Union; and
   2. the Officer Trustees of the Union; and
   3. any other person as detailed in the Regulations.
2. Membership shall not be transferable and shall cease on death. A Member shall automatically cease to be a Member of the Union if:
   1. he or she opts out of membership or surrenders membership by giving written notice to the Union in accordance with the Regulations; or
   2. in the case of Members other than the Officer Trustees, a resolution is passed at a meeting of the Trustees at which at least half of the Trustees are present resolving that the Member be expelled on the ground that his or her continued membership is harmful to or is likely to become harmful to the interests of the Union. Such a resolution shall not be passed unless the Member has been given at least 14 clear days’ notice that the resolution is to be proposed, specifying the circumstances alleged to justify expulsion, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Trustees.
3. Members’ details shall be entered in a register of Members.
4. Members of the Union shall be entitled to the benefits set out in the Regulations.

**Referenda**

1. A Referendum may be called on any issue by:
   1. a resolution of the Trustees;
   2. a majority vote of the Executive; or
   3. a majority vote of Council; or
   4. a majority vote of a General Meeting
   5. a Secure Petition signed by at least 150 Members.
2. Subject to Clause 10.2, a resolution may only be passed by Referendum if at least 150 Members cast a vote in the Referendum and a majority of the votes cast are in favour of the resolution.
3. Referenda shall be conducted in accordance with this Constitution and the Regulations.
4. Subject to Clause 63.2, the Members may set Policy by Referenda.

**General Meetings**

**Annual General Meeting**

1. The Union shall hold an Annual General Meeting once in each calendar year. Not more than 18 months shall pass between the date of one annual general meeting and the next. The Annual General Meeting shall be conducted in accordance with this Constitution and the Regulations.
   1. Each Society and Sports team of St George’s Student’s Union must have one Ordinary Member present at each General Meeting, be it Annual, Extraordinary or Special, in order to represent the interests of each society and sports team of the Student’s Union and also to ensure that each General Meeting at St George’s Student’s Union is representative of the student body.

**Other General Meetings**

1. Extraordinary General Meetings are for discussion of issues of urgent importance to the Union, and:
   1. shall be called by the Trustees, Executive, Council or the President;
   2. shall take place during the term time of the majority of Students, at a time free from normal course commitments;
   3. any Extraordinary General Meeting shall be conducted in accordance with this Constitution and the Regulations.
2. Special General Meetings are for discussion of an issue of particular concern to a group of Members, and:
   1. shall be called by the Union Chair upon receipt of a Secure Petition signed by no less than 40 Members, stating the proposed item for discussion;
   2. any Special General Meeting shall be conducted in accordance with this Constitution and the Regulations.

**Length of Notice**

1. The Annual General Meeting shall be called by at least 14 clear days’ written notice. Other General Meetings shall be called by at least 2 clear days’ written notice.

**Contents of Notice**

1. Every notice calling a general meeting shall specify the place, day and time of the meeting and the general nature of the business to be transacted. If the meeting is an annual general meeting, the notice must say so and the business to be transacted shall include:
   1. ratification of minutes of previous AGM;
   2. receiving the report of the Trustees on the Union’s activities since the previous AGM;
   3. receiving the accounts of the Union for the previous financial year;
   4. appointment of the auditors;
   5. approving the list of affiliations of the Union; and
   6. open questions to the Trustees by the Members.

**Service of Notice**

1. Notice of general meetings shall be given to every Member and to the Trustees.

**Quorum**

1. No business shall be transacted at any general meeting unless a quorum is present. A number equivalent to 1% of the student body, in persons entitled to vote upon the business to be transacted, each being a Member (but excluding Trustees), shall be a quorum.
2. If such a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present the Members present shall be a quorum.

**Chair**

1. The chair of the Union or in his or her absence the President shall preside as chair of the meeting. In the absence of the Union Chair and the President, the Members present and entitled to vote shall choose one of their number to be chair.

**Attendance**

1. A Trustee may, even if not a Member, attend and speak at any general meeting.

**Votes of Members at General Meetings**

1. Every Member has the right to attend general meetings. The right to vote at a general meeting shall be determined by the Regulations. A resolution put to the vote of a general meeting shall be decided on a show of hands, and every Member shall have one vote, provided that they are eligible to do so.
2. Every resolution put to the vote of a general meeting shall be decided by a simple majority of the votes cast unless this Constitution provides otherwise.

**Trustees**

**Appointment of Trustees**

1. The Trustees shall be made up of the following persons:
   1. not more than4 (Four) Student Officer Trustees, elected in accordance with Clause 32;
   2. not more than 3 (Three) Student Trustees, elected in accordance with Clause 37;
   3. not more than 2 (Two), University Staff appointed in accordance with Clause 42; and
   4. not more than Five External Trustees, appointed in accordance with Clause 45.
   5. All efforts must be made to ensure that one External Trustee is someone with financial expertise (CCAB qualified)
   6. not more than 1 (One) Ex-Student Officer Trustee, appointed in accordance with Clause 48.

**Student Officer Trustees**

1. Up to four Student Officer Trustees shall be elected by secret ballot by the Members of the Union at an election to be held in accordance with the Regulations. The Student Officer Trustees shall be elected to posts set out in the Regulations.
2. The Student Officer Trustees shall remain in office for a term of one year commencing in accordance with the Regulations. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. Subject to a transitional change in the year of office, a Student Officer Trustee may be re-elected for a maximum further term of one year by the Members of the Union at an election to be held in accordance with the Regulations. For the avoidance of doubt, a Student Officer Trustee’s terms of office may be either consecutive or non-consecutive.
3. Each Student Officer Trustee must be a Student or a Student Officer Trustee at the time of his or her election.
4. The Student Officer Trustees shall be deemed to be “major union office holders” for the purposes of Section 22 of the Education Act.
5. At the same time as commencing the term of office as a Trustee, the Student Officer Trustee will enter into a contract of employment with the Union for a term to be determined by this Constitution. The duties and method of remuneration of each Student Officer Trustee shall be as set out in the Regulations.

**Student Trustees**

1. Subject to Clause 38 below, up to three Student Trustees shall be elected by secret ballot by the Members separately at an election in accordance with the Regulations.
2. Each Student Trustee must be a Student at the time of his or her election (and shall continue to be a Student for the duration of his or her term as a Student Trustee).
3. Student Trustees shall remain in office for a term of one year commencing in accordance with the Regulations. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end.
4. Shall be responsible for relaying relevant information from the meetings of the Trustee board to Exec/Council/Senate through an agenda point at the subsequent exec/council/senate meeting giving information from all meetings of the Trustee Board since the last Exec/Council/Senate meeting. This agenda point should include but not be limited to:
   * + 1. A pre submitted written report on relevant points from all Trustee Board meetings since the last exec/council/senate meeting
       2. Any matters requested by members of the Trustee Board to be raised at the next Exec/Council/Senate meeting
       3. An opportunity for members of Exec/Council/Senate to feedback on the report and/or outline matters to be raised at the next meeting of the Trustee board by the elected representative(s)
5. A Student Trustee may only serve one term.

**University Staff Trustees**

1. Up to two University Staff Trustees shall be appointed by a simple majority vote of the Appointments Committee provided that the appointment of each University Staff Trustee is ratified by the Institution. Such appointment shall not take effect until it has been ratified by the Union council or a General Meeting whichever is sooner.
2. Unless their appointment is terminated in accordance with Clauses 51 to 55, University Staff Trustees shall remain in office for a term of up to four years commencing in accordance with the Regulations.
3. University Staff may serve for as long as they are employed by the Institution.

**External Trustees**

1. Up to fiveExternal Trustees shall be appointed by a simple majority vote of the Appointments Committee. Such appointment shall not take effect until it has been ratified by Union council or a General Meeting whichever is sooner.
2. Unless their appointment is terminated in accordance with Clauses 51, 52, 53, 54 or 55, External Trustees shall remain in office for a term of up to three years commencing in accordance with the Regulations.
3. External Trustees may serve a maximum of two terms which may either be consecutive or non-consecutive.

**Ex-Student Officer Trustee**

1. Up to one Ex-Student Officer Trustee shall be appointed by a simple majority vote of the Appointments Committee. Such appointment shall not take effect until it has been ratified by the Union council or a General Meeting whichever is sooner.
2. Unless their appointment is terminated in accordance with Clauses 51,52,53 or 54, Ex-Student Officer Trustees shall remain in office for a term of one year commencing in accordance with the Regulations.
3. Ex-Student Officer Trustees may only serve one term of one year as an Ex-Student Officer Trustee.

**Disqualification, Resignation and Removal of Trustees**

1. The office of a Trustee shall be vacated if:
   1. he or she becomes prohibited by law from being a charity trustee;
   2. in the case of an Student Officer Trustee, he or she ceases to be an employee of the Union;
   3. in the case of a Student Trustee, he or she ceases to be a Student;
   4. he or she resigns by notice to the Union (but only if at least four Trustees will remain in office when the notice of resignation is to take effect);
   5. the Trustees reasonably believe he or she is suffering from mental or physical disorder and is incapable of acting as a trustee and they resolve that he or she be removed from office;
   6. he or she fails to attend two consecutive meetings of the Trustees and in the opinion of the Trustees there are no mitigating circumstances for that failure and the Trustees therefore resolve that he or she be removed for this reason; or
   7. he or she is removed from office under Clauses 51, 52, 53 or 54.

**Removal of Trustees by the Members of the Union**

1. The office of a Trustee shall be vacated if:
   1. a motion of no confidence in the Trustee is passed by a two-third majority of the Members voting in a Referendum, provided that at least 150 Members cast a vote in the Referendum. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 150 Members.

**Removal of Trustees by the Board**

1. The office of University Staff Trustee, External Trustee and Ex-Student Officer Trustee shall be vacated if a majority resolution of no confidence is passed by the Trustees. For the avoidance of doubt, the Trustee concerned and any Trustee who has a conflict of interest in relation to the matter shall not vote on this resolution and the quorum shall be adjusted accordingly in accordance with Clause 84.

**Rights of Removed Trustee**

1. A resolution to remove a Trustee in accordance with Clause 52 shall not be passed unless the Trustee concerned has been given at least 14 clear days’ notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or making written representations to the Trustees.
2. A Trustee removed from office in accordance with Clause 52 shall be entitled to appeal the decision to remove him or her to an Appeals Panel within 14 days of the resolution. The Appeal Panel shall be made up of the Student Union Chair, a non-trustee member of the executive nominated by random ballot, a University nominee, an officer of another students’ union and a member of Human Resources in attendance. The Union may consult with NUS in relation to the appeals process and in particular the appointment of independent persons to the Appeals Panel.

**Replacement of Trustees**

1. If an Officer Trustee resigns, is disqualified or removed from office at any time prior to the commencement of the Academic Year, the vacancy that results on the board of Trustees shall be filled in accordance with the Regulations.
2. If an Officer Trustee resigns, is disqualified or removed from office after the commencement of the Academic Year the vacancy shall be filled in accordance with the Regulations. Any person elected under this Clause may be required to assume the responsibilities of the Officer Trustee.
3. If a Student Trustee resigns, is disqualified or removed from office, a Student Trustee may be elected to the vacancy in accordance with Clause 37.
4. If a University Staff Trustee, External Trustee and Ex-Student Officer Trustee resigns, is disqualified or removed from office, a University Staff Trustee, External Trustee and Ex-Student Officer Trustee (as appropriate) shall be appointed to the vacancy in accordance with Clauses 42, 45or 48 respectively.

**Powers of the Trustees**

1. The Board of Trustees shall be responsible for the management and administration of the Union and (subject to the Education Act, this Constitution and the Regulations) may exercise all the powers of the Union. A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.
2. No alteration of this Constitution or the Regulations shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made.
3. The Board’s powers under Clause 60 shall include but not be limited to responsibility for:
   1. the governance of the Union;
   2. the budget of the Union; and
   3. the strategy of the Union.
4. The Board of Trustees may override any decision made by the Members in general meeting or Referendum which the Trustees consider (in their absolute discretion):
   1. has or may have financial implications for the Union;
   2. is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
   3. is not or may not be in the best interests of the Union or all or any of its charitable objects; or
   4. will or may otherwise affect the discharge of any or all of the responsibilities referred to in Clause 62.
5. The continuing Trustees or a sole continuing Trustee may act notwithstanding any vacancies in their number. However, if and so long as the number of Trustees is less than the number fixed as the quorum in Clause 84, the Trustees may only act to increase the number of Trustees (including by arranging an election) so that there is a quorum.
6. All acts done by a meeting of Trustees, or of a committee of the Trustees, shall be valid, even if it is later discovered that any Trustee who participated in the vote:
   1. was not properly appointed;
   2. was disqualified from holding office;
   3. had vacated office; or
   4. was not entitled to vote.

**Delegation of Trustees’ powers**

1. The Trustees may, by power of attorney or otherwise, appoint any person to be the agent of the Union for such purposes and on such conditions as they determine.
2. The Trustees may delegate any of their powers or functions to any committee or the implementation of any of their resolutions and day-to-day management of the affairs of the Union to any person or committee in accordance with the conditions set out in this Constitution.

**Delegation to committees**

1. In the case of delegation to committees:
   1. the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (though the resolution may allow the committee to make co-options up to a specified number);
   2. subject to Clause 69, the composition of any such committee shall be entirely in the discretion of the Trustees and may comprise such of their number (if any) as the resolution may specify;
   3. the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported forthwith to the Trustees and for that purpose every committee shall appoint a secretary;
   4. all delegations under this Clause shall be revocable at any time; and
   5. the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as they may from time to time think fit.
2. The Trustees shall establish the following committees (which is a non-exhaustive list) in accordance with their powers under Clauses 66 and 67:
   1. Executive Committee (as further described in Clause 72);
   2. Appointments Committee
   3. Finance Committee.
   4. Risk Action Group

**Bank Account**

1. For the avoidance of doubt, the Trustees may (in accordance with Clauses 66 and 67) delegate all financial matters to any committee provided that such committee shall include at least one Trustee. The Trustees may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit provided that the signature of at least one Trustee shall be required for cheques above a certain amount as set out in the Regulations and provided always that no committee shall incur expenditure on behalf of the Union except in accordance with a budget which has been approved by the Trustees.

**Proceedings of Committees**

1. The meetings and proceedings of any committee shall be governed by the provisions of this Constitution regulating the meetings and proceedings of the Trustees so far as the same are applicable and are not superseded by any Regulations made by the Trustees.

**The Executive Committee, Council and Senate**

1. Unless the Trustees determine otherwise, the Executive Committee shall include:
   1. the Officer Trustees;
   2. the Student Trustees;
   3. the elected Officers as detailed in the Regulations.
2. The Executive Committee shall meet in accordance with the Regulations. The Executive Committee’s responsibility shall not include the duties of the Trustees as set out in Clause 61 but shall include representation and campaigning work and the implementation of Regulations and Policy save in so far as these responsibilities have not been delegated to another committee.
3. Council and Senate shall meet in accordance with the Regulations and have their respective membership eligibility, powers and responsibilities as each defined by the Regulations.

**Regulations**

1. The Trustees, Council and the Executive shall have the power from time to time to make, repeal or amend Regulations as to the management of the Union and its working practices provided that such Regulations shall not be inconsistent with this Constitution. The Regulations shall address:
   1. Board of Trustees
   2. Union Officers and Representatives;
   3. Meetings of the Union;
   4. Membership;
   5. Affiliations;
   6. Elections;
   7. Discipline;
   8. Complaints;
   9. Finance;
   10. Clubs, Societies and Community Projects
   11. Awards and Honours;
   12. Media;
   13. Union Space;
   14. Events;
   15. Union Trading Activity;
   16. Any other purpose that shall be deemed appropriate to ensure smooth day-to-day running of the Union.

**Union Policy**

1. The Trustees, Council and the Executive shall have the power from time to time to make, repeal or amend Union Policy. Union Policy may also be set by referenda as detailed in Clause 18.

**Proceedings of Trustees**

1. Subject to the provisions of this Constitution and the Regulations, the Trustees may regulate their proceedings as they think fit.

**Trustees’ meetings**

1. The Trustees shall hold a minimum of four meetings in any Academic Year.
2. Two Trustees may call a meeting of the Trustees.
3. Guests or observers can attend meetings of the Trustees at the discretion of the Chair.

**Length of notice**

1. A Trustees’ meeting shall be called by at least seven clear days’ notice unless either:
   1. all the Trustees agree to shorter notice; or
   2. urgent circumstances require shorter notice.

**Contents of notice**

1. Every notice calling a Trustees’ meeting shall specify the place, day and time of the meeting and the general particulars of all business to be considered at such meeting.

**Service of notice**

1. Notice of Trustees’ meetings shall be sent to each Trustee by post or by electronic communication.

**Quorum**

1. The quorum for Trustees’ meetings shall be six and such quorum must include at least two Officer Trustees and one External Trustee. Where the resolution or issue under discussion concerns a matter in respect of which some or all of the Trustees have a conflict of interest, the quorum shall be six.

**Chair and Deputy Chair**

1. The President shall be the Chair of the Trustees.
2. The Trustees shall appoint a Trustee to be Deputy Chair of the Trustees and may at any time remove him or her from office. The role of the Deputy Chair will be to support the Chair.
3. In the absence of the Chair and the Deputy Chair, another Trustee appointed by the Trustees present shall preside as chair of the meeting.

**Decision making by Trustees at meetings**

1. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chair shall be entitled to a casting vote in addition to any other vote he or she may have.

**Virtual meetings**

1. A Trustees’ meeting may be held by telephone or by televisual or other electronic or virtual means agreed by resolution of the Trustees in which all participants may communicate simultaneously with all other participants.

**Majority decisions without Trustees’ meeting**

1. The Trustees may, in the circumstances outlined in this Clause, make a two thirds majority decision without holding a Trustees’ meeting.
   1. If:
      1. a Trustee has become aware of a matter on which the Trustees need to take a decision;
      2. that Trustee has taken all reasonable steps to make all the other Trustees aware of the matter and the decision;
      3. the Trustees have had a reasonable opportunity to communicate their views on the matter and the decision to each other; and
      4. a two thirds majority of the Trustees vote in favour of a particular decision on that matter

a decision of the Trustees may be taken by majority and shall be as valid and effectual as if it had been taken at a Trustees’ meeting duly convened and held.

* 1. Trustees participating in the taking of a majority decision otherwise than at a Trustees’ meeting in accordance with this Clause:
     1. may be in different places, and may participate at different times; and
     2. may communicate with each other by any means.
  2. No decision shall be taken by the Trustees in accordance with this Clause unless a quorum participates in the decision-making process. The quorum for Trustees’ decision-making in accordance with this Clause shall be the same as the quorum for Trustees’ meetings as set out in Clause 83.
  3. The Chair or such other Trustee as shall be appointed by the Trustees shall be the chair of the process of decision-making in accordance with this Clause. The process shall include:
     1. circulation of the proposed decision with an indication of the time period for discussion and the date by which Trustees are asked to cast their votes;
     2. the nomination of a person to whom all Trustees’ votes must be communicated;
     3. if a majority of the Trustees votes in favour of the decision, the nominated person shall communicate the decision to all the Trustees and the date of the decision shall be the date of the communication from the nominated person confirming formal approval; and
     4. the nominated person must prepare a minute of the decision in accordance with Article 94.
  4. In the case of an equality of votes in any decision-making process in accordance with this Clause, the chair shall be entitled to a casting vote in addition to any other vote he or she may have but this does not apply if, in accordance with the Articles, the chair or specified Trustee is not to be counted as participating in the decision-making process for quorum, voting or agreement purposes.

**Conflicts of Interest**

1. Whenever a matter is to be discussed at a meeting or decided in accordance with Clause 89 and a Trustee has a Personal Interest in respect of that matter then he or she must:
   1. declare his or her interest to the Trustees;
   2. remain only for such part of the meeting as in the view of the other Trustees is necessary to inform the debate;
   3. not be counted in the quorum for that part of the meeting or decision-making process; and
   4. withdraw during the vote and have no vote on the matter.
2. If any question arises as to whether a Trustee has a Personal Interest, the question shall be decided by a majority decision of the other Trustees.
3. In particular, Clause 90 shall apply to any matter that may directly or indirectly relate to the position of a Student Officer Trustee who is or is to be remunerated as an employee by the Union.

**General**

**Irregularities**

1. The proceedings at any meeting or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or by reason of any business being considered which is not specified in the notice.

**Minutes**

1. The Trustees shall keep minutes of:
   1. all proceedings at general meetings of the Union and of meetings of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting; and
   2. all resolutions of the Members and of the Trustees and any such minute, if purported to be signed by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any Member or Trustee of the Union, be sufficient evidence of the proceedings or the resolution.
2. The minutes of the meetings referred to in Clause 94 above shall normally be considered open and shall be available to the Members on the Union’s website, except where those minutes relate to any reserved or confidential matters, including without limitation staff-related or disciplinary matters. Copies of the minutes shall also be kept in the Union’s offices.

**Accounts and Reports**

1. The Trustees shall comply with the requirements of the Education Act and the Charities Act 1993 as to keeping financial records, the audit or examinations of accounts.
2. The Members of the Union have the right to ask the Trustees questions in writing about the content of any documents referred to in Clause 96.

**Notices**

1. Subject to Clause 97, any notice to be given to or by any person pursuant to this Constitution shall be in writing except that a notice calling a meeting of the Trustees need not be in writing.
2. The Union may give any notice to a Member either:
   1. personally;
   2. by sending it by post in a prepaid envelope addressed to the Member at his or her address;
   3. by leaving it at the address of the Member;
   4. by electronic communication to the Member’s address; or
   5. by posting it on the Union’s website.
3. A Member present at any meeting of the Union shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
4. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent or in the case of a notice posted on the Union’s website at the expiration of 48 hours after it was posted.

**Indemnity**

1. Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee shall and every other officer or auditor of the Union may be indemnified out of the assets of the Union against any liability incurred by him or her in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour or in which he or she is acquitted or in connection with any application in which relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Union, and against all costs, charges, losses, expenses or liabilities incurred by him or her in the execution and discharge of his or her duties or in relation thereto.

**Trustees’ Indemnity Insurance**

1. The Trustees shall have power to resolve pursuant to Clause 4.29 to effect trustees’ indemnity insurance, despite their interest in such policy.

**Definitions and Interpretations**

1. In this Constitution, the following terms shall have the following meanings:

|  |  |
| --- | --- |
| Academic Year | the period between August 1st in one Year July 31st in the next Year determined by the Union as the period during which Students are required to be registered with St. George’s, University of London. |
| Appointments Committee | the committee set up in accordance with the Regulations to oversee the appointment of Trustees to the Board. |
| Board of Trustees or Board | the Board of Trustees of the Union; |
| Chair | the elected Chair of the Union, or the Chair of the Board of Trustees, who shall be the President of the Union in accordance with Clause84; |
| Clear days | in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect; |
| Connected Person | any person falling within one of the following categories and where payment to that person might result in the relevant Trustee obtaining benefit: (a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Trustee; or (b) the spouse or civil partner of any person in (a); or (c) any other person in a relationship with a Trustee which may reasonably be regarded as equivalent to such a relationship; or (d) any company or LLP or firm of which a Trustee is a paid director, member, partner or employee, or shareholder holding more than 1% of the capital; |
| Constitution | this Constitution of the Union; |
| Deputy Chair | the deputy chair of the Board of Trustees, who shall be appointed in accordance with Clause 84; |
| Education Act | the Education Act 1994; |
| Elected Officers | the Members elected to be officers of the Union as defined in the Regulations, whilst continuing their studies at St. George’s, University of London (Part-Time Officers) |
| Executive Committee | means the Officer Trustees, the Elected Officers and any other co-opted positions as set out in the Regulations; |
| Ex-Student Officer Trustee | a Trustee appointed in accordance with Clause 47 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 44 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; |
| in writing | means written, printed or transmitted writing including by electronic communication; |
| Members | members of the Union being Students at St. George's, University of London as further defined in Clause 11.1 and the Officer Trustees;11.1 |
| Memorandum of Understanding | The document that defines the relationship between SGSU and the Institution. This document may only be amended in conjunction with the Institution, as per the terms of the aforementioned document. 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; |
| Personal Interest | a financial interest or an interest that does not arise in the ordinary course of being a Member or a Trustee (for example, being a member of a club, society or community project); |
| Union Policy | representative and campaigning policy set by Referenda or the Executive or Council or Trustees in accordance with Clauses 15.5 to 18 and Clause 75. |
| President | the president of the Union, as elected by the Members in accordance with the Regulations; |
| 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 Regulations; |
| Regulations | the Regulations setting out the working practices of the Union made from time to time in accordance with Clause 74 |
| 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 this Constitution and the Regulations. |
| St. George's, University of London | St. George’s Hospital Medical School including any faculties or other bodies run jointly with another institution. Pursuant to Section 15 of the National Health Service Act 1946 and approved by the Council of the University of London pursuant to that Act, constituting the Governing Body of St George's Hospital Medical School and defining the powers and duties of that Body and providing for the management and control of St George's Hospital Medical School. |
| Student | any individual who is formally registered for an approved programme of study provided by St. George's, University of London. For the avoidance of doubt, St. George's, University of London 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 this Constitution and the Regulations. |
| Student Officer Trustee | a Trustee elected in accordance with Clause 32; |
| Student Trustee | a Trustee elected in accordance with Clause 37 who is a Student and for the avoidance of doubt shall not, for the purposes of Section 22 of the Education Act, be a major union office holder; |
| Subsidiary Company | any company in which the Union holds more than 50% of the shares, controls more than 50% of the voting rights attached to the shares or has the right to appoint a majority of the board of the company; |
| Trustee and Trustees | 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. The School Club referred to in Section XV of the St George’s Hospital Medical School Scheme. |
| University Appointed Trustee | a Trustee appointed in accordance with Clause 41 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; |

1. Words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and vice versa.
2. 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.

**Regulation for the Board of Trustees**

1. **Scope**

In accordance with the Constitution, this Regulation concerns the Trustee Board of the Union.

1. **Key Responsibilities**
   1. Ensure the Union has an appropriate mission, clear vision, strategy and strategic direction and is focused upon achieving these aims.
   2. Responsible for the performance and behaviour of the Union.
   3. Ensure the union complies with all legal and regulatory requirements.
   4. Ensure long term financial stability of the union.
   5. Ensure resources are available to suitably staff the Students’ Union to meet its strategic direction.
   6. Consult regularly with the membership regarding strategy.
   7. Ensure a high standard of governance for the union.
2. **Matters Reserved for the Board of Trustees**
   1. Subject to governing documents and relevant legislation, the Board of Trustees may delegate such matters as it considers appropriate.
   2. *Regulations and Control*
      1. Responsible for Charity Registration and the provision of further information as requested by the Charity Commission and Companies House.
      2. Approval of any recommendation to change or amend the Constitution and associated standing orders, subject to the approval of the Charity Commission and members, as appropriate.
      3. Responsible for the Regulations for Finance.
      4. Establish, review and amend terms of reference and reporting arrangements of all sub-committees of the Board and any ad-hoc groups.
   3. *Strategy and Budgets*
      1. Responsible for the overall strategic management of the union ensuring compliance with the charity’s objectives and relevant legislation.
      2. Define and agree the strategic aims of the union.
      3. Ensure trading and other activities do not compromise charity status, where applicable.
      4. Approve or amend policies and procedures for internal control, management of risk and protection of SU assets, including insurance.
      5. Approve or amend budgets.
      6. Approve fundraising and income generation, and external and internal services delivery contracts.
      7. Agree and review investment strategy in line with relevant policies.
      8. Approval and appointment of banks and management of funds, professional advisors and consultants, to determine fees or remuneration.
      9. Approve and purchase Trustee Indemnity Insurance from SU funds.
      10. Agree with the institution, employee’s who are jointly employed by the institution and the union contracts, remunerations and any changes to existing contracts.
      11. Agree with the institution most notably the institutions Finance committee and/or estates board any large changes to union finances, trading, estates or anything else that the institution decides in line with the MoU.
3. **Policies**
   1. The Board of Trustees shall, as appropriate, establish, review, amend, approve or note, key organisational regulations, code of practices, policies or other documentation.
4. **Audit**
   1. TheBoard of Trustees shall receive:
      1. Receive and note the annual University Internal Audit report and agree proposed course of action.
      2. Receive and note the Annual Audit report and agree proposed course of action.
5. **Reporting**
   1. Receive, present and approve the Annual Report and Accounts and file in accordance with appropriate legislation.
   2. Present the Annual Report and Accounts to the institutions Finance Committee at the next available opportunity.
   3. Report to the institution in line with 3.3.11 and the MoU.

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

1. **Appointments Committee**
   1. The Appointments committee shall be a sub committee of the Board of Trustees. Its responsibilities shall be:
      1. To supervise the selection of Student, University-Appointed, External and Ex-Student Officer trustees.
      2. To ensure the proper induction of all trustees in regards to their trustee duties.
      3. To promote diversity of skills, background and experience on the trustee board.
      4. To ensure that ongoing support is given to the trustee board in terms of development and training needs.
   2. The appointments committee shall be made up of four trustees. The chair shall be ex-officio and where possible the committee shall include both external and student trustees. These shall be selected by the trustee board.
   3. The appointments committee may delegate its responsibilities to Union staff members as appropriate.
   4. The appointments committee shall be responsible for reporting the names of the Union trustee board to all relevant organisations, including the institution (and charity regulator) and to the membership.
   5. The appointments committee shall report its business to the trustee board not less than once per year.
2. **The Finance Committee**
   1. The Finance Committee shall be responsible to the Board of Trustees for monitoring the Unions financial management, development and services.
   2. In particular, the Finance Committee shall be responsible for:
      1. 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.
      2. Monitoring all income and expenditure accruing to the Union against the approved budgets.
      3. Reviewing annually financial regulations and procedures for the Union and monitoring their application.
      4. Reviewing and then forwarding annually for approval by the Board of Trustees the Union’s annual audited accounts
      5. 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.
      6. The Union’s Financial Regulations will define clearly the level of capital expenditure which requires the approval of the Finance Committee.
      7. Monitoring and reviewing the Union’s financial plans
      8. Receiving and discussing the Union’s management accounts with a commentary prepared by the Union’s management team
      9. Agreeing a process to tender the audit contract for the Union and recommend the appointment of auditors to the Board of Trustees
      10. Receiving periodic cash flow forecasts for the Union and reviewing investment income and policies to maximise income
      11. 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
      12. Receiving and considering evaluation reports on initiatives undertaken in commercial services including their impact
      13. Such other matters as may from time to time be referred to it by the Board of Trustees.
   3. The membership of the Finance Committee shall be defined by the Board of Trustees
   4. The Chair of the Finance Committee will be the Vice President Finance and Student Activities with prime responsibility for the Union’s finances
3. **Risk Action Group**
   1. The Risk Action Group will be a subgroup of the Board of Trustees and its responsibilities shall be:
      1. To ensure at least 6 meetings of the Risk Action Group are held each year
      2. To monitor and document the Risks that face St George’s Students’ Union**,** these risks should include, but are not limited to, financial, commercial and reputational risks.
      3. To ensure changes to risk and their management are reported at every board meeting
      4. To immediately alert the Board of Trustee’s should a significant risk arise.
      5. Create and monitor a risk action plan
   2. The Risk Action Group can be attended by all Board of Trustee members. However, the group must include the following:
      1. SGSU Chief Operating Officer
      2. SGSU President
      3. 1 SGSU Vice President
      4. 1 External Trustee
      5. 1 University Trustee
      6. 1 Student Trustee

# **Regulation for Elected Officers and other Elected Representatives**

1. **Scope**

This Regulation has been written to codify the various roles and responsibilities of the Elected/Executive Officers of the Union and Student Year Representatives. Also detailed are other unelected positions which for simplicity are mentioned here e.g. Events & Technical Teams.

1. **The Elected Officers of the Union shall consist of:**

The maximum numbers for each position are in brackets. Minimum numbers are specified where applicable further in the regulation.

* 1. President (1)
  2. Vice President for Education and Welfare (1)
  3. Vice President for Finance and Student Activities (1)
  4. General Secretary (1)
  5. Chair (1)
  6. Communications Officer (4)
  7. Heritage Officers (2)
  8. Charities Officers (4)
  9. Societies Officers (4)
  10. Events Officers (4)
  11. Technical Officers (4)
  12. Sports Officers (3)
  13. Community Projects Officers (2)
  14. Environmental and Ethics Officers (2)
  15. Equality and Diversity Officers (2)
  16. International Officers (2)
  17. Campaigns Officers (2)
  18. Representation Officers (2)
  19. Ex-President (1)

1. **All Members of The Executive**
   1. Shall sit on the Executive Committee of the Union (hereafter called the Executive) whenever it meets and prior to the meeting have submitted a written report to the General Secretary.
   2. Shall represent the student body both generally and in their official role.
   3. Shall serve in their relative duties in accordance with the Constitutions and Regulations of the Union.
   4. Shall support the objectives of the Union at all times
   5. Will be responsible for the balanced promotion of St George’s, University of London and the development and progression of St George’s Students’ Union.
   6. Shall assist with the planning, setting up and tidying up of the major events and functions of The Students’ Union. These events include, but are not restricted to; all Freshers’ events, RAG events and the Summer Ball. Members of The Executive may be called upon for assistance for any event by the Students’ Union President.
   7. Will, in cooperation with their Zone leader, look into ways of expanding the remit of their position.
   8. Shall sit on Awards Committee and any other committee specified either in this regulation or any other decided by the Executive.
   9. Shall produce a six-month report of their term in office, by the first Executive meeting after the passing of their sixth month of office.
   10. Will undergo an appraisal conducted by their zone leader , within one month of the deadline for their six-month report. The appraisal of the President shall be conducted by the Ex-President.
   11. Shall produce a report of their term in office, at least 14 days in advance of the Annual General Meeting and present it to the General Secretary.
   12. Will do the duties required to run and manage Students’ Union events on a regular basis. These duties include, but are not restricted to; door duty and fire officer duty Absence from duty, or being in an unfit state for duty, will lead to the imposition of sanctions by the Senior Officers.
       1. Students who 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 team, should refer to the Equality and Diversity HR Policy.
   13. Shall be responsible for the upkeep of the Students’ Union facilities. This includes keeping all Union areas clean and tidy.
   14. Shall be required to give a period of one month’s handover to his/her successor, including an up to date written handover document.
   15. Shall be easily contactable by phone, email or other communications.
   16. Shall assist with the running of elections by manning the polling station and any other requests made by the designated Assistant returning officer unless directly involved in an election as a candidate.
2. **Senior Officers:**
   1. Shall be the three full‐time paid sabbaticals officers and the General Secretary of the Students' Union.
   2. Shall, as required by charity law, comply with all legal trustee requirements, and shall be held financially responsible for his/her year in office for a period of seven years after his/her year in office.
   3. Shall be a Trustee and a member of the Board of Trustees of which shall undertake at least one meeting a term associated with individual and group action points relating to Students’ Union development and strategic planning.
   4. Shall act as deputy in the absence of the President
   5. Must attend regular meetings of the four senior members of the Executive.
   6. Shall be responsible for the overall conduct of all social events on level two (as required by the door duty rota), to reserve the right to refuse entry to any person to a social event and to be able to overrule the decision of any other office of the Executive with the exception of the President, General Secretary, Vice President for Education and Welfare and other licensees.
   7. Shall co-ordinate open day tours and give talks to prospective and interview students.
   8. Will be able to counter-sign applications for photocopying.
   9. Shall be responsible for ensuring all Students’ Union election and disciplinary documents are archived as appropriate.
   10. Shall undertake other duties and responsibilities that may arise as agreed with the Board of Trustees.
   11. Shall sit on the Senior Management Team for both Operations and Development.
   12. Shall be responsible for the administration of Students’ Union Disciplinary Action and shall deem powered to administer membership disciplinary action.
   13. Shall, in conjunction with the Union Chair, ensure the Students’ Union’s Constitution is up to date and amended where appropriate.
   14. Shall, in conjunction with the Union Chair, be responsible for monitoring and guaranteeing the day-to-day administration of the Students’ Union’s Committees and meetings.
   15. Shall, in conjunction with the Community Projects Officer(s), work to promote and improve the Students’ Union’s relations with the local community.
   16. Shall, in conjunction with the President, be responsible for the input of students’ needs and views to the strategic development of the Students’ Union’s Commercial Services.
   17. Shall undertake other duties and responsibilities that may arise as agreed with the Board of Trustees.
   18. Shall provide information and support on welfare and academic problems alongside the role of the Vice President for Education and Welfare.
   19. Shall have responsibility for the production and distribution of all union publications including Fresher’s handbook, wall planners and any other centrally produced material.
   20. Shall be responsible for the organisation and publicity of union campaigns.
   21. To ensure all events of the Union are well promoted
   22. Shall be responsible for liaising with external bodies such as the National Union of Students, National Union Students Services Ltd, University of London Union, companies, charities, foundations, help lines and support organisations where necessary.
   23. Shall be responsible for liaising with the institution.
3. **President**
   1. The position of President shall be a Sabbatical position, a Senior Officer and also Trustee.
   2. To hold the position of President for one year, and to act as Ex-President for the following year of office.
   3. To be responsible for the external promotion of St George’s, University of London and the Students’ Union and the long-term progression of the Students’ Union
   4. To co-ordinate the management of all activities of The Students’ Union and to be ultimately responsible for all activities and services of The Students’ Union.
   5. To be a representative of the Students’ Union at meetings for one year, including, but not limited to:
      1. Academic Forum
      2. Quality Assurance Enhancement Committee
      3. Access Agreement Monitoring Group
      4. All Ball Committees
      5. Alumni Annual Fund Allocation Committee
      6. Board of Trustees and any relevant Subcommittees
      7. Campus Good Relations Group
      8. Business Continuity Plan Group
      9. Club, Society and Community Project Finance Committee
      10. Institution Equality & Diversity Committee
      11. Institution Interfaith Forum
      12. Final Year Committee
      13. Five Year Course Committee
      14. Intercalated BSc Committee
      15. Medical Assessment Committee
      16. Information Strategy Committee
      17. International Committee
      18. National Student and Student Experience Survey Working Groups
      19. University Council
      20. Safety Management Committee
      21. Space Strategy Committee
      22. Student Experience and Engagement Group
      23. Student Support and Welfare Committee
      24. Students’ Union Commercial Services Committee (SUCS)
      25. UH MedGroup Committee
      26. Undergraduate Medicine and Bioscience Education Committee (UMBEC)
      27. University Senate
   6. To be responsible for the overall organisation of the Summer Ball.
   7. To be the students’ licensee of The Bar (pending age), 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.
   8. To be, along with the Vice President (Finance & Student Activities), an “A” signatory to the chequebook of the Union.
   9. To be responsible for the overall representation of The Union at open days
   10. To be responsible for upgrading and maintaining the Students Website, along with the Communications Officers.
   11. To conduct appraisals of all members of the Exec within one month of the deadline for the submission for six-month reports. The appraisal of the President shall be conducted by the Ex-President.
   12. To chair the Board of Trustees of which shall undertake at least one meeting a term associated with individual and group action points relating to Students’ Union development and strategic planning.
   13. To be responsible for coordinating with the institutions Press Officer communication with external press and media.
   14. To be the leading delegate of the Students’ Union's Delegation to the National Union of Students’ National Conference.
   15. To liaise with other universities particularly those with medical schools and health care related activities to share ideas and develop and promote best practice.
   16. To be responsible for liaising with permanent members of Students' Union staff through the line management structure.
   17. To coordinate the Students’ Union’s annual involvement in the National Student Survey Campaign.
   18. To coordinate all Students' Union publicity production and distribution, and have overall responsibility for the Students’ Union’s Marketing and Publicity Strategy.
   19. To oversee the Zone system of the Executive, in particular to oversee and coordinate the Events Zone.
4. **Vice-President for Education and Welfare**
   1. The position of Vice-President for Education and Welfare shall be Sabbatical, a Senior Officer and also a Trustee.
   2. To oversee the integration and development of welfare and education provision for all students.
   3. To liaise with Education & Welfare officers at other Universities, and be on any external committees that are concerned with Education & Welfare.
   4. To be responsible for maintaining the link between the student body and the Institution with respect to education and welfare issues.
   5. To be a representative of the Students’ Union at meetings for one year, including, but not limited to:
      1. Academic Forum
      2. Access Agreement Monitoring Group
      3. Biomedical Science Committee
      4. Board of Medical Education
      5. Board of Trustees and any relevant Subcommittees
      6. BSc Committee
      7. Common Foundation Programme Planning Group
      8. Institution Equality and Diversity Committee
      9. GEP Course Committee
      10. MBBS Course Committee
      11. Medical Assessment Committee
      12. Physiotherapy Staff Student Consultative Committee
      13. Student Halls Advisory Group
      14. Institution Senate
      15. SSC & Projects Development Committee
      16. Student Support and Welfare Committee
      17. Club, Society and Community Project Finance Committee
      18. Students’ Union Commercial Services Committee (SUCS)
      19. Sub Dean Meeting
      20. Summer Ball Committee
      21. Student Central Welfare and Education Network
      22. Undergraduate Medicine and Bioscience Education Committee (UMBEC)
      23. Undergraduate Medicine Admissions Committee
      24. Final Year/PRHO Committee
      25. Quality Assurance And Enhancement Committee
   6. To assist and advise, where appropriate, students who are undergoing any of the Institution’s disciplinary procedures or hearings.
   7. To 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.
   8. To be a “B” signatory to the cheque-book of the Union
   9. To meet regularly with the Counsellors regarding issues concerning all aspects of Student Welfare
   10. To be responsible for regularly updating the Welfare section of the Student Web-site and the Welfare notice board.
   11. To produce and distribute a Welfare Handbook in time for the beginning of the Freshers’ Academic Year, and carry out a welfare talk to all 1st year students.
   12. To be responsible for organising an induction for all Freshers’ during Freshers’ week, as well as an accommodations evening during the 2nd/3rd term.
   13. To be responsible for the organisation of campaigns regarding Student Welfare and Education.
   14. To co-ordinate the year representative scheme and to provide advice and support to Year Reps regarding any issues that they may have.
   15. To liaise with Registry to co-ordinate the Induction Day for Year Representatives at the start of the academic year.
   16. To oversee and coordinate the Representation Zone.
5. **Vice President for Finance and Student Activities**
   1. The position of Vice-President for Finance and Student Activities shall be Sabbatical, a Senior Officer and also a Trustee.
   2. To be responsible for the organisation and distribution of funds allocated to and acquired by the SU, including the SU budget application and its division
   3. To be accountable to the Trustee Board and Institution Finance Committee for all the financial transactions of the SU
   4. To perform duties as set out in, and to abide by, the Financial Regulations.
   5. Shall present:
      1. The Budget agreed by the Trustee Board and Club, Society and Community Project Finance Committee to the Annual General Meeting in the Summer Term.
      2. Reviewed estimates of Income and Expenditure agreed by SUCS and the Trustee Board to the Executive Committee and General Meeting as and when necessary.
      3. The names of any organisations to which the Students’ Union is affiliated, to the Annual General Meeting in the Summer Term and details of any subscriptions, fees or donations paid to any such organisations.
   6. To call a Club, Society and Community Project Finance Committee meeting before the allocation of grants to all clubs, societies and community projects. The Finance Committee shall fulfil the requirements underlined in the SU Policy.
   7. To be a representative on the Finance Committee for one year and the following year in the role of ex-Vice-President (Finance & Operations).
   8. To facilitate the audit of the previous year’s accounts, and prepare a financial report and statement for the first possible Students’ Union Council Meeting of the academic year.
   9. To be responsible for overseeing the financial aspect of all balls
   10. To be responsible for overseeing the financial aspect of all RAG activity.
   11. To be an “A” signatory of the cheque-book(s) of the Union
   12. To be responsible for the Students’ Union credit card
   13. To be responsible for student member liaison with the National Union of Students’ Services Ltd. and attend regional meetings, conferences and other events organized by the company relevant to the Students’ Union’s commercial activities.
   14. To be responsible for the running, administration and outreach associated with the ‘job shop’ based on the SU website including liaising with external companies and outreach to local businesses and healthcare services.
   15. To coordinate in association with the Sports Officers, Societies Officers and Community Project Officers, the activities of the Student Activities Zone Committee.
   16. To, in conjunction with the Sports Officers, be responsible for the correct running and promotion of all Students' Union Sports Clubs.
   17. To in conjunction with the Societies Officers, be responsible for the correct running and promotion of all Students’ Union Societies.
   18. To be responsible alongside the Community Project Officers for the organisation of student volunteering and student development schemes.
   19. To, in conjunction with the Ethics and Environmental Officer, ensure that the Students’ Union is constantly aware of its environmental and ethical responsibilities and is as environmentally and ethically efficient as possible.
   20. To ensure clubs, societies and community projects are compliant with the Regulations and Union Policy.
   21. To ensure that both the Union and the Institution correctly represent and cater for the needs of all clubs, societies and community projects and their members.
   22. To liaise with the relevant officers to ensure the correct ratification and de‐ratification of clubs, societies and community projects.
   23. To be responsible for membership disciplinary matters concerning sports clubs, societies and community projects.
   24. To oversee clubs, society and community projects committee elections as and when necessary.
   25. To ensure that all clubs, society and community projects are run in accordance with Institution and Union guidelines and Health and Safety legislation.
   26. To, organise the Fresher’s Fortnight of events including co‐arranging the Fresher’s Fayre in particular regarding provision for external companies.
   27. To be responsible for liaising with external bodies such as the National Union of Students, the British Universities College Sports, University of London Union, and area organisations on such matters.
   28. To, in conjunction with the Union Chair, maintain all forms and templates e.g. committee form, template constitution, claims form etc and review the documents at least once every academic year.
   29. To produce a financial statement for presentation at every meeting of the Trustee Board.
   30. To be responsible for the upkeep and maintenance of all gaming equipment including the pool and table tennis tables.
   31. To oversee and coordinate the Student Participation Zone and be a member of the Events Zone.
6. **General Secretary**
   1. Shall be a Senior officer of the Union and a Trustee.
   2. To be responsible for the organisation of the Executive, General and Council meetings, and for the recording, public publishing and distribution of the minutes of these meetings.
   3. To be a representative on Club, Society and Community Project Finance committee and all Ball Committees.
   4. To be a “B” signatory to the cheque-book of the Union.
   5. To call a Policy Development and Review Group (PDRG) Meeting at least once during the term of office. The meeting shall compromise members of the Executive, with a view to keeping the Constitution and all legislative literature of the SU up-to-date and relevant.
   6. To collect six-month reports from all members of the Executive, by the first meeting after passing of the members sixth month of office.
   7. To collect year reports from all officers and representatives at least one week in advance of the AGM and to present them to the President of the Students’ Union.
   8. To ensure the 6 month review of newly formed societies takes place.
   9. To oversee and coordinate the Communications Zone.
7. **Charities Officer** (Minimum of two people, maximum of four)
   1. To be the first point of contact for all students involved in fundraising which has any relation to the Students’ Union members, clubs and societies or its facilities.
   2. To be the first point of contact for all correspondence between the Students’ Union and charitable organisations.
   3. To call the Raise and Give (RAG) Committee at least once during the first term in office.
   4. To be responsible for the setting up and running of RAG for the year in office.
   5. To be responsible for conveyance of relevant information on policies of the Students’ Union and Institution, including certain aspects of the law, to the RAG committee and the Executive.
   6. To ensure the orderly running of RAG events in close liaison with the President and the rest of the Executive. At least two Charities Officers are expected to be a responsible sober person for all RAG events with the exception of the RAG ball.
   7. To inform the Executive on the progress of RAG activities.
   8. To oversee all charity events throughout the year, in accordance with charity law.
   9. To liaise with the Senior officers, the Events officers and Technical officers of the Executive concerning RAG events, as appropriate to enable to facilitate the smooth running of all RAG events.
   10. To assist the Vice President for Finance and Student Activities in distributing proceeds from RAG by the end of the term in office, and in doing so making sure the voice of the student body is heard as to which charities the said proceeds should be donated to.
   11. To provide a handover to the next set of Charities officer, offering them advice and providing them with details of money raised, prizes, events, charities donated to and pledges given for the previous year.
   12. To be a member of the Student Participation and Events Zones.
8. **Societies Officer**
   1. To be responsible for the promotion and encouragement of all societies of the Students’ Union.
   2. To keep the Executive well informed of the activities of societies and provide the Executive with relevant information when required.
   3. Ensure that all four types of society (Cultural, Religious, Performing Arts and Special Interest) are represented.
   4. To be the first point of contact for those producing performances as required e.g. The Revue, Musical, Orchestra, Tooting Show etc.
   5. To be jointly responsible for the Music Room (membership, allocation, upkeep, usage and storage) with the technical officers.
   6. a representative on Club, Society and Community Project Finance Committee
   7. To be jointly responsible for the organisation of the Awards Evening.
   8. To be jointly responsible for the upkeep and management of the Students’ Union storage room.
   9. To be responsible for the planning and execution of both Fresher’s Fayres and the Multicultural Dinner events during Fresher’s Fortnight.
   10. To maintain an accurate list of clubs, societies and community projects with current contact details for all committee members throughout the year,
   11. To encourage and facilitate clubs, societies and community projects to utilise the SU website as a means of event promotion.
   12. To be responsible for the maintenance of the boards placed in the corridors of Level 2.
   13. To be a member of the Student Participation Zone.
9. **Sports Officer (maximum of three)**
   1. To have overall responsibility for the participation and organisation of the Students’ Union sports clubs within UH and BUCS.
   2. To be responsible for keeping the Students’ Union well informed on the activities of the sports clubs including the writing of reports for student publications.
   3. To be the first point of contact for all sports events for the Students’ Union
   4. To coordinate the use of the Students’ Union sports facilities by the sports clubs.
   5. To be a representative on the Sports Centre Committee for one year.
   6. To be a representative on Club, Society and Community Project Finance Committee
   7. To be a representative of the Students’ Union at UH Sports Committees, to include intercollegiate Sports Committee and BUCS Divisional committee
   8. To be jointly responsible for the organisation of the SU Awards Evening.
   9. To organise team captains meetings when required.
   10. To be responsible for the overall co-ordination of sports trials during Fresher’s fortnight
   11. To be jointly responsible for the upkeep and management of the Students’ Union storages room.
   12. To maintain the trophy cabinet.
   13. To be responsible for liaising with pitch providers with regards to the booking and use of pitches, including the Rob Lowe Sports Centre.
   14. To meet with Ceelect Sports/Grays-Gilbert when necessary to discuss alterations to the sports kit catalogue and quantities of stock to be brought in, in conjunction with the Vice President: Finance & Student Activities.
   15. To be a member of the Student Participation Zone.
10. **Community Projects Officer (CPO)**
    1. To be the central point of contact and liaison for community and volunteering organisations, building on existing contacts and establishing new ones, with an aim to increase the number of volunteering opportunities.
    2. To be a link between the Executive, in particular the President, and between volunteers, project leaders and outside organisations.
    3. To organise the community projects evening during fresher’s fortnight involving the community projects within the union and when possible external organisations. To liaise with the Vice President for Finance and Student Activities with regards to this.
    4. To organise and distribute advertising and promotional material, to promote the benefits of individual projects as well as those of volunteering to the students, local organisations and to the Institution and Trust.
    5. To be a source of information and advice for potential students and staff volunteers as well as providing on-going support for volunteers in planning and coordinating training.To work alongside Community Project Presidents and Projectmembers to widen participation and help recruit volunteers to health related projects including ‘Giving to Georges’.
    6. To help volunteering clubs and societies in the organisation of special events.
    7. To help with fund-raising in coordination with the Charities Officers.
    8. To work with the Widening Participation team to implement the School’s action plan to widen participation.
    9. To maintain links with Vinspired, and co-ordinate the scheme within the Union.
    10. To ensure that Medsin is represented within St. George’s Students’ Union
    11. To chair the Community Projects Committee meetings and ensure regular meetings are had involving members of the various community projects.
    12. To be a Representative on Club, Society and Community Project Finance Committee
    13. To be jointly responsible for the organisation of the Awards Evening.
    14. To be jointly responsible for the upkeep and management of the Students’ Union Community Projects storage room
    15. To be a member of the Student Participation Zone.
11. **Technical Officer (Minimum of two people, maximum of four)**
    1. To be ultimately responsible for the provision of entertainment technical support at all social functions of the Students’ Union
    2. To 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
       1. If two weeks’ notice is not given then technical support cannot be guaranteed. Two weeks notice will entitle the club or society to a functional level of technical support; more complex requests should be made at least one month in advance.
    3. The Technical officer(s) will take joint responsibility for the Events/Technical officer finances after close consultation with the Events Officers and the Vice-President (Finance & Student Activities).
    4. To be responsible for the purchasing, logging, good maintenance and security of the Technical equipment.
    5. To produce a contract of use that shall be provided to all persons, clubs, societies and community projects when borrowing any equipment, and to assist, with the Senior Officers and the Societies Officers, the enforcement of sections 9.5 and 13.4 of the Regulation of Student Union Facilities, as summarised below:
       1. To be jointly responsible for the music room (membership, allocation, upkeep, usage and storage) with the societies officers.
       2. 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).
       3. 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.
    6. To 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 Finance and Student Activities.

13.6.1 A copy of the inventory should be held by the technical officers’ zone leader and should also be included in the technical officers’ handover.

* 1. To be responsible, in conjunction with the SU Exec and other relevant committees for the organisation of entertainment for the Summer ball, Fresher’s fortnight and RAG.
  2. One officer to be a member of the Ball committees and RAG Committee.
  3. To be responsible for the training of the new Technical officers for a period of no less than one term following the start of the new officers’ term.
  4. To organise a pool of DJs to assist the Technical officer(s) in setting up and putting away of equipment. The Technical officer(s) should organise a rota for DJs and may DJ themselves (but will receive no payment for being a DJ). They should also produce a rota on engagements to present to the Executive.
  5. To be a member of the Events Zone.

1. **Events Officer** (Minimum of two people, maximum of four)
   1. To be responsible for arranging external entertainment for Union events, for example foam, bands, speakers.
   2. To publicise all events that are managed by the Executive, via posters, Union website and Facebook.
   3. To liaise with the Bar manager with regards to obtaining drinks for club, society and community project events, and for organising regular promotions.
   4. To maintain close liaison with bar staff at all times, and ensure the provision of a staff forum.
   5. To liaise with the President regarding licence extensions and the VP (Finance & Student Activities) regarding Events Officer account expenditure.
   6. To be fully trained in the use of and have access to the audio/visual equipment, that is under the responsibility of the Technical officers.
   7. To liaise with the Technical officers with regards to disco themes and to be responsible for the setting up and decorating of the bar for events run by the Executive, including the removal of re-usable decorations.
   8. To be competent in setting up microphones and turning on sound equipment.
   9. To organise the door duty rota for events of the SU, ensuring that all duties are shared out between the Exec members equally and with due notice.
   10. To be present at all events financed by the Events Officer account e.g. Quiz nights.
   11. To liaise with the Charities Officers during RAG week and to be responsible for organising some of the events.
   12. At least two Officers to be present for the entirety of any union event, whilst being lively throughout.
   13. To upkeep the standard of politeness and professionalism during the course of a union event.
   14. To be a member of the Events Zone.
2. **Chair**
   1. To be chair of all meetings of the Students’ Union as delegated.
   2. Shall not vote at meetings or voice personal opinion on discussed topics, except in the case of a tie where they will hold the casting vote.
   3. To conduct all meetings in a fair and proper manner in accordance with the Students’ Union Constitution, Policies and Regulations.
   4. To be familiar with all legislations of the Students’ Union.
   5. To be familiar with all agenda items prior to meetings.
   6. To be a member of the Communications Zone.
3. **Communications Officer (Maximum of four)**
   1. Ensure that information in the form of posters, fliers, emails, newsletter, electronic noticeboards, website banner or any other Students’ Union approved methods on any pertinent issue affecting the SU or student body are distributed to the student body. In particular, working with the following officers to ensure the student body is kept informed of SU matters and events:
      1. Work with Year Representatives to distribute information on student wide or year specific issues.
      2. Work with the relevant Students’ Union officers (Events, Technical, Charities etc.) and Students’ Union Clubs, Societies or Community Projects to ensure good publicity for Students’ Union or club/society/community project organised events and elections.
      3. Work with the relevant officers to ensure that information, in any form, is distributed around the designated areas of the Union and Institution.
      4. To organise and distribute advertising and promotional material, to promote the benefits of clubs, societies and community projects as well as those of volunteering to the students, local and national organisations and to the Institution and Trust
   2. When necessary, work with relevant Institution staff in acquiring more space for advertising in the Institution.
   3. To be a point of contact for any external agency who wishes to raise awareness of a pertinent issue or campaign to the Students’ Union.
   4. Develop communication strategies with the approval of the Students Union Executive body to distribute information to students.
   5. To produce and distribute a communication weekly for the student body which includes, but is not limited to, a summary of all SU meetings in that week.
   6. To oversee the running and development of the Students’ Union App and ensure it is frequently updated, and promote its use by the student body.
   7. To maintain the Union website and keep it updated with relevant news and announcements.
   8. To work with all Students Union officers, year reps and Students’ Union Clubs, Societies and Community Projects in the maintenance and development of the SU website.
   9. To provide, upon request, a level of general support and design to clubs, societies and community projects which have areas on the SU website.
   10. TO ensure that SGSU continues to have a consistent presence on social media and to engage with students and promote the SGSU brand.
   11. Meet regularly with SGUL Comms to ensure good links between the SU and University.
   12. To be a member of the Communications Zone.
4. **Heritage Officers (Maximum of two)**
   1. To work towards maintaining all traditions of the Students’ Union.
   2. To ensure that all students are aware of the honour of being a student at St George’s, University of London.
   3. To research and record the traditions of the Students’ Union, its clubs, societies and community projects.
   4. To actively promote St George’s Students’ Union to Freshers both generally and in the form of a lecture style session during Freshers Fortnight.
   5. To organise and run the ‘Wandsworth 8’ event during Freshers’ Fortnight.
   6. To organise at least one event to celebrate St. George’s Day, as close to April 23rd as possible, for example George’s to George’s.
   7. To organise a costume contest at any costumed disco.
   8. To research and archive the history of St George’s in terms of past students, healthcare and academic staff.
   9. To work with the Charities Officers to organise a ‘Pram Race’ event during the annual RAG week.
   10. To sit on the Heritage Steering Group;
       1. To defend the access rights of students to the archives and ensure this remains available.
       2. To present a report at Council after every meeting of the Heritage Steering Group to feedback the relevant points and information discussed.
   11. To display items of historical interest to students in an appropriate manner
   12. To work with the Alumni Office to develop strategies to increase student involvement with Alumni events and fundraising.
   13. To promote heritage awareness through the organisation of events throughout their term in office.
   14. To be a member of the Student Participation Zone.
5. **Environmental and Ethics Officers (Maximum of two).**
   1. Shall represent and promote environmental and ethical issues within the Students’ Union, University and external organisations.
   2. Shall act as a Representive of the students in all issues concerning the Unions Commercial Services.
   3. Shall, in conjunction with the Vice President Finance and Student Activities, ensure the completion of any accreditation schemes, i.e. Green Impact, Best Bar None etc.
   4. Shall work with the Executive Committee and members of staff, in particular the Joint Environmental and Sustainability Committee to ensure that the Students’ Union is constantly aware of its environmental and ethical responsibilities and is as environmentally efficient as possible.
   5. Shall work with relevant societies and community projects to promote and campaign for issues of environmental and ethical concern.
   6. Shall run awareness campaigns by providing information and activities on issues of environmental and ethical concern throughout the Union as well as the Institution and St George’s Hospital Trust, including but not limited to Fair Trade Fortnight, Go Green Week etc.
   7. Shall liaise with the Union’s Commercial outlets to develop and promote the range of products available, enabling purchase of Fair Trade and environmentally friendly goods wherever possible.
   8. Shall sit on and work with the SGUL Joint Environmental and Sustainability Committee to promote environmental issues within the Union, Institution and the Trust.
   9. Shall maintain the St. George’s Allotment and promote its use amongst students and staff.
   10. To be a member of the Representation and Student Participation Zone.
6. **Equality and Diversity Officers (Maximum of two)**
   1. Shall strive to ensure equal opportunities across all of the Students’ Union’s services and activities so that these are accessible to the entire membership.
   2. Shall initiate relevant campaigns and events involving issues of equality.
   3. Shall act as point of contact for queries concerning equality and diversity issues within the Union.
   4. Shall attend adequate equality and diversity external and internal training.
   5. Shall represent and promote issues of equality, diversity and liberation within the Students’ Union, College and external organisations such as NUS and - Student Central.
   6. Shall sit on the SGUL Equality & Diversity Committee.
   7. Shall sit on the University Interfaith forum.
   8. Shall liaise with the Vice President for Education and Welfare on campaigns relating to welfare issues.
   9. To run a number of steering groups in conjunction with the Representation Officers, which meet termly, to assist the representation of special interest groups. Including, but not limited to: LGBTQ+, faith, disability, SPA and multicultural groups.
   10. To be a member of the Representation Zone.
7. **International Officers (Maximum of two)**
   1. To have an overall responsibility in representing and integration of the international students on the SU Executive across all the courses at SGUL.
   2. Shall be responsible for liaising with the students and staff involved in the INTO programmes.
   3. Shall work closely with the Vice President for Education and Welfare to ensure that the international students have the necessary welfare support.
   4. Shall work closely with the International Students’ Society (ISS).
      1. To keep in contact with the ISS committee, mainly regarding, but not limited to, the planning of events for international students.
      2. To assist where necessary in the planning and running of International Lunches and other ISS events.
   5. Shall sit on the International Committee.
   6. Shall sit on the International MBBS Operations Group (IMOG).
   7. Shall be a member of the core INTO meetings.
   8. Shall meet regularly and work closely with the International Support & Compliance Officer and/or Senior Compliance Officer.
   9. Shall organise and assist with international student events, including but not limited to, the Multicultural Dinner, Welcome Weekend and INTO Introduction.
   10. To 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.
       1. To keep in contact with the Joint Personal Tutor Leads for International Students.
   11. To be a member of the representations zone.
8. **Representation Officers (maximum of two)**
   1. To represent the views and opinions of Council and Senate, through an agenda point at the next meeting of the Executive. This agenda point should include but not be limited to:
      1. A pre-submitted written report on relevant points from the last Council/Senate meeting
      2. Any matters requested by members at Council/Senate meetings to be raised at the next meeting of the Executive
      3. An opportunity for members of the Executive to feedback on the report and/or outline matters to be raised at the next Council/Senate meeting by the elected representative
   2. To relay relevant information from the meetings of the Executive to Council/Senate through an agenda point at each Council/Senate meeting giving information from all meetings of the Executive since the last Council/Senate meeting. This agenda point should include but not be limited to:
      1. A pre-submitted written report on relevant points from all Executive meetings since the last Council/Senate meeting
      2. Any matters requested by members of the Executive to be raised at the next Council/Senate meeting
      3. An opportunity for members of Council/Senate to feedback on the report and/or outline matters to be raised at the next meeting of the Executive by the elected representative
   3. Work with Year Representatives to communicate information to/from the student body.
   4. To work closely with the Vice President for Education and Welfare in determining the response of the Students’ Union to larger political, social and medical issues.
   5. Work with the relevant officers in producing and distributing publicity for the Students’ Union Elections.
   6. To run a number of steering groups in conjunction with the Equality & Diversity Officers, which meet termly, to assist the representation of special interest groups. Including, but not limited to: LGBTQ+, faith, disability, SPA and multicultural groups.
   7. To be responsible for the writing of a summary, to be included in the newsletter, from the most recent meeting(s) of the Executive, Council and Senate
   8. To be a member of the Communications and Representation Zone.
9. **Campaigns Officer (maximum of 4)**
   1. Ensure SGSU is a campaigning Union which produces positive outcomes for its members.
   2. To work with the Vice President of Education and Welfare to take up at least two additional campaigns requested of the Union.
   3. To be jointly responsible, with the General Secretary and Representation Officers, to run an efficient ‘Use Your SU’ campaign throughout the year.
   4. To be jointly responsible, with the Vice President of Education and Welfare, to run a safety awareness week e.g. Stay Smart, Stay Safe.
   5. To introduce new campaigns to SGSU and actively promote them to the Student body with the help of other Executive Officers e.g. Events Officers.
   6. To assist other officers, where appropriate, in the running of their campaign weeks/events.
   7. To work with other student groups, including but not limited to relevant societies, to make sure that issues affecting the student body are being discussed and acted upon.
   8. To be a member of the representation zone
10. **Democracy Officers (maximum of two)** 
    1. To assist the President and Assistant returning officer with organising, conducting and promoting all Students’ Union elections and referenda.
    2. To assist the Assistant Returning Officer with the setup of the online elections and organise, improve and maintain the election website.
    3. To improve student engagement with elections and referenda and to assess engagement year on year using data available.
    4. To ensure the smooth running of all Students’ Union elections and referenda, alongside the Students’ Union Assistant returning officer.
    5. To ensure all democratic process are upheld throughout the year and assist with any queries individuals may have.
    6. To ensure all SGSU clubs, societies and community projects are following a democratic elections process and to promote the use of our online voting system to all clubs and societies.
    7. Ensure elections handbooks remain up to date, understandable and engaging.
    8. To organise and publicise election hustings
    9. To improve student engagement with official Students’ Union meetings particularly the Annual General Meeting and any General Meetings.
    10. To work alongside the campaigns officers and assistant returning officer to promote all SGSU elections and referenda.
    11. To attend MSL Elections training, alongside the Assistant Returning Officer.
    12. To promote awareness of democratic opportunities and build partnerships with joint faculty students and postgraduate students.
    13. To be a member of the Events Zone.
11. **Ex-President** (The immediate previous President)
    1. To be an ex-officio member of the Exec who shall not hold a vote.
    2. To be exempt from undertaking the following roles and responsibilities of other Exec members such as:
       1. Duties required to run and manage SU events on a regular basis. These duties include, but are not restricted to; door duty and fire officer duty.
       2. Assist with the planning, setting up and tidying up of the major events and functions of The Students’ Union. These events include, but are not restricted to; all Freshers’ events, RAG events and the Summer Ball. Members of The Exec may be called upon for assistance for any event by the SU President.
    3. To provide advice and support to the President as required
    4. To be a source of information and continuity with regards previous Executive discussions and decisions.
    5. To provide assistance in the training of the Executive members at the beginning of the term of office
    6. To provide training for the President, and any other delegates, with regards the NUS annual conference
    7. To act as the Chair’s Aide, as required, during meetings of the Executive.
    8. To sit on SGUL Council to provide advice and support to the President as required.
12. **Events & Technical Teams**
    1. Are unelected officers that support the Executive Elected Officers.
    2. Are two separate teams, each selected by the corresponding set of officers.
    3. To assist, under instruction from the relevant set of officers, with the promotion, organisation, decoration, set-up, running and clean-up of events, both S.U. and of clubs, societies and community projects (e.g. performing arts such as Revue, Musical, Tooting Show).
    4. To be a member of the Events Zone.
13. **Year Representatives**
    1. The following include the general roles and responsibilities of all year reps;
       1. Up to two people may run as a team except for P year and Final year positions of any course in which up to five people may run as a team.
       2. In the case of T-Year MBBS Representatives, two members will be elected as MBBS4 Representatives and two members will be elected as MBBS5 Representatives. When elected two representatives will be assigned to stream A, and two will be assigned to stream B by means of random allocation by the academic registrar.
       3. Shall be the first point of call for issues pertaining to the year of students that they represent.
       4. Must be 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.
       5. Must attend and provide formal handover at the first senate meeting following elections.
       6. Meet with head of year and year administrator as soon as possible following taking office in order to build a functional working relationship.
       7. Attend the Year Representative training at the start of the academic year that is organised by the Vice President for Education and Welfare
    2. The following include Students’ Union related roles and responsibilities;
       1. Shall represent the views of their year at Senate and any other Union meetings that it is relevant for them to attend.
       2. Shall produce and submit a report prior to every Senate meeting to the General Secretary.
       3. Shall produce and submit a full report on their term in office to the General Secretary, prior to the Annual General Meeting.
       4. Shall disseminate appropriate information following Senate and relevant Course committee meetings
       5. Are responsible for promotion of events being organised by the Students’ Union where appropriate and in line with the email policy of the institution.
       6. Must keep the senior officers informed about all issues pertaining to their respective course.
       7. To co-ordinate the ‘Mums and Dads’ scheme for incoming Freshers (First Year and Transfer Representatives only).
       8. To promote, organise and distribute year / group photos.
       9. To produce a year book (Final Year Representatives only).
       10. To promote and organise a graduation ball responsible for convening and chairing respective final year graduation ball committees (Final Year and Intercalated Representatives only).
       11. To assist in the organisation of a half way dinner for their respective course.
    3. The following include course related roles and responsibilities;
       1. Help to co-ordinate the rearrangement of cancelled lectures and to notify the relevant members of staff when a lecture is cancelled without prior notice.
       2. To attend all relevant course committees related to their year and course of study.
       3. To liaise with representative bodies (eg. MDU, MPS, F1 Deanery) where necessary.
       4. To assist in and where appropriate organise revision lectures for their year where necessary.
       5. To organise relevant information evenings/distribution where necessary e.g. Electives evening, alternative BSc Prospectus.

**Regulation for Meetings of the Union**

1. **Scope**

This Regulation defines the various meetings of the Union, details their membership, powers and responsibilities. The Regulation also includes details on how the meetings of the Union are to be run.

1. **General Meetings**
   1. The General Meeting shall be the sovereign body of the Union, as laid down in the Constitution.

**Annual General Meetings**

* 1. A General Meeting shall occur annually. During this Annual General Meeting, Officers and Representatives shall be required to submit their reports for approval and to be held accountable to members. Notice of this meeting shall be given to all Members at least 14 days in advance.
  2. The Annual General Meeting shall be convened by the General Secretary of the Students’ Union or other Senior Officer of the Union in his or her absence.

**Extraordinary and Special General Meetings**

* 1. Extraordinary General Meetings are for discussion of issues of urgent importance to the Union, and:
     1. Shall be called by the Executive, Council or President;
     2. Shall take place during term time of the majority of students, at a time free from normal course commitments;
     3. Notice of such a meeting, along with an agenda, shall be given to all Members no less than 48 hours in advance.
  2. Special General Meetings are for discussion of an issue of particular concern to a group of Members, and:
     1. shall be called by Union Chair upon receipt of a written request stating the proposed item for discussion, signed by no less than 40 Ordinary Members;
     2. Notice of such a meeting, along with an agenda, shall be given to all Members no less than 48 hours in advance;
     3. The time from a valid request being received and a Special General Meeting being called shall be no more than three weeks.

**The Running of General Meetings**

* 1. General Meetings shall be run according to Standing Orders detailed in this Clause 6.
  2. The quorum of the General Meeting shall be the number of Ordinary Members equivalent to that of 1% of the student body. In the case of the meeting not reaching quorum, the meeting shall be postponed to a time no more than 7 days later, and advertised to all Members.
  3. The chairing of the General Meeting shall be the responsibility of the Union Chair, serviced by the General Secretary, unless the General Meeting decides to the contrary.
  4. The minutes of General Meetings, save any Reserved Business, shall be made available to all Members.

**Speaking and Voting Rights**

* 1. All Members of the Union shall have the right to speak at General Meetings in accordance with the Regulations.
  2. Ordinary Members of the Union shall have the right to vote at General Meetings in accordance with the Regulations.

1. **Council Meetings**
   1. Union Council shall be the regular representative Meeting of the Union for Clubs, Societies and Community Projects.
   2. Council shall in all matters comply with the Regulations and the Constitution.
   3. Council meetings shall be conducted in accordance with the Standing Orders detailed in Clause 6
   4. Council shall normally meet at least once per month at a time determined by the President for the first meeting of the academic year, and by Council for subsequent regular meetings. 7 days' notice must be given for the date and time of meeting.
   5. Special meetings of the Council, in addition to the regular monthly meetings, may be called at any time by the Executive, or by the Union Chair upon receipt of a written request signed by no less than one-third of Council members. 7 days' notice must be given for the date and time of meeting.
   6. Council shall be chaired by the Union Chair. When the Union Chair is unable to attend, the meeting shall appoint a chair.

**Powers and Responsibilities**

* 1. Council shall have the following powers and responsibilities:
     1. To represent constituent clubs, societies and community projects in all decision-making;
     2. To hold the Union Executive, Officers and Year Representatives, and other Students' Union committees accountable to the Students' Union Constitution and the Regulations;
     3. To review and overturn amendments made to the Regulations enacted by the Executive as it sees fit;
     4. To review disciplinary action taken by the Executive when required.
     5. To co-ordinate event timetabling of club, society and community projects events.

**Membership**

* 1. Membership of Council shall consist of:
     1. The Executive Committee;
     2. One representative from each Club, Society or Community Project;
     3. Co-opted representatives from other Students' Union committees, as Council sees fit;
     4. Co-opted Institutional staff as Council sees fit.

**Speaking & Voting Rights**

* 1. Any member of the Union may attend Council, and speak by leave of the chair, but shall not hold a vote unless as stated in Clause 3.8.
  2. Each member of Council shall have exactly one vote except:
     1. Positions held by a team, in which case one vote shall be cast on behalf of the team;
     2. co-opted members, who may not vote;
     3. The Chair, who shall only vote in the event of a tie.
  3. The minutes of Council meetings, save any Reserved Business, shall be made available to all Members.

1. **Senate**
   1. Union Senate shall be the regular representative Meeting of the Union for Year Representatives.
   2. Senate shall in all matters comply with the Regulations and the Constitution.
   3. Senate meetings shall be conducted in accordance with the Standing Orders detailed in Clause 6.
   4. Senate shall normally meet at least once per month at a time determined by the President and or General Secretary. 7 days' notice must be given for the date and time of meeting.
   5. Special meetings of the Senate, in addition to the regular monthly meetings, may be called at any time by the Executive, or by the Union Chair upon receipt of a written request signed by no less than one-third of Senate members. 7 days' notice must be given for the date and time of meeting.
   6. Senate shall be chaired by the Union Chair. When the Union Chair is unable to attend, the meeting shall appoint a chair.
   7. Year reps shall be kept up to date, and keep St George’s Students’ Union informed, between meetings with the use of the Senate forum on the website.
      1. Irrelevant of whether a meeting is held during the month, a monthly report from each team should be submitted to the General Secretary as requested.
      2. Monthly reports will be reviewed by a Senior Officer of St George’s Students’ Union.

**Powers and Responsibilities**

* 1. Senate shall have the following powers and responsibilities:
     1. To represent Year Representatives in all decision-making;
     2. To provide a forum of discussion amongst Year Representatives and the Executive Committee

**Membership**

* 1. Membership of Senate shall consist of:
     1. The Executive Committee;
     2. All Year Representatives;
     3. Co-opted representatives from other Students' Union committees, as Senate sees fit;
     4. Co-opted Institutional staff as Senate sees fit.

**Speaking & Voting Rights**

* 1. Any member of the Union may attend Senate, and speak by leave of the chair, but shall not hold a vote unless as stated in Clause 4.8.
  2. Each member of Senate shall have exactly one vote except:
     1. Positions held by a team, in which case one vote shall be cast on behalf of the team;
     2. co-opted members, who may not vote;
     3. The Chair, who shall only vote in the event of a tie.
  3. The minutes of Senate meetings, save any Reserved Business, shall be made available to all Members.

1. **Executive Meeting**
   1. The Executive shall be the implementation Meeting of the Union, responsible for the ongoing running of the Union.
   2. The Executive shall in all matters comply with Union Policy, Regulations and the Constitution.
   3. The Executive shall normally meet at least fortnightly during term time of the majority of students.
   4. Executive meetings shall be chaired by the Union Chair. When the Union Chair is unable to attend, the meeting shall appoint a chair.
   5. Executive meetings shall be conducted in accordance with the Standing Orders detailed in this Regulation.

**Powers and Responsibilities**

* 1. The Executive shall have the following powers and responsibilities:
     1. To implement the Constitution, and amend and create Regulations and Union Policy for the effective day-to-day running of the Students' Union,
     2. To oversee constituent Clubs, Societies and Community Projects and ensure their adherence to the Constitution, Regulations and Union Policy;
     3. To oversee other Students' Union committees and ensure their adherence to the Constitution, Regulations and Union Policy;
     4. To hold Officers and Year Representatives accountable to the Constitution, Regulations and Union Policy;
     5. To organise the Freshers' timetable and oversee its implementation;
     6. To oversee various events and functions of the Union;
     7. To administrate membership matters;

**Membership**

* 1. Membership of the Executive shall consist of:
     1. All elected Officers;
     2. The immediate past President of the Union;
     3. No more than two representatives elected from Council by simple majority vote at the first Council of the Union year;
     4. No more than two representatives elected from Senate by simple majority vote at the first Senate of the Union year;
     5. Any co-opted members of the Union, whom the Executive sees fit (who shall not have a vote).

**Speaking & Voting Rights**

* 1. Any member of the Union may attend meetings of the Executive, and speak by leave of the chair, but shall not hold a vote unless as stated in Clause 5.7.
  2. Each position of Executive shall have exactly one vote except the Chair, who shall only vote in the event of a tie.
  3. The minutes of Executive Meetings, save any Reserved Business, shall be made available to all Members.

1. **Standing Orders**

**Order of business**

* 1. The business of meetings shall normally be taken in the following order:
     1. Apologies;
     2. Minutes of the previous meeting;
     3. Matters arising from the previous meeting;
     4. Reports, statements and motions submitted and published in advance of the meeting;
     5. Any other business;

**The Chair**

* 1. The meeting Chair shall be responsible for keeping the meeting in order. He or she shall not otherwise participate in debate. When the Chair speaks, all others shall be silent.

**Speaking**

* 1. Those wishing to speak shall indicate and address the Chair. The Chair shall decide the right of priority in speaking.
  2. No person may speak more than once on the same motion, except with the express permission of the meeting, or:
     1. To answer questions with regard to a report;
     2. To give the speeches required of the proposer of a motion.

**Motions and Debate**

* 1. Any member of the meeting may place a motion on the meetings agenda. The Chair shall normally thereafter invite open discussion on the motion until the Chair deems that the debate has reached its natural conclusion. Following conclusion of the debate, the motion shall be formally proposed and seconded.
  2. Any member of the meeting may propose an amendment, which may be accepted by the proposer of the motion without speeches or vote, in which case the meeting shall continue as per 6.8 of this Regulation.
  3. Should the proposer of the motion not accept the amendment there shall then be a one minute speech for the amendment by the proposer of the amendment, followed by a one minute speech against the amendment by the proposer of the original motion. The proposed amendment shall then be put to the meeting where it may be accepted by simple majority vote. Where such an amendment is passed by the meeting, the proposer of the amendment is deemed to be the proposer of the motion as amended.
  4. The proposer of any motion shall have the right to make a one minute speech for the motion. Following this, any member of the meeting may make a one minute speech against the motion should any member wish to make such a speech.
  5. The Chair shall then make a short summation speech during which no new information or points of information may be raised.
  6. The Chair shall then call for a vote to be taken.

**Points of Order**

* 1. Points of order, in order of priority, may be raised to:
     1. Ask for a quorum count, should a quorum be applicable to the meeting;
     2. Ask for the Chair's ruling or interpretation of the Constitution, Regulations or Union Policy;
     3. Request a re-vote;
     4. Put to the Chair any other question relating to the procedure of the meeting.
  2. Points of order may be raised by anyone with the right to speak at the meeting.
  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.
  4. Points of order shall be immediately enacted by the Chair without speeches or voting.

**Points of Information**

* 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.

**Procedural Motions**

* 1. Procedural motions, in order of priority, shall be:
     1. That the meeting has no confidence in its Chair;
     2. That the Chair's ruling be overturned;
     3. That a Standing Order be suspended for a specified period;
     4. That a vote be by secret ballot;
     5. That the meeting be suspended or closed;
     6. That a specified category of person be excluded from the meeting;
     7. Move to vote, i.e. that the question, as specified, be now put;
     8. Move to next business, i.e. that the question, as specified, be not put;
     9. That the question, as specified, be adjourned to later in the same meeting, or to a later meeting;
     10. That the question, as specified, be remitted to another body or person;
     11. That the question, as specified, be voted by parts.
  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.
  3. A procedural motion may be proposed by any person with voting rights.
  4. The Chair may deem any procedural motion frivolous, with the exception of 6.16.1 and 6.16.2, in which case debate shall resume as if the procedural motion had not been proposed.
  5. Except in the case of a call to vote by parts (6.16.11), there shall immediately be, in order:
     1. A speech in favour by the proposer of the procedural motion lasting one minute;
     2. One speech against, lasting one minute, should a person wish to bring such a speech;
     3. In the case of 6.16.1 and 6.16.2, a further speech against by the Chair, should he or she wish;
     4. Summing up by the proposer;
     5. A vote to determine whether the procedural motion shall be carried, which shall be by simple majority except procedural motion \*\*6.16.3\*\*, which shall require a two-thirds majority.
  6. In the case that a motion of no confidence in the Chair (6.16.1) is carried, the meeting shall immediately appoint a new temporary chair.
  7. In the case of a call to vote by parts (6.16.11):
     1. The call shall be heard by the chair with no speeches or voting;
     2. The motion shall be arranged in parts by the Chair, if not already so arranged;
     3. Debate shall resume;
     4. The parts of the motion carried shall become Resolutions of the meeting even if other parts of the motion fail.
  8. Following a successful move to vote (6.16.7), the proposer of the original motion shall immediately sum up, and the motion be voted upon.

**Voting**

* 1. No votes shall be recorded on behalf of any person not present.
  2. No person may cast more than one vote.
  3. Motions shall be carried by simple majority of those permitted to vote.

**Reserved Business**

* 1. The Chair may deem an item of business to be Reserved Business, in order to:
     1. Protect the welfare of a Member or group of Members;
     2. Protect the best interests of the Students' Union, provided that to do so will not compromise the welfare of a Member or group of Members.
  2. When an item of business is deemed to be Reserved Business, minutes for that item shall be:
     1. Recorded separately;
     2. Kept securely by the Secretary;
     3. Made available for inspection only to voting members of the relevant Meeting.

**Other Situations**

* 1. In the event of any situation arising not being covered by Standing Orders, The Regulations or Constitution, the Chair shall rule on the procedure to be adopted. Such ruling may be overturned by procedural motion 6.16.2.

1. **Regulations**
   1. Proposals for the creation of new Regulations, to ensure effective day-to-day running of the Students’ Union, may be proposed by the Executive or Board of Trustees. Such proposals, if carried, shall be enacted with immediate effect provided that such Regulations shall not be inconsistent with the Constitution, subject to either review by the following Union Council, Senate or ratification by a General Meeting, whichever is earliest.
   2. The proposing meeting shall give public notice of any newly created Regulations as soon as practicable.
   3. Amendments to existing Regulations, to ensure effective day-to-day running of the Students’ Union, may be proposed by the Trustee Board, Executive or by Council; Such proposals, if carried, shall be enacted with immediate effect provided that such Regulations shall not be inconsistent with the Constitution, subject to review by the following Union Council, Senate or ratification by a General Meeting, whichever is earliest.
   4. The proposing meeting shall give public notice of any such amendments as soon as practicable.
   5. The General Meeting has ultimate responsibility for setting Regulations. Any proposals for amendments to, or creation of Regulations, if carried at a General Meeting, shall be enacted with immediate effect.
   6. Clauses 7.1 to 7.5 are subject to Clause 62 of the Constitution.

# **Regulations for Membership**

1. **Scope**
   1. This Policy has been written to codify the various categories of Membership of the Union, as referenced to in the Constitution.
2. **Categories of Membership**
   1. There are three categories of membership, as defined by the Constitution:
      1. Ordinary Membership;
      2. Restricted Membership;
      3. Associate Membership.

**Ordinary Membership**

* 1. Ordinary Members shall be students currently registered at the Institution, who have not exercised their right to opt out. Sabbatical Officers of the Union who were elected before they ceased to be registered as students with the Institution shall also be Ordinary Members.
     1. 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. The Trustees of the Union shall also be Ordinary Members for the duration of their term.

**Restricted Membership**

* 1. Restricted Members shall be students currently registered at the Institution, who have exercised their right to opt out.
  2. To opt out of the Union, Ordinary Members must notify the Chair of the Students’ Union of their wishes in writing.
  3. Restricted members shall not be unfairly disadvantaged by having opted out of the Union.
  4. Restricted Members may opt back into the Union by applying in writing for Ordinary Membership to the Chair of the Students’ Union. Such an application shall not normally be refused.

**Associate Membership**

* 1. Associate Members are all others who have been granted membership of the Union.
  2. The Associate Membership category shall be further sub-divided as follows:
     1. Life Members, being:
        1. Those who have been an Ordinary member for no fewer than three academic years, and who have successfully completed their course of study;
        2. Members of SGUL or SGSU staff, who have been employed by SGUL or SGSU for a period of no fewer than ten years.
        3. Those granted Honorary Life Membership, in accordance with the Regulations for Awards and Honours.
     2. Staff Members, being members of SGUL or SGSU staff, who have been employed by SGUL or SGSU for a period of less than ten years.
     3. Affiliated Members, being members of staff at St. George’s Hospital or the National Blood Service, Tooting.
  3. All Associate Members shall be able to resign from the Union by informing the Union Chair.

1. **Privileges of Membership**
   1. The privileges of all Members shall include:
      1. The use of all the Union's facilities, notwithstanding any fees that may be charged for entry;
      2. The right to membership of all constituent clubs, societies and groups, notwithstanding any fees that may be charged for such membership;
      3. The right to attend any Meeting of the Students' Union, except for meetings or portions of meetings deemed to be Reserved Business;
      4. The right to speak at any Meeting of the Students' Union, by leave of the chair of the meeting.
   2. The privileges of Ordinary members alone shall additionally include:
      1. Entitlement to vote and stand for posts in elections of the Union;
      2. The right to be represented by the Union as laid out in Section 3.1.2;
      3. The right to vote at a General Meeting;
      4. The right to opt out of the Union at any time;
      5. Entitlement to bring up to two guests on to Students' Union premises, notwithstanding any fees that may be charged for entry.
   3. The privileges of Associate members shall include:
      1. Those stated in 3.1;
      2. Entitlement to bring one guest on to Students’ Union premises, notwithstanding any fees that may be charged for entry.

**Responsibilities of Membership**

* 1. The responsibilities of all Members shall include:
     1. Adherence to the Constitution and all Regulations when on Students' Union facilities or taking part in Students' Union events, including club, society and community project events;
     2. Ensuring that any guests admitted by the Member adhere to the Constitution and all Regulations;
     3. Adherence to any action taken by a Students' Union Meeting when the Constitution or any Regulations is broken by the member or his/her guest;
     4. Reporting any breach of the Constitution and Regulations to an Officer, Representative or other responsible agent of the Students' Union.
     5. Adhere to SGSU Policies.

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# **Regulation for Affiliations**

1. **Scope**

By Law, we have to declare all affiliations the Union has with organisations. This regulation governs these affiliations and their reporting.

1. **Affiliating to External Bodies**
   1. All proposals for affiliation shall, to pass, require a two-thirds majority of a General Meeting.
   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.
   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.
   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**
   1. Disaffiliation from an External Body requires a two-thirds majority vote by a General Meeting.
3. **Reporting**
   1. The Union shall, at the Annual General Meeting 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 organization.
   2. This list shall be published at least 14 days in advance of the Annual General Meeting. Any objections to an affiliation must be raised to the Union Chair prior to the Annual General Meeting being called to order.
   3. Such fees, subscription costs and donations shall be reported in the end of year accounts of the Union.

# **Regulation for Elections**

1. **Scope**

This regulation sets out the way in which the elections of The Union are held. This includes the rights of voters and candidates and the powers of those running the election.

1. **Governance**
   1. The Academic Registrar or his/her nominee shall serve as Returning Officer.
   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. If the President chooses to stand as a candidate for election, then an Officer/Student Trustee of the Student’s Union shall be nominated by the Executive to serve as Assistant Returning Officer.
   3. The Assistant Returning Officer is responsible for the smooth running of the elections process and to make recommendations on improvements to the elections procedure.
   4. The Assistant Returning Officer shall interpret these regulations. The interpretation of the Assistant Returning Officer may be overturned by the Returning Officer.
   5. The Assistant Returning Officer or Returning Officer may rule that the Constitution or this Regulation has been breached.
   6. 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.
   7. 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**
   1. Elections for the Officers and Representatives of the Students' Union shall be held annually, in the summer term, during the term-time of the majority of students.
   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.
   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:
      1. Nominations
      2. Candidate Training
      3. Manifestos
      4. Hustings
      5. Voting
      6. Counting
      7. Results
   4. The Election timetable shall be published and adequately circulated with materials promoting the election.
   5. The Election timetable shall be of a sufficient length to ensure the highest level of participation in the election.
3. **Nominations**
   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 4.2.
   2. At the close of nominations, positions for which no nomination exists shall be re-opened for a further 72 hours.
   3. Nominations shall be in the form of a Nomination Paper, issued by the Assistant Returning Officer, containing the following:
      1. the position for which the candidate(s) is nominated;
      2. the full name of the candidate(s);
      3. the candidate(s)'s full manifesto;
      4. a recent photograph of each candidate such that it fits on the nomination paper;
      5. consent to nomination signed by the candidate(s);
      6. the full name and signature of one proposer and two seconders;
   4. During an electronic voting process, in addition to the Nomination Paper outlined in 4.3, candidates will also be required to complete an additional electronic Nomination Declaration containing:
      1. the position for which the candidate(s) is nominated;
      2. the full name of the candidate(s);
      3. the candidate(s)’s full manifesto;
      4. the full name of one proposer and two seconders, whom must also appear on the paper nomination form.
   5. Nominees, proposers and seconders must all be Ordinary Members of the Union, and can only propose or second one candidate/team per position.
      1. Members of the Executive Committee may not propose nor second any candidate for election.
   6. 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.
   7. In the event of two 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.
   8. An individual may be nominated for one position only.
   9. As defined in the Regulations for Elected Officers and Other Elected Representatives, some positions may be run for as a team, in which case:
      1. A team running for a position may not consist of more than the number defined in the Regulations for Elected Officers and Other Elected Representatives.
      2. Each member of the team must be an Ordinary Member of the Union;
      3. For the purpose of elections, the team shall be considered as one candidate, and specifically but not exclusively:
         1. The withdrawal of nomination by one member of the team shall cause the entire team to be withdrawn;
         2. The misconduct of one member of the team shall be considered as misconduct on behalf of the entire team;
      4. If elected, the team shall be considered as one officer or rep, and specifically but not exclusively:
         1. Shall have one shared vote at Council, Senate or Executive;
         2. The resignation of one member of the team shall cause the entire team to resign;
         3. Any motion of no confidence shall apply to the entire team;
         4. 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.
   10. 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.
   11. 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.
   12. Nomination papers and electronic Nomination Declarations shall be considered confidential until the close of nominations.
   13. When the Assistant Returning Officer is satisfied all valid nominations will be confirmed with the candidates and normally additionally the union as a whole.
   14. Copies of all nomination papers shall normally be displayed on the Students' 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 Students’ Union website for 7 days prior to the election or by-election.
4. **Candidate Information**
   1. The Assistant Returning Officer shall arrange for information to be provided to which all candidates will be expected to attend/read.
   2. The Information given will include:
      1. briefing on the election regulations
      2. briefing on Hustings
      3. briefing on fair campaigning/publicity
      4. briefing on the role of trustees
   3. Candidates will sign a declaration of understanding of the above information after reading and or attending briefing of the information.
5. **Manifestos**
   1. Candidates may submit a manifesto to the Assistant Returning Officer, which:
      1. Shall be no more than two sides of A4 for Senior Officer positions;
      2. Shall be no more than one side of A4 for all other positions;
      3. Must be submitted before the close of nominations, or the end of the 72-hour period in the case of re-opened nominations.
   2. Manifestos may be ruled out of order by the Assistant Returning Officer and, following consultation with the Returning Officer:
      1. Shall be removed from display immediately;
      2. A notice stating that the manifesto has been ruled out of order put in its place;
      3. Reasonable effort shall be made by the Assistant Returning Officer to communicate the decision to the candidate;
      4. The candidate may appeal to the Returning Officer, who may overturn the ruling of the Assistant Returning Officer, and whose decision shall be final;
      5. The Assistant Returning Officer may allow an amended manifesto to be submitted, at his or her discretion.
   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.
   4. Manifestos shall be reproduced and made widely available to Ordinary Members prior to elections.
6. **Campaigning**
   1. Campaigning must not commence until nominations have closed.
   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.
   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.
   4. The Assistant Returning Officer shall determine the expenditure allowed for campaigning for candidates on an annual basis.
   5. All posters must be approved by the Assistant Returning Officer and stamped with the SU Election stamp.
   6. A candidate may not use any of the School’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.
   7. Candidates shall not post campaign material in any union administered group on social media or the Student’s Union website.
   8. Candidates may not actively campaign in any way in the library, computer rooms, the Student’s union office or in any of the Union’s commercial spaces, with the exception of the Bar and Eddie’s Café.
      1. 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.
   9. 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).
   10. The Union’s 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.
   11. Campaigning should not disrupt lectures or students teaching program in any way.
   12. Active Campaigning must not take place within the immediate proximity ofwhere voting is taking place (this includes pressurising people to vote with the use of electronic devices), as defined by the Assistant Returning Officer.
   13. Candidates must adhere to all instructions given by the Assistant Returning Officer.
7. **Hustings**
   1. Hustings shall be held following the close of nominations, and prior to elections.
   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.
   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.
   4. All candidates shall have the opportunity to make a Hustings speech, with the following time limits:
      1. Representatives, up to 3 minutes;
      2. Officers, other than Senior Officers, up to 3 minutes;
      3. Senior Officers, up to 5 minutes.
   5. During any speeches, the Chair of Hustings shall say “one minute” when one minute of time is remaining, “ten seconds” when ten seconds of time is remaining, and “stop” when the time limit is reached. The candidate shall then cease speaking.
   6. The order of speeches shall be determined by the Assistant Returning Officer.
   7. Candidates for a single position shall speak in alphabetical order of surnames.
   8. Questions may be submitted to candidates orally, in writing, or via social media, through the Chair of Hustings, and:
      1. Shall be put to all candidates for a particular position;
         1. 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.
      2. Shall be ruled out of order by the Assistant Returning Officer if of an offensive nature, and therefore dismissed through the Chair;
      3. No question may be withdrawn once put by the Chair, notwithstanding 8.7.2;
      4. One minute shall be given to each candidate to reply to each question put, in the order determined by the Assistant Returning Officer.
   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**
   1. Only Ordinary Members shall be entitled to vote.
   2. For Year Representatives, voting shall be restricted to members of the course and year group for which they are standing.
   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.
   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.
      1. The cost of postal voting shall be borne by the Union.
      2. The postal ballot papers should be a different shape, size and colour.
      3. Each postal ballot paper will be given a unique identifiable code that will be assigned to each student requesting the postal vote.
      4. Each code and student shall be recorded on the postal voting list.
      5. Only the returning officer and assistant returning officer shall have access to the postal voting list
      6. The postal voting list may only be reviewed if both the returning officer and assistant returning officer have sufficient reason to suspect election fraud.
      7. 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.
   5. All elections shall include the option of voting for 're-open nominations'.
   6. All elections shall be by secret ballot, conducted by Single Transferable Vote.
   7. All elections shall be held during the term-time of the majority of students.
   8. Ballot papers may not be taken out of the voting area.
   9. Ballot boxes and blank papers will be secured at all times and overnight placed in the safe room or equivalent.
   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.
   11. The means by which Ordinary Members may access the electronic voting system shall normally be displayed on the Students’ Union website for 7 days prior to the election or by-election.
   12. The electronic voting system shall:
       1. Only permit votes to be cast during the voting period specified by the Assistant Returning Officer;
       2. Only permit each Ordinary Member to vote no more than once per position being contested;
       3. Only permit each Ordinary Member to vote in the election for those positions for which the Ordinary Member is eligible to vote;
       4. Ensure that all votes cast are stored securely and confidentially.
9. **Complaints**
   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**
    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.
    2. Any Member wishing to observe must apply to the Assistant Returning Officer prior to voting.
    3. The Assistant Returning Officer is the only person who can initiate the count.
    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.
    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.
    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.
    7. When the Count is completed, the Assistant Returning Officer and Returning Officer shall certify the return.
    8. Results may be announced orally by the Assistant Returning Officer pending certification by the Returning Officer.
    9. Results shall be posted to the Students' Union spaces and website within one working day following certification.
    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 Regulation has been breached.
    11. If no challenge is lodged within 48 hours of the count starting, the results shall be final.
    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 Regulation has been breached, the Assistant Returning Officer or Returning Officer may either:
        1. Declare all of the election, or the election for a particular position or positions, null and void;
        2. Demand a re-count.
    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.

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# **Regulation for Discipline**

1. **Scope**

In order to create and maintain a secure, friendly environment for all students from time to time the union has to discipline members for actions that it deems to jeopardise this. This regulation sets out the method and reasoning for disciplinary action.

1. **Students' Union Members**
   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).
   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 Union Constitution or Regulations or is considered to be a danger to themselves or others, in which case:
      1. The Member (including his/her guests) may be escorted from Union premises or events by security staff if they will not leave voluntarily;
      2. The ban shall extend until the day following the next regular Executive meeting.
   3. In serious cases, or at the request of the President of the Students’ Union, such complaints may be dealt with in accordance with the Institution’s disciplinary or complaints procedures.
   4. The Executive will normally delegate the consideration of disciplinary action to a subcommittee, which shall normally consist of:
      1. The Senior Officers;
      2. Three Elected Officers (drawn by random ballot of names);
      3. The Chair,
      4. Co-opted individuals as it sees fit e.g. Licensees (these however will not be able to vote)
   5. The subcommittee, shall consider a disciplinary action against a Member (including his/her guests) when either:
      1. 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;
      2. An Officer or Representative of the Union has made a complaint against the Member (including his/her guests);
      3. Another Member of the Union has made a complaint against the Member (including his/her guests).
   6. The consideration of a disciplinary action shall:
      1. be Reserved Business;
      2. provide for the Member concerned to hear the complaint made against them (or his/her guests) and address the Executive or subcommittee;
      3. provide for the Member to be represented.
   7. Should a disciplinary action be carried, the subcommittee mayimpose sanctions, including but not limited to:
      1. a ban from some or all Students' Union (including clubs, societies and community projects) facilities;
      2. a ban from some or all Students' Union (including clubs, societies and community projects) events;
      3. removal from club, society or community project office;
      4. the requirement to send written apology to injured parties;
      5. the repayment of reasonable costs for any physical damage to property;
      6. Payment of a fixed fine.
   8. In the event of a disciplinary action being carried, the Union Chair shall:
      1. write to the Member, fully explaining the decision, and informing them of their rights of appeal;
      2. write to any complainants, explaining any action that has been taken, notwithstanding any confidentiality issues;
      3. inform relevant Officers or Staff of the Union to ensure that any bans are upheld.
   9. The rights of appeal for Members following a disciplinary action shall be:
      1. initially to the Executive, who shall review the disciplinary action at the next regular Executive meeting following a request for review;
      2. subsequently to the Institution.
   10. A body considering an appeal following disciplinary action may choose to uphold, strike down, or modify a disciplinary action.
   11. When a disciplinary action is struck down:
       1. any ban in relation to the disciplinary action shall be immediately lifted;
       2. any fines paid shall be refunded;
       3. reasonable costs paid by the Member, for physical damage to property caused by them shall, not be refunded.
2. **Elected Officials**
   1. This section refers to Elected Officers or other Elected Representatives of the Students Union. Section 2, dealing with Members, may also apply to an Elected Officer or other Elected Representative.
   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.
   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 two weeks.
   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 Clauses 3.2 and 3.3 above.
   5. The Executive may carry a motion of 'no confidence' against an Elected Officer or other Elected Representative when either:
      1. they have been given a final written warning by the President (or a Senior Officer in the case of Clause 3.4) and are still considered not to be fulfilling the relevant job description;
      2. they are deemed to have contravened the Union Constitution or Regulations.
   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.
   7. Council may carry a motion of 'no confidence' against an Elected Officer or other Elected Representative when either:
      1. they have been given a final written warning by the President (or a Senior Officer in the case of Clause 3.4) and are still considered not to be fulfilling the relevant job description;
      2. they are deemed to have contravened the Union Constitution or Regulations;
      3. a motion of 'no confidence' against him/her has already been carried by the Executive.
   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.
   9. Motions of 'no confidence' carried by Council shall:
      1. remove the Elected Officer or other Elected Representative from their position indefinitely, such that the position is considered vacant;
      2. 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;
      3. give the Elected Officer or other Elected Representative concerned the right to appeal once to Council;
      4. give the Elected Officer or other Elected Representative concerned a further right of appeal to the Institution;
      5. be subject to review by a Special General Meeting, should such a meeting be called as specified in Regulation for Meetings.
   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.
   11. Motions of 'no confidence' carried by a General Meeting shall:
       1. remove the Elected Officer or other Elected Representative from their position indefinitely, such that the position is considered vacant;
       2. 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;
       3. have no right of appeal or review within the Students' Union;
       4. give the Elected Officer or other Elected Representative concerned right of appeal to the Institution.
   12. When a motion of 'no confidence' is struck down:
       1. 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;
       2. the term of office of the Elected Officer or other Elected Representative shall not be extended beyond its original term;
       3. no further motion of 'no confidence' which is substantially similar to the struck down motion may be considered by any Meeting of the Union.

**Regulation for Complaints**

1. **Scope**
2. This regulation details how the Union will deal with complaints by members but also those from the institution and external individuals and bodies.
3. **Complaints**
   1. This Regulation concerns complaints made by an individual or body against: the Students' Union, or, an individual or group acting explicitly as an agent or representative of the Students' Union.
   2. Complaints made against a Member of the Students' Union for events that took place when the Member was not acting as an agent or representative of the Students' Union may be considered as detailed under Regulation for Discipline.
4. **Submission of Complaints** 
   1. Complaints may be received from one of three groups. Regulation may call for complaints from different groups to be handled in different ways. The groups shall be:
      1. Members of the Students' Union (including Institution staff not acting on behalf of the Institution);
      2. the Institution;
      3. external individuals or bodies.
   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.
   3. No anonymous complaints shall be considered.
   4. In the instance that the Institution wishes to make a complaint, a named individual shall be provided to put the complaint and act as a point of contact with the Students' Union with regard to the complaint.
   5. The submission of a complaint entails agreement to be bound by this Regulation.
5. **Confidentiality** 
   1. Elected Officers and 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.
   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.
6. **Investigation of the Complaint** 
   1. The President or Senior Officer shall investigate the complaint as quickly as possible.
   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.
   3. The President or Senior Officer may seek the help of other relevant Elected Officers and Representatives in the investigation of the complaint.
   4. Following the investigation of the complaint, the President or Senior Officer must either reject or uphold the complaint.
   5. Following the decision to uphold or reject the complaint, the President shall write to all parties, stating:
      1. the reasons for the decision;
      2. should the complaint be upheld, an outline of steps that will be taken to rectify the cause of the complaint, notwithstanding any confidentiality issues;
      3. means by which the decision may be appealed.
7. **Rectifying Action** 
   1. Should a complaint be upheld, rectifying action may be taken, including but not limited to:
      1. the proposal to amend Regulation of the Students' Union at the relevant Meeting;
      2. the proposal of new Regulation at a relevant Meeting;
      3. the proposal of disciplinary action against a Member of the Students' Union, as detailed in Regulation for Discipline;
      4. the proposal of a motion of 'no confidence' against an Elected Officer or other Elected Representative of the Students' Union, as detailed in Regulation for Discipline;
      5. the proposal to review or impose sanctions on a Club, Society or Community Project, as detailed in Regulation for Clubs and Societies.
8. **Time Limits** 
   1. At all stages complaints should be dealt with as quickly as possible.
   2. For complaints received no less than six 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:
      1. in the case of complaints made by Members, not more than six weeks;
      2. in the case of complaints made by the Institution, not more than six weeks;
      3. in the case of complaints made by external individuals or bodies, at the discretion of the Executive.
   3. Any rectifying action should be taken as quickly as possible.
9. **Appeals** 
   1. The right of appeal for Members shall be:
      1. Initially to the Executive to review the investigation and either uphold or reject the complaint;
      2. The final right of appeal will be to the Institution, as specified in the Memorandum of Understanding.
   2. The right of appeal for the Institution shall be:
      1. Initially to Council, who may appoint a subcommittee to review the investigation and either uphold or reject the complaint;
      2. Subsequently to external arbitration, to be agreed between Senior Officers of the Union and the Institution.
   3. The right of appeal for external individuals or bodies shall be to Council, whose decision shall be final.
   4. At all times the President or Senior Officer shall keep parties informed of the progress of a complaint under appeal.

# **Regulation for Clubs, Societies and Community Projects**

## **Scope**

This regulation is intended to detail the way that clubs, societies and community projects are formed, run and ultimately dissolved if there is no activity. This includes governance, finances and sanctions. This should be read alongside the relevant sections of all the regulations.

1. **Clubs, Societies and Community Projects**
   1. Members of the Students’ Union may form Students’ Union clubs, societies and community projects in accordance with the constitution, regulations and policy, subject to approval by the Executive.
   2. A club is defined as a group practising and/or partaking in competitive sport either in a team or individually.
   3. A society is a group sharing a defined common interest which meets to practise and propagate their interest.
   4. A community project is a group sharing activities that primarily benefit the community either locally, nationally or internationally.
   5. 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 Student’s Union
   6. 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. A representative from each religious society is required to attend each Interfaith Forum committee meeting, once termly.
   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 immutable characteristics, under the Equality Act 2010.
   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.

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

* 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. An application form to form a new clubs, societies and community projects should be freely available and must contain:
     1. The names of the proposed President or Captain and Treasurer (or equivalents);
     2. The objectives of the clubs, societies and community projects;
     3. A detailed agenda of the planned activities;
     4. A detailed budget plan;
     5. The proposed constitution of the clubs, societies and community projects;
     6. Documented interest of membership.
  3. Impartial advice about an application can be gained from any Executive Officer inparticular the Vice President: Finance and Student Activities.
  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.
  5. The Executive shall consider, amongst other things:
     1. Student interest in the proposed objectives or activities;
     2. Existing clubs, societies and community projects that may already fulfil or provide the proposed objectives or activities;
     3. Existing clubs, societies and community projects that could reasonably be altered to fulfil or provide the proposed objectives or activities;
     4. Local, external groups that may fulfil or provide the proposed objectives or activities;
     5. The likely cost and other practicalities of fulfilling or providing the proposed objectives or activities;
     6. The proposed objectives or activities in relation to the charitable objectives of the Union.
  6. The Executive may resolve to either:
     1. Accept the application, in which case the clubs, societies or community projects is formed and incorporated with the Union;
     2. Reject the application, in which case a largely identical application shall not be considered within six calendar months;
     3. Neither accept nor reject the application, in which case an amended application may be considered at a subsequent meeting of the Executive;
     4. Neither accept nor reject the application, and refer the application to the next meeting of Union Council.
  7. The executive may place certain requirements or conditions on an accepted application if there are concerns about any issue specified in clause 3.5.
  8. The Executive may resolve to provide an interim grant to meet the financial needs of a newly formed Club or Society.
  9. The Executive will conduct a review of newly formed societies after six months of acceptance.

## **Governance**

* 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, Regulations and Policy.
  2. Each clubs, societies and community projects shall have a written constitution, within the requirements of the Union Constitution Regulations and Policy, which shall be subject to approval by the Executive.
  3. All clubs, societies and community projects must abide by the SGSU’s Health and Safety regulations by completing risk assessments for all of their events.
  4. For a Club or Society constitution to be approved by the Executive it must state the following requirements
     1. The name, aims and objectives of the club or society.
     2. Membership of the Club/Society will be open to all members of SGSU in accordance with SGSU Constitution, Regulations and Policy.
     3. Members of the Club/Society as well as the Club/Society itself shall act in accordance with SGSU Constitution, Regulations and Policy.
     4. A membership fee is required from all Club/Society members. The Club/Society Officials shall determine this fee and are responsible for its collection.
        1. No membership fee is required of members of those societies which are deemed Welfare Support Groups by the Student’s Union Executive.
     5. The Club’s/Society’s financial matters shall be dealt with in accordance with SGSU Constitution, Regulations and Policy.
     6. 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: Finance & Student Activities at the first opportunity.
     7. Any complaints or disciplinary shall be dealt with in accordance with SGSU Constitution, Regulations and Policy.
     8. Be signed and dated by a representative(s) of the club/society
  5. Each club or society shall submit at least yearly a committee form which will be freely available which lists all committee members’ details of the club or society. The relevant sections of the agreement will also be signed by the Treasurer and President/Captain or equivalents.
  6. All clubs, societies and community projects shall be required to send exactly one representative to exclusively represent them at each Council meeting.
  7. Any clubs, societies and community projects not sending a representative to two consecutive council meetings without apology will have sanctions imposed upon it as specified by Council.

1. **Accounts**
   1. Clubs and Societies shall not hold any bank accounts, or otherwise keep money, apart from within Union accounts in accordance with the Regulation for Finance.
   2. Clubs, societies and community projects shall pay any monies collected to the Vice President Finance & Student Activities, The Union President or the SU Administration Assistant at the first opportunity.
   3. The Vice President: Finance & Student Activities shall provide clubs, societies and community projects with a statement of account upon request.
   4. The Vice President: Finance & Student Activities shall provide reasonably for the smooth running of clubs, societies and community projects finances, and be available for discussion or advice.
   5. In the event of financial irregularities, the Vice President: Finance & Student Activities, in agreement with the other Senior Officers, shall take any necessary urgent action in line with the Constitution, Regulations and Policy.
   6. The Vice President Finance & Student Activities shall keep clear documentation of any financial irregularities and any action taken in respect of them.

**6 Annual Operating Budgets**

* 1. Budgets will be allocated to clubs, societies and community projects fairly and transparently as laid down in the Regulation for Finance.
  2. The Vice President: Finance and Student Activities, in agreement with the Trustee Board, shall oversee budget allocations.
  3. There shall be a club, society and community project Finance Committee, a subcommittee of Executive, consisting of:
     1. The Student Union President;
     2. The Vice President (Finance and Student Activities);
     3. The Vice President (Education and Welfare);
     4. The General Secretary;
     5. The Chair;
     6. The Sports Officer(s);
     7. The Societies Officer(s);
     8. The Community Projects Officer(s);
     9. The immediate past Vice President (Finance and Student Activities) (who shall not have a vote)
     10. The Student Trustees
     11. Any other Trustees which wish to attend
  4. The Vice President: Finance and Student Activities, in agreement with the Trustee Board and the club, society and community project Finance Committee, shall publish in advance the procedure used for allocating funds to Clubs and Societies.
  5. They shall be responsible for the allocation of Budgets to clubs, societies and community projects. The Vice President: Finance & Operations shall call a meeting of the Club & Society Finance Committee according to the published procedures for allocating funds.
  6. Clubs, societies and community projects wishing to dispute their budget allocation must appeal to the Vice President: Finance and Student Activities in writing, within one week of the proposed allocation.
  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.
  8. If the clubs, societies or community projects forwarding the appeal is further dissatisfied with the decision of the Club & Society Finance Committee they shall the right of final appeal to the Trustee Board. The decision of the Trustee Board is final.

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## **Review**

* 1. The Executive, Vice-President (Finance & Student Activities), or Officers overseeing a clubs, societies and community projects may review the activities of the Club or Society in respect of:
     1. Its compliance with the Constitution and Policy of the Union;
     2. Its compliance with its own constitution;
     3. Its effectiveness in fulfilling its objectives or activities;
     4. Its financial management or practices.
     5. Any other area after discussion with Union Council and/or Trustee Board.
  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.
  3. If the Executive find cause for concern following the review of a clubs, societies and community projects, they shall:
     1. Provide written notification of the concerns;
     2. Attempt to meet with officers of the clubs, societies and community projects to discuss concerns;
     3. Provide reasonable support to the clubs, societies and community projects and its officers to address the concerns.
  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.

## **Sanctions**

* 1. Sanctions may be imposed by Council or Executive upon a clubs, societies and community projects when either:
     1. They are manifestly in breach of the Constitution, Regulations or Policy;
     2. A Complaint against the clubs, societies and community projects has been considered and upheld;
     3. A Review has raised concerns that have not been addressed within a reasonable period of time.
  2. Sanctions imposed may include, but are not limited to:
     1. A fixed fine from the club, society or community project’saccount;
     2. The freezing of the Club, Society or Community Project’s account;
     3. Barring the clubs, societies or community projects from the use of Students' Union facilities or other facilities booked via the Students' Union including media, Freshers Fayre etc;
     4. A proposal to Council that the clubs, societies or community projects be dissolved.

1. **Dissolution**
   1. A clubs, societies or community projects may be dissolved by a motion of Council or a General Meeting, if showing no activity. A society may be assumed inactive if any two of the following events occur:,
      1. Lack of a valid constitution;
      2. Lack of a full committee (to include President or Captain and Treasurer or equivalents); whose details must be given to the societies/sports/community projects officers before the first council meeting of the academic year, and the first Council meeting following subsequent changes.
      3. Missing three or more council meetings without apologies or satisfactory mitigation;
      4. Not producing an annual report
      5. Failure to meet with the Vice President: Finance & Activities following a request for a meeting on the discovery of a lack of financial activity for one whole academic year.
      6. Failure to meet insurance obligations, including but not limited to submitting a completed risk assessment form.

* 1. Such a motion, if passed, must be ratified by the next council meeting or a general meeting, whichever is earlier, at which time the club or society will have the right to appeal.
  2. In the event that a clubs, societies or community projects is dissolved
     1. It shall cease to exist as a clubs, societies or community projects incorporated within the Students' Union;
     2. Its assets, finances and materials, shall be redistributed as the Trustee Board sees fit;
     3. No application to form a clubs, societies or community projects that is largely identical shall be considered within six calendar months following the dissolution.

**Regulation for Awards and Honours**

1. **Scope**

Every year the Union wishes to recognise the achievements of its members via the awarding of award and honours. There are a number of different awards and honours each with their own criteria and benefits. There is also a set of awards that can be given to recognise staff members deserving of praise.

1. **Recognised Awards and Honours of the Union**
   1. The following are recognised awards and honours of the Students’ Union and outline the criteria for their bestowment and the benefits they carry.
   2. *St. George’s Students’ Union Laurels*
      1. Laurels are the highest award that can be given to an individual member of St. George’s Students’ 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 St. George’s.
      2. 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 Students’ Union Bar, the award of a Colours Scarf and Badge and a Citation.
   3. *Honorary Life Membership*
      1. Honorary Life Membership to the Students’ 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.
      2. Those who are eligible include staff members in any division i.e. Lecturers, Admin Staff, Finance, Registry etc. who have been at the university for less than a period of 10 years and who have not previously been awarded Life Membership.
      3. This award is usually given to those who have made a significant contribution to the Students’ Union or St. George’s as a whole through their work.
      4. This award carries with it the right of membership to St. George’s Students’ Union for life and the privileges that come with it.
   4. *Students’ Union Colours*
      1. Students’ Union Colours are the highest award that can be bestowed upon an individual student for contribution to one area or aspect of University life at St. George’s.
      2. 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 St. George’s. 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
      3. 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 Students’ Union or other suitable area for a relatively long period of time.
      4. This award carries with it the right to wear the Students’ Union Colours in the form of a scarf and badge, and a Silver Card.
   5. *The Gold Card*
      1. 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.
      2. 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.
      3. This award carries with it the award of a Gold Card which grants the bearer free access to all Student Union events for life, with the exception of black tie events and performances/evenings organized privately by individual clubs, societies or other recognized bodies.
   6. *The Silver Card*
      1. The ‘Silver Card’ is the second 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.
      2. 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 Students’ Union or other suitable area.
      3. This award carries with it the award of a Silver Card which grants the bearer free access to all Student 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 1st of August in the year of the recipient’s choosing, or in the case of students in their final year of study, immediately.
   7. *The President’s Cup for Sports Team of the Year*
      1. This honour is given for consistent/excellent performance, commitment and team spirit and dedication over the sporting year as a team.
      2. Any sports team is eligible for nomination.
      3. The honour carries with it the presentation and inscription of the teams name on the President’s Cup which will be displayed in the Students’ Union’s trophy cabinet and the commemoration of the winning teams name on the Sports Team of the Year Honours Board in the Students’ Union.
   8. *The Principal’s Award for Sports Person of the Year*
      1. This honour is given for outstanding performance, commitment and contribution to a particular sport or sports at St. George’s over the sporting year by an individual.
      2. Any sports player at St. George’s is eligible for nomination.
      3. 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 Students’ Union’s trophy cabinet and the commemoration of the winning individual’s name on the Sports Person of the Year Honours Board in the Students’ Union.
   9. *The Performer of the Year Award*
      1. This honour is given for outstanding performance, excellence and contribution to the performing arts at St. George’s over the academic year.
      2. Anyone who has participated in a performance at St. George’s over the academic year, e.g. the play, musical, Tooting show, revue, fashion show etc., is eligible for nomination.
      3. 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 Students’ Union’s trophy cabinet and the commemoration of the winning individual’s name on the Performer of the Year Honours Board in the Students’ Union.
   10. *Volunteer of the Year*
       1. This honour is given for outstanding performance, commitment and contribution to a particular community project (s) at St. George’s over the academic year by an individual.
       2. Any student volunteer is eligible for nomination
       3. 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 Students’ Union trophy cabinet**.**
   11. *Community Project of the Year*
       1. This honour is given for consistent commitment, organisation and dedication over the academic year to their specific cause as a group.
       2. Any community project is eligible.
       3. 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 Students Union’s trophy cabinet and the commemoration of the winning community project’s name on the Community Project of the Year Honour’s Board.
   12. *Society of the Year*
       1. This honour is given for a consistent/excellent contribution to student experience and enhancement of the Students’ Union over the academic year, exhibiting commitment, organisation and dedication.
       2. Any society, without club or community project status is eligible.
       3. 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 Students 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**
   1. All students who are Ordinary Members of St. George’s Students’ Union, Associate Members and Life Members are eligible for awards and/or honours.
   2. Restricted Members, having opted out of membership of the Union, are not eligible for awards and/or honours.
   3. Students’ cannot nominate themselves for awards.
   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 or Associate Member of the Union.
3. **Staff Awards**
   1. The Staff Awards exist to recognise the achievements of staff that have been deemed by members of the Union as deserving of praise.
   2. *Best Student Mentor*
      1. 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.
      2. 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.
   3. *Best Teacher/Lecturer to first or second years.*
      1. This award may be given to those who have taught or lectured on the first or second year of any course.
   4. *Best Teacher/Lecturer to third year and above*
      1. This award may be given to those who have taught or lectured on the third year or above of any course.
   5. *Other Awards*
      1. Any student may propose a member of staff for an award of their choice, subject to approval by their year rep.
4. **The Awards Committee**
   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 regulation to confer these upon nominees.
   2. The Awards Committee shall be made up of:
      1. All Officers of the Executive including Ex-President
      2. The Student Trustees
      3. Any other Trustees that wish to attend
   3. The meeting of the Awards Committee shall be chaired by the Union Chair who shall ensure adherence to this Regulation and the Regulation for Meetings.
   4. Bestowment of an award or honour shall be by means of a majority vote.
   5. When considering a nomination the Awards Committee must only consider the written nomination that has been submitted. Not including Clause 5.6, no proposals for amendments to nominations may be made.
   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.
   7. All of positions named in Clause 5.2 shall carry one single vote with the exception of the Chair except in the event of a tie when the Chair shall hold the casting vote.
   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.
   9. The Societies Officers, in conjunction with Community Projects Officers and Sports Officers, shall organise a Students’ Union Awards Evening annually for the purpose of presenting awards and honours.
   10. Nominations for Awards and Honours must be open and fair and shall last for a period of no more than 2 weeks.
   11. If a member of the committee has either:
       1. Been nominated for an award and/or honour;
       2. Proposed someone for an award and/or honour;
       3. Seconded someone for an award and/or honour;

They shall be forced to leave the meeting until such time as a decision has been made about the nomination in which they are involved.

* 1. The decision made by the awards committee is final and all material from any meetings they hold shall be treated in confidence and as per reserved business.
  2. 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.
  3. Grievances regarding the validity of award nominations should be put in writing to the President.
  4. 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.
  5. 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.

***6. Other Awards***

* 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.
  2. The benefits conferred with the award are at the discretion of the committee.
  3. These awards are not awarded via nomination.
  4. These awards are not bestowed upon individuals.
  5. The awards committee will consider all eligible individuals/groups using all information available to them.

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# **Regulation for Media**

1. **Scope**

This policy covers all aspects of media produced on behalf of the Students Union or by the Students Union, including all the clubs, societies and individuals, and of anything distributed on SGSU premises. This includes all posters, websites, written and electronic material, communications and events, e.g. shows, talks etc.

1. **Approval**
   1. The Students’ 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 2.5.
   2. This right will always be exercised for
      1. Posters (See Section 3)
      2. Emails sent by the Student Union
      3. Information held on the SGUL server with public access i.e. websites
      4. Written publications such as magazines or newspapers produced by the Union or its Clubs and Societies and subsequently distributed into the public domain.
   3. The Students’ 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 2.5.
   4. Media shall be approved by:
      1. The President;
      2. The Vice President for Education and Welfare;
      3. The Vice President for Finance & Student Activities;
      4. The General Secretary.
   5. Approval of media will normally be denied if:
      1. It contains any offensive language or images;
      2. It contains any material that may bring into disrepute:
         1. The Union;
         2. The Institution;
         3. Any club, society or community project of the Union;
      3. It contains any material of a libellous nature;
      4. It contravenes The Constitution, Regulations or Policy of the Union;
      5. It contravenes the Memorandum of Understanding;
      6. It shall lead to direct competition with the Students’ Union and/or its business interests;
      7. It contains text in a foreign language without an English translation of an equal text size;
      8. The approval of the media shall result in the Poster Approval Limit, as stated in section 3.1.1 or 3.1.2, being exceeded.
2. **Posters**
   1. Limits
      1. A maximum of five posters will be approved for the following purposes:
         1. Advertising an individual event organized by a club, society or community project;
         2. Produced by a club, society or community project for information purposes;
         3. Advertising an event produced by the Institution;
         4. Any other purpose;
      2. Posters concerning accommodation are limited to one 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.
      3. Neither the Union, nor the Institution shall accept any responsibility for errors, deletions or misinformation regarding accommodation posters.
      4. Posters produced by the Executive shall not be subject to any limit.
   2. Display of Posters
      1. Posters may be displayed only on the Noticeboards, or the Designated Surfaces.
      2. The following locations contain Noticeboards:
         1. Hunter Wing, Level 2 – Corridor 4;
         2. Hunter Wing, Level 2 – Lift Lobby/ Corridor 1;
         3. Hunter Wing, Level 2 – Opposite Interview Rooms/Corridor 1;
         4. Hunter Wing, Level 1 – Lift Lobby; TBC
         5. Hunter Wing, Level 1 – TBC
         6. Hunter Wing, Level 1 – Hunter Wing/Lanesborough Wing Link.
      3. The following location is a Designated Surface:
         1. Hunter Wing, Level 2 – Wall opposite exit door from Staircase 12;
      4. Posters may not be displayed in the Library, except with permission from the Library Services Manager.
      5. Posters may not be displayed in the Bar, except with permission from the Bar Manager.
      6. Posters may not be displayed in the Level 2 toilets, except with the permission from a Senior Officer.
      7. Posters produced by the Exec shall be exempt from Sections 3.2.1 and 3.2.6.
      8. Posters shall be affixed using only:
         1. Pins or non-marking adhesives on Noticeboards;
         2. Non-marking adhesives on Designated Surfaces.
      9. 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.
      10. 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**
   1. The display of election candidates’ campaign material shall, in addition be in accordance with the Regulation for Elections.
4. **Emails**
   1. Access to Mailing lists.
      1. Only Senior Officers and the Media Officer may send emails to the Student Body mailing list on behalf of the Union.
      2. Year Representatives will have access to their course and year mailing list.
   2. Content of emails
      1. St. George’s Students’ Union will not normally send out emails to all students on behalf of Clubs, societies or individuals.
      2. St. George’s Students’ Union will not normally send out emails on behalf of external businesses or individuals
   3. Newsletter
      1. St. George’s Students’ Union will normally provide a weekly newsletter that any student, club, society or community project can submit news and events for inclusion.
      2. External individuals or businesses may advertise in the newsletter, at the discretion of the Senior Officers.
5. **Performances & Speaking Events**
   1. Advice on the content of performances & speaking events can be gained from:
      1. The Senior Officers;
      2. The Equality & Diversity Officers.
6. **Complaints Regarding Media**
   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, Regulations or Union Policy.
   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 Section 8.
   3. Complaints shall be dealt with in accordance with the Regulation for Complaints.
7. **Defacement of Media**
   1. Any person defacing media shall be subject to disciplinary proceedings, in accordance with the Regulation for Discipline.
8. **Removal of Media**
   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:
      1. The poster is in breach of the Constitution, Regulations or Union Policy;
      2. The poster is to be moved to either another area, or held temporarily for safe-keeping;
      3. Any other situation.
9. **Sanctions**
   1. If any part of this regulation 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
      1. Removal of Media (Not necessarily that in question)
      2. Temporary ban on Posters/Media
      3. Lowering Poster Limit
      4. Non-Inclusion in Newsletter

**Regulation for Student Union Facilities**

1. **Scope**

This regulation sets down the procedures for the use of the SU space and equipment. Space includes the Bar, Alistair Hunter Room(s), Henry Gray Room, Music Room etc and any other area designated as Student Union space. Equipment includes any asset owned by the Students’ Union that is used for the enhancement of student experience.

1. **Student Union Space**
   1. Space has been made available to the student union by the institution to allow us to further our purpose and objectives as outlined in the MoU.
   2. At all times consideration must be given to the fact we operate within the main building of the university and our relationship with the institution is based on a mutual respect for each others business.
   3. Further space has been made available where the SU may carry out trading activity but this is outside the scope of this regulation, although some trading area are dual purpose and have a social function also and these are mentioned where appropriate.
   4. All SU space is under the jurisdiction of all SGUL 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. **Student Union Equipment**
   1. Equipment has been made available to the Student 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. 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.
   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 sections 9 and 13 respectively.
3. **Designated Areas**
   1. The following are designated areas of SU space
      1. Alistair Hunter Room(s)
      2. Henry Gray Room
      3. Music room
      4. Games Room
      5. SU Storeroom
      6. RAG Room/Cloakroom
      7. DJ Booth
      8. Wood Store
      9. Level 2 Toilets and Corridors 2 & 4(especially during events)
   2. The following are trading areas where space is available for non-trading activity
      1. St Georges Students Union Bar
      2. Eddie Wilson’s Café
   3. There are a some institution spaces where the Union is a stakeholder which are not within the scope of this document
      1. Multi Faith Prayer Room
      2. Welfare Suite
      3. Welfare Room
      4. Counselling Offices
      5. Robert Lowe Sports Centre
4. **General guidelines** **for the use and hire of SGSU space**
   1. When hiring/using any SGSU space people must adhere to all relevant policies of the Students’ Union, SGUL, and any laws of the land.
   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.
   3. At the discretion of the SU 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 Exec event whereby the Exec take responsibility for the running of the event. This includes but is not limited to; the finances and logistics of the event.
   4. If the event involves non-members of the Students’ 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.
   5. If either the Bar or AHR is hired for a function where the Students’ Union Audio-Visual equipment is used the at least one of the Technical Officers or Team must be present at all times. Notice of 7 days shall be given and a fee may be charged for this service in addition to the cost of hiring the venue.
   6. The Bar, AHR, Games room, and level 2 toilets and corridors 2 & 4 are licensed areas and licensing laws apply at all times.
   7. If a late license is required for the event then an application must be made to the Vice President: Finance & Student Activities at least 3 weeks in advance.
   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.
   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 SU.
   10. The Senior Officers of the Union 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 one responsible person to be present either in the form of a Senior Officer (if they wish to be present) or a member of Exec-approved Security staff (if a Senior Officer is unable to attend).
   11. No event can take place in a licensed area where alcohol is being consumed without a licensee present.
   12. Events not involving alcohol may still need permission from a licensee. The senior officer/executive dealing with the request will advise further.
   13. Clubs and Societies cannot be charged more than the minimum economic cost to service an event.
   14. Events organised by the Union shall take precedence over any other booking or hire for SGSU space.
   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 SU Rooms**
   1. Access to the booking system can be made via the Student Union online room-booking system.
   2. Rooms that shall normally be available for booking via the diary shall be:
      1. Alastair Hunter Room(s);
      2. Henry Gray Room.
      3. Music Room (to paid members only)
   3. SU Spaces can only be booked by recognised members of a club, society or community projectof the Student Union
   4. Rooms may only be normally booked up to a month in advance.
   5. All bookings made by club, society or community project are provisional until approved by a Senior Officer or other Student Union staff.
   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)** 
   1. The AHR should operate with an aim to stay open to all students during study hours (9am- 5.00pm on Mon-Fri).
   2. The AHR may normally be booked by any SGSU club, society or community projectfor a meeting, rehearsal, or similar at no cost, at the following times; Monday - Friday from 5.00pm until the Bar closes, weekends and at any time Monday-Friday at times not mentioned in 6.1, at the discretion of the senior officers.
   3. The AHR may be hired for a private function at the same times as mentioned in 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)**
   1. The HGR should operate with an aim to stay open to all students during study hours (9am-5.00pm on Mon-Fri), when not booked by a student club, society or community project.
   2. The HGR may normally be booked by any SGSU club, society or community project for a meeting, rehearsal, or similar at no cost, at the following times; Monday - Friday from 5.00pm until the Bar closes, weekends and at any time Monday-Friday at times not mentioned in 7.1, at the discretion of the senior officers.
8. **Music Room**
   1. The Music Room should operate at all times
   2. It shall be available to students who have paid the membership fee, been issued with a membership card, and been inducted
   3. Access is granted by signing the key out from institution reception/security after producing the card.
   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 SGSU or SGUL’s interests e.g. exams/interviews or discos.
   5. Equipment can be hired out of the Music Room by members who satisfy 9.2 and by nominated club/society/community project individuals (both hereafter referred to as the ‘user’).
      1. 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 (Finance & Student Activities).
      2. The deposit shall be set at no more than twenty percent of the estimated value of the hired equipment, which shall be payable on hire..
      3. Only a Senior Officer, Technical Officer or Societies Officer can sign out equipment to the user.
      4. The user shall bear ultimate responsibility of the Equipment.
      5. 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.
      6. Late return of equipment will result in referral to disciplinary.
9. **Games Room**
   1. The Games Room shall normally be open at all times
10. **SU Storeroom**
    1. The Storeroom shall be available to all clubs and societies for the storage of their assets.
    2. Instructions/rules will be visible on the door of the storeroom which must be obeyed for Health and Safety reasons/consideration to others.
    3. Regular checks will be made by senior officers and remedial action taken.
    4. Access is granted by signing the key out from institution reception/security.
11. **RAG Room/Cloakroom**
    1. The RAG Room/ Cloakroom will not be normally open.
    2. Storage space is for the storage of union property only i.e. non club/society
    3. Short term storage for clubs and societies is at the discretion of the senior officers.
12. **DJ Booth**
    1. The DJ booth will not be normally open.
    2. Storage space is for the storage of union audio-visual equipment only.
    3. Anyone wishing to use the booth will need permission of a senior officer and have a trained technical officer present.
    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’).
       1. 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 (Finance & Student Activities).
       2. The deposit shall be set at no more than twenty percent of the estimated value of the hired equipment, which shall be payable on hire.
       3. Only a Senior Officer, Technical Officer or Societies Officer can sign out equipment to the user.
       4. The user shall bear ultimate responsibility of the Equipment.
       5. 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.
       6. Late return of equipment will result in referral to disciplinary.
13. **Wood Store**
    1. As Clause 10, but for the storage of large structures such as staging, flats, large props and paint.
14. **The St. George’s Students’ Union Bar** 
    1. At all times, events organized by the Students’ Union will take precedence over any other request to use the bar by any student, club or society, or external body.
    2. The Bar can only be *hired* privately on Saturdays, Sundays and Bank Holidays at the discretion of the Executive.
    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 Students’ Union Executive.
    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 (Finance & Student Activities).
    5. In special circumstances a club, society or community project or any individual member of the Students’ 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. **The Eddie Wilson’s Café**

* 1. The Eddie Wilson Café shall not normally be available for booking or hire; however the seating area shall be open for the general use of students.

**Regulation for Finance**

1. **Scope**

This regulation sets out how SGSU will manage its finances by the creation of a Guideline Document issued by the Trustee Board. This should be read in conjunction with the Code of Practice and other related documentation related to finance.

1. **Finance Code of Practice Document**
   1. There shall exist a Finance Code of Practice document which sets out financial rules and protocols compliant with the law, and with the financial regulations of St. George’s, University of London.
   2. The Finance Code of Practice document may be referred to as the “Regulation for Finance” for simplicity but in name only.
   3. The frameworks included should offer a standardised set of operating procedures for the day to day running of the Students’ 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. SGUL Council, Charity Commission etc.
   4. The Finance Code of Practice will be issued by the Trustee Board and reviewed at least on an annual basis.
   5. The Finance Code of Practice should be freely available to all members of SGSU.
   6. It is the responsibility of the Vice President Finance and Student Activities 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**
   1. Contents of the document shall include but not limited to
      1. Roles and Responsibilities of Financial Management Personnel
      2. Audit
      3. Banking Arrangements
      4. Income
      5. Sales Invoices
      6. Value Added Tax (VAT)
      7. Bad and Doubtful Debts
      8. Security of Cash and Accountable Documents
      9. Purchase of Goods and Services
      10. Authorised Signatories and Authorisation Limits
      11. Certification of Expenditure
      12. Official Order Dispensations
      13. Petty Cash Imprests
      14. Student Clubs and Societies and Officers
      15. Management of Capital Resources
      16. Stores Control
      17. Losses and Condemnations
      18. Ex-Gratia & Special Payments
      19. Loans & Borrowing
      20. Investment of Surplus Cash
      21. Sale of Assets & Obsolete Equipment
      22. Insurance
      23. Salaries, Wages and Fee Payments
      24. Assets
      25. Budgets
3. **Revision**
   1. The Finance Guidelines 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 SGSU areas. As the Finance Regulation describes the detail of actual operations, it is anticipated that this will necessarily change over time to accommodate changing practice.
   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 Student Union Commercial Services Committee subject to ratification by the Trustee Board.
   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 Finance and Student Activities 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
   4. Each time a Finance Regulation is changed, the VPFO 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.

**Regulation for Events**

1. **Scope**

This regulation details how events should be run and managed in particular events run by the Union itself such as discos.

1. **Entry to Events**
   1. ID is essential for ALL persons wanting to gain entry to Disco's and other events.
   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.
   3. If bringing guests (non-George's students) to events they must have on them either: a Driving Licence, Passport, or PASS accredited proof of age card.
   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.
   5. The student signing in guests will be held responsible for the behaviour of the guests you sign in. The student signing in guests should be reminded of this at the point of signing in.
   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 anytime collecting their ID on exit.
   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.

**Appendix A**

Non-Event Nights

Any person using the Bar including any of the licensed areas must be able to prove their membership of the Union (2.1.,2.2) at any time or have been signed in by a member either by the process of 2.3 to 2.6, above or in the sign in book behind the bar. This is a stipulation of our licence as a private members bar.