

Constitution and Schedules of Thames Valley University Students' Union

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The Core Constitution

1. Name

1.1 The Name of the Students' Union shall be Thames Valley University Students' Union. Throughout this document it will be referred to as "the Union" and Thames Valley University as "the University".

2. Aims and Objectives

2.1 The Union Shall exist:

- (a) To further the educational purposes of the University and the interests of students at the University.
- (b) To advance the education of its members.
- (c) To develop social, recreational, political cultural and sporting activities amongst its members.
- (d) To organise services and facilities including mutual trade between the Union and its members. This may include the provision of licensed facilities in support of its objectives.
- (e) To act as a channel of communication between its members and The Board of Governors, staff and other bodies within the University.
- (f) To empower its members to achieve the most from their educational experience in the University.

2.1.1 These aims and objectives shall be pursued taking into account the diverse nature of the student community with regard to race, gender, sexual orientation, disability, religion or creed, independent of any political party or religious body.

3. Membership

There shall be the following categories of membership:

Ordinary Members

3.1 All registered students who are currently on a programme/pathway of study shall be ordinary members of the Union unless they have decided to relinquish their membership in accordance with the Code of Practice, between the University and the Union.

3.2 All Sabbatical Officers of the Union

Privileges of Ordinary Membership

3.3 All Ordinary members shall be entitled to:

- (a) Attend, speak and vote at all Students' Union Meetings.
- (b) Attend and speak at all meetings of Student Council.
- (c) Nominate, be nominated and stand for election to Union office as specified in this Constitution.
- (d) Vote in Union elections as specified in this Constitution.
- (e) Join and participate in the activities of clubs and societies recognised by the Union.
- (f) Enjoy Union facilities and services.

Associate Membership

3.4 Associate membership will be determined by Student Council. Associate membership fees will be determined annually by Student Council. To remain an Associate member the annual fee must be paid.

3.5 Associate membership will be open to all past ordinary members, current staff, retired members of the staff of the University, and retired employees of the Union.

3.6 All permanent Union staff shall automatically be Associate Members of the Union at no fee.

Reciprocal Membership

3.7 Reciprocal membership shall be open to members of other Students' Unions affiliated to NUS on production of a valid NUS card and subject to a nominal fee on entry, annually agreed by Student Council.

3.8 Reciprocal members shall be entitled to attend all Union functions and use all Union facilities and premises subject to any changes or other restrictions which may be decided upon by Student Council.

Honorary Membership

3.9 Honorary membership shall be determined by Student Council in recognition of outstanding services to the Union.

3.10 Privileges of Honorary members

- (a) Join any club or society recognised by the Union but take no part in the decision making of that club or society.
- (b) Attend and speak but not vote at any meeting of the Union with the permission of the members of that meeting.
- (c) Enjoy Union facilities and services in accordance with any rules.

4. Students' Union Officers

4.1 The Sabbatical Officers as the Union's major officers shall be the Union's trustees, their duties and responsibilities as sabbatical officers shall be as provided for in the Executive Committee Schedules. They shall be elected in accordance with the Election Schedules and remunerated as laid down in their sabbatical contract of employment

4.2 There shall be such part time volunteer elected officers of the Union as shall be provided for in the Executive Committee Schedules where their duties and responsibilities shall be given.

5 Union Government

5.1 Government of the Union shall be in accordance with the Constitution and Schedules made there under.

5.2 The Union shall have the following key decision making bodies, which are in the following order of authority.

- (a) The trustee Board
- (b) The Referendum/ Cross campus secret ballot
- (c) The Union General Meetings (UGMs')
- (d) The Student Council
- (e) The Executive Committee
- (f) Campus Executive Committee(s)

6 Trustee Board

Trustee Board Terms of Reference

6.1 The Trustee Board of the Union will be responsible for the overall management and administration of the Union and will ensure that all resource allocation and activity carried out is in accordance with the charitable objectives of the Union.

The Membership of the Trustee Board of the Union shall be as follows:

a) The Sabbatical Officers/ Major Union officers of the Union:

President
Vice President Education
Vice President Recreation
Vice President Further Education

b) Two external lay trustees appointed through co-option by the Trustee Board. The period of office for external trustees shall be three years.

Appointment and removal of lay trustees shall be outlined in a contract of office.

c) Senior managers of the Union in an advisory non - voting capacity

d) A nominee from the University in an advisory non - voting capacity

6.2 The quorum for the Trustee Board meetings shall be fifty per cent plus one of the actual voting members

6.3 The function of the Trustee Board shall be to:

a) Ensure the Union's resources, structures and activity are arranged to deliver the objectives as expressed by the Unions' Executive Committee and Student Council subject to section 6.4 below.

b) Ensure that the Union finances operate efficiently and effectively

c) Devise the Union budget, to include the annual Block Grant application, which will be submitted to Student Council, to note and to ensure that financial reports are made to Student Council to note.

d) Prepare the Union's annual report detailing the activities of the Union in relation to its strategic plan, the union finances, including any donations made to external organisations, affiliations and any other information required under legislation

e) Submit the Union Budget, Annual report and any other information required under legislation to the University.

f) To approve, amend and ultimately interperate the Constitution and schedules.

g) Consider any legal and compliance aspects relating of the Union's activities

h) Trustee Board meetings shall be called by the President or nominee and shall meet at least five 5 times a year financial year.

i) Further meetings may be called by a written request of a majority of committee members to the President or nominee.

j) The chair will be the President or nominee.

6.4 The Trustee Board will work to ensure the resources of the Union are best arranged to:

Deliver the Strategic Plan, objects and policy objectives of the Union as agreed by the Executive Committee and Student Council; save that it

shall always be empowered to veto any decisions of the Executive Committee or Student Council on the following grounds:

- a) Financial considerations
- b) Charity or education law or other legal requirements which may adversely affect the reputation of the Union.

6.5 Other responsibilities of the Trustee Board:

- a) To consider and be the final internal point of reference for complaints against the Union by members and staff
- b) To hear and be the final point of reference for staff grievances and staff disciplinary issues.
- c) To investigate and make recommendations to Student Council regarding allegations of misconduct by Sabbatical Officers.
- d) To receive in confidence 'whistle blowing' reports by members and staff, save for vexatious reports, which may be resolved as part of staffing procedures or schedules of the Constitution.
- e) To be the employing body of Union staff

7 The Referendum

7.1 A referendum may be held on any matter and shall be called and conducted in accordance with the Referendum Schedules.

Union general Meetings

7.2 A Union General Meeting can be called in accordance with the General Meeting Schedules.

8 The Student Council

8.3 The Council shall meet at least once a month during higher education term time and shall be run in accordance with both the Student Council Schedules and the Debating Schedules.

8.4 The terms of Reference of the Student Council shall be:

- a) To receive and note the annual Audited Accounts and the annual report.
- b) To decide Union policy
- c) To note, concenter and recommend amendments to the Union's strategic plan to the Trustee Board.

- d) To instruct and hold to account the Executive Committee subject to the terms of reference of the Trustee Board.
 - e) To receive and approve reports from the Executive Committee and other committees and working groups of Student Council.
 - f) To revive and note the Union's annual accounts
 - g) To receive, note and make recommendations regarding the Unions annual Block Grant application to the Trustee Board.
 - h) To agree affiliations to external organisations
 - i) To review associate membership fees annually
 - j) To develop the Unions Education policies
 - k) To approve club and society recognition
 - l) To formally approve the block grant application on an annual basis
 - m) To nominate representatives of the Union to University Committees
 - n) To co-opt members during the academic year through members resigning or having resigned through non-attendance or through other vacancies.
- o) The Student Council shall have a membership defined in the Schedules of this Constitution.

9 The Executive Committee terms of Reference

9.1 The Executive Committee shall meet once a fortnight and shall be run in accordance with the Executive Committee Schedules.

9.2 The elected membership of the Executive Committee shall be elected in accordance with the Election Schedules of this Constitution.

9.3 Membership of the Executive Committee shall be:

- (a) The elected officers of the Union
- (b) The senior managers of the Union in a non-voting capacity

9.4 The Terms of Reference of the Executive Committee shall be:

- (a) To implement decisions of General Meetings and Student Council
- (b) To act on any matter of urgency in the absence of the Student Council or General Meetings
- (c) To be responsible for the direction of the Union in accordance with the strategic plan approved by Student Council
- (d) To advise the Trustee Board in the drawing up the strategic plan, updates and the Block Grant application.
- (e) To ensure that the Union's finances operate effectively and efficiently
- (f) To establish and receive reports from working groups
- (g) To advise the Trustee Board on the Union's annual report updating the Union's strategic plan and activities of the Union and information required under legislation

- (h) To fulfil specific responsibilities as laid down in the Executive Committee schedules.

10 Campus Executive Committees

The members of the Union based at such Campuses of the University, as shall be determined by Student Council, shall each elect a Campus Executive Committee of the Union to promote and co-ordinate the activities of the Union on their site.

The Debating Schedules shall apply in full to all Campus Executive Committee meetings

The membership of each Campus Executive Committee shall be:

- (a) A Convenor, Deputy Convenor and five others elected by and from the members of the Union based at the Campus
- (b) The Sabbatical Officers of the Union
- (c) A Senior Manager of the Students' Union, or his/her nominee, in a non-voting capacity.
- (d) The quorum for meetings of the Campus Executive Committee shall be a majority of the site elected members plus one Sabbatical Officer.
- (e) Each Campus Executive Committee shall be responsible for the Internal Union affairs of their site and for promoting with the Executive Committee, the Union's policies and campaigns. They shall act as a conduit for the views and concerns of the members of the Union at their Campus, bringing such views and concerns to the attention of the Sabbatical Officers, Executive Committee and Student Council.
- (f) Any and all funds allocated by the Union for the support of the Campus Executive Committee and its activities within its site shall be administered through the Union's Finance Office and shall be expended strictly in accordance with the Union's Finance regulations and procedures and in accordance with the decisions of the Finance Committee
- (g) The minutes of each Campus Executive Committee, once approved as correct by the Chair shall be placed before the next meeting of the Student Council for noting.

11 Strategic Plan

11.1 The Trustee Board shall formulate a strategic plan to be reviewed annually by the Executive Committee and Student Council.

12 Finance

12.1 The Union shall annually receive an allocation of funds from the University sufficient in the view of the University and the Union to enable the Union to pursue its aims and objectives effectively.

12.2 The Union acting through the trustees and relevant senior managers shall be empowered, in pursuit of its aims and objectives, to open bank accounts in the name of the Union, lend monies, invest monies, borrow monies, offer its material assets as security and do all other such things as are necessary for the prudent conduct of its financial affairs as though it were a legal person and subject to no other restrictions save any which may be imposed by the Trustee Board or the Board of Governors and in accordance with the Financial Memorandum issued by the University.

12.3 The Union, acting through the Trustee Board, shall ensure that proper books of account are maintained and that these books shall be subject to external audit annually by a registered auditor (s) appointed by the Trustee Board.

12.4 The Trustee Board shall ensure that the annual budget, amendments to the budget, audited accounts and all relevant interim financial reports and proposals are submitted to the Student Council to receive and note.

12.5 A copy of the Union's budget and the audited accounts shall be given promptly to the Board of Governors each year in accordance with the Code of Practice.

12.6 The financial year of the Union shall run from the 1st August to the 31st July.

12.7 The organisation of the Union's finances and systems of control shall be as laid down in the Finance Regulations Schedules of this Constitution.

13 Sports Clubs and Societies

13.1 There shall be a Sports Association and a Societies Committee the Purpose of which shall be to support the development of Sports Clubs and Societies within the Union.

13.2 The activities of the Sports Association and all recognised sports Clubs and societies shall be conducted in accordance with the Sports Club Schedules.

13.3 The activities of all affiliated societies shall be conducted in accordance with the Societies Schedules.

14 Affiliations to External Organisations

14.1 The Trustee Board shall determine all affiliations to external organisations.

14.2 Details of all affiliations to external organisations including the name of the organisations and the affiliation fee in each case shall be included in the Union's annual report which shall be reported to the Board of Governors annually, the Trustee Board and available to students via the Unions website .

14.3 In the event of a challenge to an affiliation, a referendum shall be held on the issue. The referendum shall be conducted in accordance with the Referendum Schedules. A further Referendum on the same affiliation cannot be called within twelve months.

15 Companies

15.1 The Union shall have the power to establish Limited Companies after consultation and agreement with the Board of Governors. The directors of the companies shall be the Trustee Board and the Company Secretary shall be a designated member of senior staff of the Union.

16 Complaints

16.1 Complaints about the members of the Executive Committee, subject to the terms of reference of the Trustee Board, or any member of Student Council, shall be dealt with via the relevant complaints procedure as laid out in the Student Disciplinary Procedure Schedules.

16.2 Any complaint about a member of Union staff shall be dealt with according to the Union Staff Disciplinary and Grievance Procedures.

17 Removal from Office

17.1 Any elected Officer of the Union or member of the Student Council can be removed from their position according to the Removal from Office Schedules, subject to the terms of reference of the Trustee Board.

18 Freedom of Information

- 18.1 At all meetings of the Union minutes shall be taken which shall be circulated with any necessary corrections at the next appropriate and relevant meeting. Confirmed minutes of all open meetings shall be displayed as soon as possible on the Union's Web site after confirmation. Copies shall be kept in the Union and displayed at each Union site.
- 18.2 A copy of the current Constitution, strategic plan, annual report and any plan for the Union's activities, including the budget, shall be held in the Union's offices and available for inspection by any Union member.

19 Amendments

- 19.1 The Trustee Board shall be the sole body competent to amend the Constitution and Schedules on the advice of the Student Council.
- 19.2 All recommendations of amendments to the Constitution shall require the support of a three quarters majority of those present and entitled to vote at Student Council.
- 19.3 All recommendations for amendments to the Schedules shall require a simple majority in support of those present and entitled to vote at Student Council.
- 19.4 Any amendments to the Constitution and Schedules must be approved by the Trustee Board.
- 19.5 Any approved amendments to the Constitution must be presented to the Board of Governors for approval before they come into effect.
- 19.6 The Constitution and Schedules shall be reviewed at least every five years from the date of taking effect.
- 19.7 The Union Trustee Board will conduct an annual review of the Constitution.

20 Indemnity

- 20.1 The Union will indemnify Executive Committee members, appointees and members of staff out of the assets of the Union against losses or liability which they may incur during the execution of their office, so long as the member has demonstrated due diligence in their duties and acts within the auspices of the Unions insurance policy. The indemnity of the Executive Committee, Appointees and Union staff shall be guided by the Unions Management Risk Register. No

Executive Committee member, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen or may be incurred in the execution of the duties of their office provided that they have taken sufficient steps to safeguard the assets of the Union.

20.2 The Union will keep and maintain an indemnification insurance policy to cover any losses sustained as the result of acts of omissions of its, Executive Committee appointees and staff.

21 Behavioural Expectation Policy and Club Rules

21.1 The Executive Committee shall draw up a Behavioural Expectation Policy and Club Rules for its licensed premises which shall be approved and from time to time amended by the Trustee Board.

21.2 All members of the Union shall be required to conform to this policy and the University Students' Code of Conduct, particularly when on premises administered, or at events organised by the Union.

21.3 The Behavioural Expectation Policy may include varying degrees of sanctions ranging from a temporary withdrawal of Union privileges of membership, to indefinite suspension. In extreme cases, the Union reserves the right to notify the University, of breaches, with a request that the offenders are dealt with under the University Students' Code of Conduct.

22 Interpretation

22.2 In the event of a dispute as to the interpretation of any part of the Constitution or Schedules, the ruling of the President or their nominee shall be sought.

22.3 In the event of a challenge to the President's ruling the decision of the Trustee Board shall be final.

23 Students' Union Staff

23.1 The Union shall have the power to employ staff in order to enable the elected officers to carry out their duties.

23.2 Wherever reasonably practicable, all employees of the Union shall enjoy such remuneration and conditions of service as they would reasonably expect if they were employed to carry out the same or similar duties by the University.

23.3 All officers of the Union, staff and students will act in accordance with the Staff Protocol Agreement.

- 23.3 No questions are permitted by a meeting or body of the Union other than the Trustee Board regarding staffing issues

24 No Platform Policy

- 24.1. The Union has formally adopted a policy of 'No Platform'. This means that the Union will not afford a 'platform' to organisations or individuals, who are likely to endanger any other students' safety or liberty by virtue of their race, sex, colour, creed, disability, age, or sexual orientation. The above list is not exhaustive. The Students' Unions will not be used by such organisations to promote racial hatred.

Election Schedules

E Election Schedules

E1 When do the Election Schedules Apply?

E.1.1 These Election Schedules shall apply for all elections of Sabbatical Officers (Major Union Officers), other volunteer Executive Officers of the Union, and Student Councillors.

E2 Eligibility Rules for Ordinary Members

E2.1 Registered students who have opted out of the Union, having signed a declaration to that effect, are ineligible to stand for any elected post within the Union.

E2.2 Any student, who has appeared before a Students' Union Student Disciplinary Panel and has been expelled from membership of the Union, shall be ineligible to stand for any Sabbatical Office or any other elected post within the Union.

E2.3 Sabbatical Officers automatically become Trustees of the Union upon taking office. Ordinary members cannot, therefore, become a Sabbatical Officer if they:-

- (a) Are under 18 years of age
- (b) Are disqualified because of conviction of a criminal offence

E2.4 Sabbatical Officers automatically become members of the Bar(s) Committee of the Unions Registered Club so are automatically excluded from standing for office if they:

- (a) Are under 18 years of age
- (b) Have a criminal record such as to prejudice the granting or retention of a licence in relation to the Registered Club

E2.5 Upon receipt of a valid nomination the Union is obliged to make enquiries to ensure that a candidate meets the Eligibility Rules. This is carried out in conjunction with the Criminal Records Bureau in response to an application for disclosure. It is mandatory for all candidates to fill out the appropriate forms and co-operate fully in this matter

E2.6 No candidate shall be eligible to take office until the Returning Officer has certified that they have met the required criteria of the Eligibility Rules. In the event of the Returning Officer certifying that any elected candidate has failed to meet the required criteria

of the Eligibility Rules then that candidate's election shall automatically become null and void and the candidate shall have no right to hold office. In such circumstances the Returning Officer shall then hold new elections for the post.

E3 Rights of Ordinary Members

- E3.1 Ordinary members of the Union are eligible to stand for any position.
- E3.2 All ordinary members are eligible to propose another student in the election.
- E3.3 All ordinary members have the right to attend and participate in the hustings for the candidates.
- E3.4 All ordinary members have the right to information about the process of the election, the positions available and the candidates standing in the election.
- E3.5 All ordinary members have the right to vote by secret ballot in the elections.

E4 The Appointment of the Returning Officer

- E4.1 The Returning Officer shall be appointed annually by Student Council. They shall be responsible for the good conduct and administration of the elections and shall have the sole interpretation of the Election Schedules.
- E4.2 The Returning Officer shall be independent and shall not be a member of Union staff or an ordinary member of the Union.
- E4.3 The Returning Officer shall produce a report on the conduct of the Sabbatical Elections which shall be presented to the Board of Governors.

E5 The Powers of the Returning Officer

- E5.1 The Returning Officer may appoint a Deputy Returning Officer to ensure the good administration and promotion of the election. The Deputy Returning Officer shall be instructed by the Returning Officer on their duties and shall perform these in an impartial manner.
- E5.2 The Returning Officer may remove officials who are not carrying out the Returning Officer's instructions or not acting in an impartial manner.

- E5.3 The Returning Officer may seek legal advice if they believe that statements made or the contents of publicity could leave the Union open to legal action. The Union will meet the cost of such advice.
- E5.4 The Returning Officer can rule out of order any statement or the contents of any publicity which in their view is in breach of the Constitution, Schedules and No Platform Policy of the Union.
- E5.5 The Returning Officer is the sole official competent to deal with complaints about the conduct and administration of the Election Schedules.
- E5.6 In determining a complaint, the Returning Officer after hearing all the appropriate evidence may not uphold the complaint or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, one or more candidates has breached Election Rules.
- E5.7 The ruling of the Returning Officer on any complaint shall be final.

E6 The Process of Elections

- E6.1 The Returning Officer shall produce an Election Timetable which shall include the dates and times for the notification and completion of the following:-
 - (a) Application for postal votes (not for e voting)
 - (b) Nomination process
 - (c) Manifestos
 - (d) Hustings
 - (e) Voting
 - (f) The Count
- E6.2 The Election timetable shall be published and adequately circulated with materials promoting the election on each of the Campus.
- E6.3 The Election timetable shall be of sufficient length to ensure the highest level of participation in the election. All deadlines will be strictly adhered to.

E7 Postal Votes

- E7.1 Ordinary members of the Union shall be entitled to a postal vote if the election falls during a period when they will be unable to attend the University to vote in person. This facility will not be available for e voting.
- E7.2 Application forms for postal votes will be available from Union Offices across the University.

- E7.3 The Returning Officer will draw up regulations for application and issue of postal votes.

E8 Nominations

- E8.1 Nomination forms will be available at all Union offices and on the Union Web Site.
- E8.2 In completing a nomination form, an ordinary member shall ensure that all information included is accurate and the form is submitted before the deadline in the Election Timetable.
- E8.3 An ordinary member may propose a candidate, but may only propose one candidate for each election to a specific position.
- E8.4 The Returning Officer shall have the sole responsibility of declaring a submitted nomination form valid. In the event of two or more candidates having the same proposer in an election for a single position, the Returning Officer may allow up to twenty four hours for the candidate(s) to find fresh proposers.
- E8.5 When the Returning Officer is satisfied, all valid nominations will be confirmed with the candidates at the Candidates' Meeting, which will be chaired by the Returning Officer or nominee.
- E8.6 Candidates may send a representative if they are unable to attend with written delegated authority to agree to the election processes as outlined by the Returning Officer and to participate in the draw to establish the order in which names will be placed on the ballot paper.
- E8.7 Details of nominees shall be displayed on the Unions website within forty eight hours of closure of nominations.

E9 Manifesto

- E9.1 Manifestos must be submitted by the closing date laid down in The Election Timetable. Manifestos must be presented in A4 hard copy and submitted electronically and accompanied by a passport sized photograph.
- E9.2 Manifestos will be displayed with nomination information on Union the Unions website.

E10 Campaign Publicity

- E10.1 The Executive shall determine the allowance for publicity available to candidates on an annual basis.
- E10.2 The Returning Officer shall have the power to set and allow all candidates to spend an additional amount on their publicity campaign.
- E10.3 The Returning Officer shall draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification.
- E10.4 No campaigning shall proceed until nominations are published, the Candidates Meeting has been held and the publicity commencement date announced.
- E10.5 The Returning Officer or his/her appointee shall arrange for all publicity to be printed using in-house resources. Candidates shall not use outside sources other than from the additional election expenses agreed by the Returning Officer.
- E10.6 No candidate shall publish or display publicity off the premises of the University
- E10.7 All publicity must display the Union's official stamp.
- E10.8 No campaign publicity should refer at any point to any member of Union staff by name or by position, or in any other way which may identify them. Any breach of this rule will result in immediate disqualification. This is in line with the Staff Protocol Agreement.
- E10.9 Any candidate who is found to be intimidating voters, or whose campaign team is found to be intimidating voters will be disqualified from the election by the Returning Officer.
- E10.9 All candidates must adhere to the Behavioural Expectation Policy Schedules and the University's Code of Conduct.

E11 Hustings

- E11.1 The Returning Officer shall arrange hustings at appropriate Campuses of the University.
- E11.2 The Returning Officer shall appoint a Chair for hustings. Hustings will be conducted according to a process agreed at the Candidates' Meeting.

E11.3 Any candidate absent from hustings without giving apologies to the Returning Officer or his/her deputy shall be deemed to have resigned from the Election.

E12 Voting Electronically

E12.1.1 Unless otherwise specified in the Constitution or these Schedules, or where directed otherwise by the Returning Officer because of hardware or software limitations, elections shall be conducted electronically. In which circumstances the following arrangements shall apply.

E12.1.2 The Returning Officer shall check the operation of the software to be employed and if satisfied that the system will meet the requirements of these regulations shall certify the software accordingly.

E12.1.3 To be so certified the system shall require that access to the 'election site' shall be restricted to students of the University who to gain access shall enter a unique password so as to authenticate their status as a student of the University.

E12.1.4 The Returning Officer shall arrange for the production of an electronic 'ballot paper' for each position being contested. Voting papers shall bear the name of each candidate and the office being contested. The names of candidates will be printed in the order picked by a draw at the candidates meeting.

E12.1.5 The 'ballot paper' shall be produced so as only to permit completion in accordance with the electoral system specified in these regulations.

E12.16 The "election site" shall show:

- a list of the candidates standing in each election
- advice as to the process of completing a ballot paper

E 12. 17 Elections to the Executive Committee and Non-Portfolio Student Council positions shall be by secret cross-campus ballot in which all ordinary Union members will be entitled to vote.

E 12.18 The method of voting shall be by Alternative Transferable Vote in single seat constituencies and Single Transferable Vote in multi-seat constituencies for all posts.

E12.9 Voting papers shall bear the name of each candidate and the office being contested. The names of candidates will be printed in the order picked by a draw at the candidates meeting. There will be a facility for voting for Re-open Nominations

12.2.1 The Count (Electronic)

E 1.2.2.1 The Deputy Returning Officer shall arrange for the count process to commence at such time and at such place as designated by the Returning Officer.

E1.2.2.2 The count will commence only if the 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 and must be lodged in writing within twenty four hours of the verbal declaration of the Election result

E12.2.3 The candidates and or their appointed representatives may, if they so wish, attend the counting of the votes, as observers only.

E12.2.4. The Returning Officer may be assisted in the count by a number of individuals appointed by the Returning Officer or Deputy Returning Officer.

E13 Declaration

E13.1 Results of the election(s) shall be declared by the Returning Officer as the count for each post is completed and when the count for all posts has been successfully completed.

E13.2. A list of successful candidates will be posted on the Unions website within three working days of the declaration of results.

E14 Voting by ballot box only in the event of the electronic election site being inoperable.

E14.1 The Returning Officer or his/her nominee shall publicise the location and arrangements of the ballot boxes, together with a list of candidates and manifestos, and shall make arrangements whereby provision is made for ordinary members of the Union to vote.

E14.2 All ordinary members of the Union may vote on production of a current activated University identification card. Voting paper (s) will be issued to each voter, which shall bear the Union stamp and initials of the polling Clerk. Votes will be cast in sealed boxes.

E14.3 Elections to the Executive Committee and Non-Portfolio Student Council positions shall be by secret cross-campus ballot in which all ordinary Union members will be entitled to vote.

E14.4 The method of voting shall be by Alternative Transferable Vote in single seat constituencies and Single Transferable Vote in multi-seat constituencies for all posts.

E14.5 Voting papers shall bear the name of each candidate and the office being contested. The names of candidates will be printed in the order picked by a draw at the candidates meeting. There will be a facility for voting for Re-open_Nominations.

E15 The Count (Voting by Ballot box)

E15.1 Once polling is completed, the Returning Officer or his/her nominee shall ensure the sealing and delivery of all ballot boxes and unused voting papers to an advertised location for the count.

E15.2 The candidate(s) or their appointed representative(s) may, if they so wish, attend the counting of the votes, as observers only.

E15.3 The Returning Officer may be assisted in the count by a number of individuals appointed by the Returning Officer.

E15.4 The count will commence only if the 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 and must be lodged in writing within twenty four hours of the verbal declaration of the Election result.

E16 Declaration (Voting by Ballot Box)

E16.1 Results of the election(s) shall be declared by the Returning Officer as the count for each post is completed and when the count for all posts has been successfully completed.

E16.2 The Returning Officer may be assisted in the count by a number of individuals appointed by the Returning Officer.

E16.3 The count will commence only if the 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 and must be lodged in writing within twenty four (24) hours of the verbal declaration of the Election result.

E17 By Elections

E17.1 If any of the above posts fall vacant then Student Council will determine if a by-election shall be held.

E17.2 In the event of a by-election the Election Rules must be followed.

E18 Election of Councillors without portfolio and Part-time officers of the Union

- E18.1 Candidates standing for the above posts must hold a valid University Identification Card and must be registered on a programme of study at the University in order to be eligible to stand.
- E18.2 Registered students who have opted out of the Union, having signed a declaration to that effect, or who have been expelled from membership of the Union for a disciplinary offence, are ineligible to stand for Student Council positions.
- E18.3 Candidates must be nominated and seconded by ordinary members of the Union
- E18.4 No ordinary member can nominate or second more than one candidate to any position.
- E18.5 Candidates are not permitted to nominate or second other interested parties.
- E18.6 The facility to re-open nominations shall appear on ballot papers for Student Council elections and Part-time officers of the Union.
- E18.7 If no valid nomination is received for a particular position by the deadline given nominations will remain open for a further week. If following a week of extended nomination there are still no nominations Student Council will have the power to co-opt members.

E18 Election of Faculty Student Council Representatives

- E19.1 Election for Student Faculty Representatives will be conducted via University procedures

E20 Sports Clubs and Societies' Elections

- E20.1 The Returning Officer for Sports Clubs and Societies' Elections shall be the Vice President Recreation.
- E20.2 The Vice President Recreation shall be responsible for the good conduct of these elections and shall have the sole interpretation of the Election Schedules.

E 21 Infringements of Election Rules

- E21.1 Any member infringing any of the election rules will be subject to Disciplinary Procedure Schedules as outlined in The Behavioural Expectations Policy Schedules.

EX Executive Committee Schedules

EX1 Executive Committee Objective

EX1.1 The Executive Committee shall be the elected officers of the Union

EX2 Membership

EX2.1 The Executive Committee shall consist of all the officers of the Union, and, senior managers of the Union as non-voting members. Senior managers of the Union shall not count towards quoracy. The officers of the Union are:

EX2.2 Sabbatical Officers

EX2.2.1 General

All Sabbatical Officers shall:

- (a) Be responsible to the Union's Membership, through Executive Committee, Student Council and General Meeting.
- (b) Be ex-officio members of the:
 - (1) Executive Committee
 - (2) Finance Committee
 - (3) Entertainment Committee
 - (4) Campus Executive Committees of the Union
- (c) Be responsible for co-ordinating the work of any committee(s) to which they act as Chair. Such responsibility shall include reviewing the attendance record of committee members and ensuring the accountability of the membership in terms of the committee's terms of reference and the attendance requirements laid down in this constitution.
- (d) At the Annual General Meeting (AGM) of Student Council in the Autumn Term present a Strategic Plan for the year
- (e) At the last meeting of Student Council in each term, present a written report of his/her term of office so far.
- (f) Determine who, from amongst the elected Sabbatical Officers, shall be responsible for the roles below and those outlined in the Strategic Plan:
 - (1) Priority Campaigns
 - (2) Equal Opportunities
 - (3) Providing support for individual non sabbatical executive officers
- (g) Take no part in the organisation and administration of Union elections.
- (h) Review the Strategic Plan in the summer term of each academic year.

- (i) Hold office from 1st July in one year to 30th June in the following year.
- (j) Receive an allowance to devote their time and energies full-time to their duties as officers of the Union from 15th of June in the year they take office to 30th June in the following year.
- (k) All Sabbatical Officers-elect shall:
 - (1) Submit proposals for the next academic year's priority campaigns to Student Council.
 - (2) Be non-voting members of the:
 - (a) Executive Committee
 - (b) Finance Committee
 - (c) Student Council

The attendance regulations shall not apply to the Sabbatical Officers-elect, nor shall they be included in the membership of any committee for the purposes of determining of quorum.

- (3) Take no part in the organisation and administration of Union elections.

EX2.2.2 President

The President shall:

- (a) To be a higher education student at the point of standing for election
- (b) Be responsible for ensuring that all Union activities are properly co-ordinated and executed. This to be undertaken in conjunction with the various site Vice-President(s)
- (c) Chair the Executive Committee, Student Council, General Meetings of the Union and the Trustee Board.
- (d) Represent the Union on relevant University Committees.
- (e) Be responsible for ensuring that the Strategic Plan, consisting of Priority Campaigns, and a plan of action for the Executive Committee for the year, termly reports from the Executive Committee, and subsequent updates are prepared and presented to the appropriate Union Meetings.
- (f) Be responsible under the provisions of the Constitution for Union staffing in conjunction with relevant senior managers.
- (g) Ensure the active representation of the Union at appropriate conferences.
- (h) Be responsible for leading the NUS Conference delegation from the Union.
- (i) Co-ordinate the submission of proposals for next academic year's priority campaigns to Student Council.

EX2.2.3. Vice-President Education

The Vice-President Education shall:

Be responsible for all matters concerning the Education, Quality Assurance, Welfare and individual representation interests of students and to do so, when appropriate, in conjunction with the Vice-President(s) and the President.

Represent the Union on relevant University Committees.

Be the Deputy President and take over the duties of the President in the absence of the President, either when authorised by the President or in the event of the President being absent for more than three consecutive working days.

- (e) Develop academic representation through student representatives.
- (f) Organise Education campaigns throughout the year.
- (g) Liaise with the University regarding Education policy development, student representation individually and the collective voice of students
- (h) To Chair Student Representatives Forum/ Conferences across the University and to feedback student representatives issues back to both Student Council and other University Committees.
- (i) To work with Union staff to ensure that there is both training and support for student representatives
- (j) To specifically support part-time elected officers within the wider remit of education representation.

EX2.2.4. Vice-President Recreation

The Vice-President Recreation Shall:

- (a) Be responsible for all matters concerning the recreational interests of students and do so, when appropriate, in conjunction with the President and Vice-President(s)
- (b) Be the Union's premier representative for all the Union's Clubs and Societies.
- (c) Be specifically responsible to the Trustee Board for the grants allocation to Clubs and Societies.
- (d) Chair the Entertainments Committee, the Societies Committee and the Sports Association.
- (f) Represent the Union on relevant University Committees.
- (g) To oversee the maintenance and development of content of the Union's Web pages within the policies of the Union.
- (h) Be responsible for overseeing, and the co-ordination of Fresher's Fair.

- (i) Be responsible for overseeing, and the development of the student publication.
- (j) To specifically support part-time elected officers within the wider remit of student recreation

EX2.2.5. Vice-President Further Education

The Vice President Further Education shall:

- a) Be based at the Reading Campus
- (b) With the President be responsible to the Executive Committee and Student Council for the oversight, co-ordination and execution of all Union activities, initiatives and campaigns, reflective of Further Education students.
- (c) Be responsible to Campus Executive Committee (s) and Student Council for ensuring that all Campus Union activities, initiatives and campaigns are well organised, properly executed and effectively presented.
- (d) Represent the Union on all relevant further education and campus related committees of the University.
- (e) Be Convener of the Reading Campus Executive Committee.
- (f) Be the responsible officer for finance ensuring that all Union funds made available on the Reading Campus are expended strictly in accordance with the Union's Financial Regulations and Procedures and in accordance with the decisions of the Trustee Board.
- (f) Liaise with the Union's relevant senior manager on all administrative and financial matters affecting further education members at the Reading Campus.
- (g) With the Vice-President Education be responsible for the development and support of academic and non-academic representation through the further education student representatives on the campus.
- (h) With the Vice-President Education be responsible for all matters effecting the education, welfare, and individual representation further education students
- (i) With the Vice-President Recreation be responsible for the development, promotion and support of clubs and societies and for sporting clubs for further education students.
- (j) Be responsible to further education members, to the Executive Committee and Student Council for ensuring that the views and concerns of further education students are made known to the Executive Committee and Student Council and more generally to the Union on all matters concerning further education students.
- (k) Be a further education student at the point of standing for election

- (L). To have overall responsibility for the development and participation of Further education students within the Students' Union

EX2.3 Part time Officers

EX2.3.1 General

All Part-time Officers shall:

- (a) Be members of the Executive Committee and Student Council
- (b) Attend appropriate training events organised by the Union both internally and externally
- (c) Present termly reports to Council
- (d) Hold office from 1st July in one year to 30th June of the next year.
- (e) Be a member of their home Campus Executive Committee.
- (f) Take no part in the organisation and administration of Union elections.

All Part Time Officers-elect shall:

- (1) Be non-voting members of the Executive Committee.
The attendance regulations shall not apply to the Part Time Officers-elect, nor shall they be included in the membership of any committee for the purposes of determining its quorum.
- (2) Take no part in the organisation and administration of Union elections.

Media Officer

The Media Officer shall:

- a) Be responsible to the Executive Committee and Student Council, with the Vice-President Recreation for the production of the Union's Publications and student media
- b) Be a member of the Editorial team of the Union publication
- c) Assist the Editor and Editorial team in the production of the Union publication
- d) To oversee the development of the development of the Union media in conjunction with the Vice-President Recreation
- e) To run at least one campaign/ event during their term of office in conjunction with the Executive Committee Officers

International officer

The International shall:

- (a) Be responsible to the Executive Committee and Student Council for the overall co-ordination of the Union's work with International Students.
- (b) Represent the interests of International Students on all matters affecting them.
- (c) Represent the Union on relevant University Committees.
- (d) Represent the interests of International Students to both University and outside bodies.
- (e) Be empowered to form a committee to represent International Students in all matters directly affecting them if required.
- (f) Be an international student of the University.
- (g) Shall liaise with the NUS member to help raise international student issues on a local and national level.
- (h) To run and update a section on the unions' website to help raise awareness of International Student issues within the University.
- (i) To run at least one campaign/ event during the officer's term of office
In conjunction with relevant members of the Executive Committee

Women's Officer

The Women's Officer shall:

- a) Be responsible to the Executive Committee and to Student Council for increasing the involvement of women within the Students Union.
- b) Be responsible for representing women's welfare needs in conjunction with the Vice President Education.
- c) Shall attend NUS Women's Conference as the delegate from the Union.
- d) Represent the Union on relevant University Committees.
- e) Be a current woman student of the University.
- f) To liaise with NUS to raise awareness of women's issues on a local and national level.
- g) To run and update a section on the Unions' website to help raise awareness of women's issues within the University.
- h) To run at least one campaign/ event during their term of office in conjunction with the relevant Executive Committee members

Entertainments Officer

The Entertainments Officer shall:

- a) Be responsible to the Executive Committee and Student Council, with the Vice-President Recreation for the entertainments of the Union
- b) Be a member of the Unions' Entertainments Committee
- c) Will endeavour to increase the level participation of the students in the Unions entertainments
- d) Work closely with the relevant Executive Committee members and members of the Entertainments Committee
- e) To run at least one campaign/ event during their term of office in conjunction with the relevant sabbatical(s)
- f) To run and update a section on the unions' website to help raise awareness of Entertainments within the Students' Union

Activities Officer

The Activities Officer shall:

- a) Be responsible to the Executive Committee and Student Council, with the Vice-President Recreation for the student activities of the Union, specifically in relation to Entertainments, Societies and the Sports Association Committee.
- b) Be a member of the Unions' Societies Committee, Sports Association and Entertainments Committee
- c) Be responsible for increasing the involvement of the students in the Union activities and entertainments
- d) Work closely with the relevant Executive Committee members, and clubs & societies of the Union
- e) To run at least one campaign/ event during their term of office in conjunction with the relevant Executive Committee member (s).

Lesbian, Gay, Bi-sexual and Transgender (LGBT) Officer

The LGBT Officer shall:

- (a) Be responsible to the Executive Committee and Student Council for the overall co-ordination of the Union's work with LGBT students
- (b) Be responsible for the representation of students who self define themselves as LGBT or as belonging to a minority sexual orientation and must self define as LGBT or belong to a sexual minority.
- (c) Ensure that the interests of LGBT students are properly represented both within the Union and the University and as the appropriate regional and national bodies
- (d) Co-ordinate campaigns and activities concerning issues of sexuality, gender identity awareness, related prejudice and liberation, without the loss of inclusiveness
- e) To run and update a section on the unions' website to help raise awareness of LGBT Student issues within the University

Postgraduate Students Officer

The Postgraduate Officer shall:

- (a) Be responsible to the Executive Committee and Student Council for the overall co-ordination of the Union's work with postgraduate students
- (b) Be a Post graduate Student.
- (c) Be responsible for the representation of postgraduate students
- (d) Ensure that the interests of postgraduate students are properly represented both within the Union and the University and within the appropriate regional and national bodies
- (e) Co-ordinate campaigns on issues of concern, interest and relevance to postgraduate Students.
- (f) To run and update a page on the Unions' Website in order to raise Postgraduate student issues within the University and the Union.

Cultural Diversity Officer

The cultural Diversity Officer shall:

- (a) Be responsible to the Executive Committee and Student Council for the overall co-ordination of the Union's work regarding cultural diversity
- (b) Encourage the combating of racism at all levels of the University and the wider community

(c) Raise awareness of rights of enfranchisement amongst people of different cultures

(c) Co-ordinate campaigns around ethnic minority issues, promoting black liberation, cultural diversity and anti-racism

(d) In conjunction with the Activities Officer, liaise and work closely with Societies, Clubs and other student groups in the pursuit of furthering racial equality within the Union, the University and the community at large.

(d) To run and update a page on the Unions' Website in order to raise cultural diversity issues within the University and the Union.

Environmental Officer

The Environmental Officer shall:

- a) Be responsible for bringing environmental issues to the attention of the Executive Committee and Student Council.
- b) Be responsible for the monitoring and the implantation of the Unions' environmental policy.
- c) To run at least one campaign/ event during the officers term of office and work in conjunction with the relevant Executive Committee members.
- d) To run and update a page on the Unions' Website in order to raise environmental issues within the University and the Union.
- (e) To liaise with relevant NUS member(s) to help raise awareness of all environmental issues on a local and national scale.

Students with Disabilities Officer

The Students with Disabilities Officer shall:

- a) Shall be primarily be responsible for bringing the concerns of all students with disabilities to the Executive Committee and Student Council, especially on issues of exclusion and prejudice.
- b) To develop mechanisms to assist in the combating of discrimination and prejudice against students with disabilities at all levels.
- c) To run at least one campaign/ event during the officers term of office and work in conjunction with the relevant Executive Committee members.
- d) To run and update a section on the Union's website in order to raise awareness of students with disabilities within the University.
- e) To liaise with relevant NUS members to help raise the awareness of disability issues on a local and national scale.

EX3 Terms of Reference of the Executive Committee

Ex3.1 The terms of reference of the Executive Committee shall be:-

- (a) To implement the decisions of Student Council, General Meetings. Emergency General Meetings and Referenda.
- (b) To advise Student Council on the work of its Standing Committees.
- (c) To facilitate the representation of students within the University both individually and collectively.
- (d). To consider applications for affiliation by Clubs or Societies in principal subject to ratification by Student Council.
- (e) To receive and act upon monthly management accounts.
- (f) To assist the Senior Management and the Trustee Board in the preparation of budget proposals for presentation to Student Council and the University's Student Liaison Committee.
- (g) To act as the official channel of communication between the Union, the University and other bodies.
- (h) To present to Student Council regular reports on meetings of the University's Board of Governors and Academic Board and on other areas of interest to students for their information.
- (i) To advise Student Council on the Constitution, schedules and strategic plan of the Union.
- (j) To consider the day to day activities of the Union

EX4 Calling of Meetings

EX4. Meetings of the Executive Committee shall be convened by the President or nominee giving at least three working days notice to all members of the Executive Committee of the time, date and venue of the meeting. The President or nominee shall call a meeting of the Executive Committee if requested to do so by three members of the Executive Committee.

EX5 Chairing

EX5.1 Executive Committee meetings will be chaired by the President or nominee.

EX6 Items for the agenda shall be submitted to the President or their nominee three working days before the designated start of the meeting.

EX7 Quorum

EX6.1 The quorum for the Executive Committee meetings shall be fifty percent plus one of its actual members. During the summer, between the second week of June and the end of September the quorum shall be reduced to three members, provided that all members of the Executive Committee have been informed of the time, date and venue of each meeting of the Executive Committee called. Agendas and minutes for each meeting shall be sent to the email address designated by the member of the Executive Committee not regularly attending the Executive Committee.

Student Council Schedules

SC1 How do Council Meetings Work?

SC1.1 The Debating Schedules shall apply in full to all Student Council meetings.

SC2.2 The Chair of the meeting shall be the President or their nominee.

SC2 Who Sits on Student Council?

SC2.1 Student Council shall consist of the following members:-

- (a) The Executive Committee of the Union
- (b) Three representatives from each academic unit of the University
- (c) Six non-portfolio student councillors elected by cross campus election
- (d) A Representative of the Societies Committee
- (e) A Representative of the Sports Association
- (f) Senior Managers of the Union, in a non voting capacity, their attendance or non attendance shall not affect quorum.

SC3 Term of Office

SC3.1 The term of office for Executive Committee officers of the Union as members of Council is as outlined in EX 2.2. (i)

SC3.2 The term of office for Student Councillor Non-portfolio, student faculty representatives, Societies Committee and the Sports Association members serving on Student Council shall be from November to November the following academic year whilst the member of Student Council is a student of the University.

SC4 How Often Does Council Meet?

SC4.1 The Student Council should meet once a month during higher education term time.

SC5 Who Can Come to Student Council?

SC5.1 Any ordinary member of the Union may attend Student Council meetings in accordance with the Constitution. Any individuals who are not ordinary members who wish to attend must receive permission from the meeting.

SC6 Who May Speak at Student Council?

SC6.1 Any ordinary member of the Union may speak at Student Council with permission of the Chair. Any individuals who are not ordinary members may only speak with the permission of the meeting.

SC6.2 Any member wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking when this is not clear.

SC7 Who May Vote at Student Council?

SC7.1 Only members of the Student Council who are present at the meeting may vote.

SC7.2 The Chair of the Student Council may have the first vote and the casting vote in the event of a tied vote.

SC8 How Many Members of Student Council have to be there?

SC7.1 The quorum for Student Council is fifty per cent plus of its actual membership.

SC9 How to Get Things Done?

SC9.1 All items for the agenda shall be submitted to the Secretary to Student Council five working days before the meeting.

SC9.2 Amendments to the Constitution or Schedules must be submitted to the Secretary of Student Council seven working days before the start of the meeting.

SC10 Who Services the Meeting?

SC10.1 Student Council shall appoint a Secretary to Student Council who may be a member of Union staff.

SC10.2 The Secretary to Student Council shall be responsible for ensuring the publication of the agenda, recording the minutes, publicising the meetings and offering advice to Student Council.

SC 10.3 The Chair shall be responsible for ensuring that the meetings run according to the Debating Schedules of this Constitution.

SC11 What is talked about at the Meeting?

SC11.1 The agenda of meetings shall normally be taken in the following order.

- (a) Apologies
- (b) Checking the minutes of the previous meeting for accuracy
- (c) Matters arising from the minutes of the last meeting
- (d) Chairs briefing
- (e) To note Executive Committee open minutes
- (f) Reports from the Executive Committee
- (g) Finance Report
- (h) Approval of new clubs or societies
- (i) Approval of requests for honorary membership
- (j) Reports from University Committees
- (k) Motions
- (l) Student Councillor issues
- (m) Other reports
- (n) Any other business
- (o) Date of the next meeting

SC 12 Additional business for Student Council

SC12.1 Student Council shall be solely responsible for the election of its members as representatives of the Union on Boards, committees and sub-committees of the University.

SC12.2 The annual Audited Accounts shall be an annual agenda item to receive and note.

SC13 How to Call an Emergency Student Council

SC13.1 An Emergency Student Council may be called by:-

- (a) A resolution from the Executive Committee.
- (b) A written request from 100 ordinary members of the Union submitted to the Secretary to Student Council.
- (c) A written request from two thirds of the actual members of Student Council submitted to the Secretary to Student Council.

SC13.2 The Secretary to Student Council shall make arrangements for the Emergency Student Council to be held on a date not exceeding five working days from receipt of notice.

SC13.3 The meeting shall only discuss the business for which it was called in the written request.

SC13.4 Emergency meetings of Student Council will be conducted according to the Debating Schedules.

General Meeting Schedules

M General Meeting Schedules

M1 How do General Meetings Work?

M1.1 General Meeting Schedules apply in full to both General Meetings and Emergency General Meetings (EGMs).

M1.2 Debating Schedules shall also apply in full to both General Meetings and Emergency General Meetings.

M2 How often are there General Meetings?

M2.1 There shall be the provision in this schedule to call Union General Meetings (UGMs).

M3 Who Can Come to a Union General Meeting?

M3.1 Any Ordinary member of the Union may attend meetings in accordance with the Constitution. Any individuals who are not ordinary members who wish to attend must receive permission from the meeting.

M4 Who May Speak at a Meeting?

M4.1 Any ordinary member of the Union may speak at meetings. Any individuals who are not ordinary members may only speak with permission of the Chair.

M4.2 Any member wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking when this is not clear.

M5 Who May Vote at a Union General Meeting?

M5.1 Only ordinary members who are present at the meeting may vote.

M5.2 The Chair of the Union General Meeting may not vote unless the vote is tied, in which case they may have the casting vote.

M6 How Many Ordinary Members have to be there?

M6.1 The quorum for Union General Meetings is one hundred members. The meeting cannot make decisions on any matter until this figure has been reached.

M7 How to Get Things Done at Union General Meetings.

M7.1 All items for discussion and decision (hereinafter to be called "Motions") shall be submitted to the Secretary to Student Council ten working days before the meeting.

M7.2 All motions shall require the signatures and student number of at least two ordinary Union members. These shall be known as the proposer and the seconder(s).

M7.3 The Secretary to Student Council shall be responsible for the publication of details of all meetings five (5) working days before the meeting through Union media.

M7.4 Changes to motions (here after known as amendments) may be submitted by any ordinary member of the Union. Amendments to motions require the signature and student number of at least two ordinary members and shall be submitted to the Chair twenty four hours before the start of the meeting.

M8 Who Co-ordinates the Union General Meeting?

M8.1 The Secretary to Council shall be responsible for the publication of the agenda and relevant papers for Union General Meetings.

M9 Who Chairs Union General Meetings?

M9.1 The President or nominee shall chair Union General Meetings.

M10 What is talked about at the General Meeting?

M10.1 The Agenda of Union General Meetings shall normally be taken in the following order:-

- (a) Checking the minutes of the previous meeting for accuracy
- (b) Matters arising from the minutes of the last meeting
- (c) Motions
- (d) Other reports

M11 How to Call a Union General Meeting

M11.1 A Union General Meeting may be called by:-

- (a) The President

- (b) A resolution from the Executive Committee.
- (c) A written request from two thirds of the actual members of council submitted to the Secretary to Student Council.
- (d) A petition signed by 150 ordinary members of the Union submitted to the Secretary to Student Council.

M11.2 The Secretary to Student Council shall make arrangements for the Union General Meeting to be held on a date not exceeding ten working days from receipt of notice.

M11.3 All meetings will be conducted according to the Debating Rules.

Debating schedules

DE Debating Schedules

DE1 How are Debating schedules followed

DE1.1 Debating Schedules shall apply in full to meetings of the Executive Committee, Student Council, and Union General Meetings and to all Committee Meetings of the Union.

DE1.2 All motions shall be run as follows:-

All motions and agenda items must be submitted in writing to the Chair or Secretary by voting members in accordance with the following time scale:-

- (a) Student Council – five working days before the meeting
- (b) Executive Committee –three working days before the meeting
- (c) Standing Committees of Student Council – three working days before the meeting
- (d) Standing Sub-Committees of Executive Committee – may be tabled at the meeting
- (e) Motions of Removal from Office – five working days before the meeting
- (f) Union General Meeting – five working days before the meeting
- (g) Amendments to the Constitution or Schedules seven working days.

DE1.3 Every motion for debate shall have a proposer and seconder who shall be a voting member. The proposer shall speak to the motion first. It shall then be open for discussion and may be withdrawn only with the consent of the meeting.

DE1.4 Only one motion shall be discussed at any one time.

- DE1.5 Any proposals to make amendments to the motion will be raised after the proposer has spoken. The Chair shall invite and take a speech against the proposed amendments.
- DE1.6 The Proposer of the amendments shall have the right to sum up before a vote is taken on them.
- DE1.7 Amendments which are passed will be incorporated into the main motion.
- DE1.8 When all amendments have been voted upon, the main motion shall be discussed and voted upon.
- DE1.9 The summation speech shall be allocated on the basis of amendments passed and the final formulation of the main motion. The summation speech shall be allocated at the end of the debate immediately before the vote is taken.
- DE1.10 There shall be no new information or points of information during the summing up speech.
- DE 1.11 Amendments to the Constitution, Schedules and Motions of Removal from Office shall require a two thirds majority to become Union Policy. All other motions shall require a simple majority.
- DE1.12 Emergency Debates may be moved if, and only if, they deal with matters which have arisen since the date for submission of motions has closed, and if a two thirds majority of those present and voting, vote for the discussion of this motion. The motion should be submitted in writing to the Chair before the start of the meeting.

DE2 Points of Order

- DE2.1 Points of Order take precedence over any other business apart from during a vote Points of Order may be raised by any voting member. A point of order can include:-
- (a) A request for a count to ensure that there are enough people at the meeting to make a quorum.
 - (b) A request for a ruling from the Chair on the conduct of the meeting.
 - (c) A request for a Constitutional interpretation.
 - (d) A request that a person who is not an ordinary member of the Union shall be allowed to speak.
 - (e) A request to stop the normal business of the meeting to deal with a specified issue.

DE3 Changing: Procedures

DE3.1 A motion on how the meeting proceeds can be proposed by any voting member of the meeting at any time apart from during a vote. Procedural motions are as follows:-

- (a) No confidence in the Chair of the meeting and a vote to elect a new chairperson.
- (b) Moving straight to a vote.
- (c) To change the order of business
- (d) Having a secret ballot.
- (e) Request for a recount on a vote.
- (f) Referring the issue under discussion to another appropriate body, e.g. The Executive Committee.
- (g) Adjourning the meeting.
- (h) To not vote on the issue under discussion.

The priority of how procedural motions shall be heard will be on the basis of the above listing.

DE3.2 After the procedural motion has been proposed there may be a speech against. If there are no further speeches for and against there will be a vote.

DE3.3 Procedural motions shall require a simple majority to be passed except where otherwise specified in the Constitution.

DE3.4 In the event of any situation arising not being covered by the Debating Schedules then the Chair shall rule on the procedure to be adopted. Such ruling may be the subject of a challenge under the Schedules for procedural motions in DE3.1-DE3.3 above.

R Referendum Schedules

R1 Polling Students on their Opinions

R1.1 A referendum of students' opinions may be held on any issue. A referendum will require a petition containing the name, programme, University student number and signature of at least one hundred (100) ordinary members of the Union submitted to the President or a resolution two thirds majority of those present and voting at Student Council.

R1.2 The petition shall include the matter of the referendum, and the motion to be put forward.

R1.3 A referendum can only be held within higher education University term time

R2 Calling a Referendum

- R2.1 The President will publicise that a referendum has been called for and details of the reasons why within five working days of receipt of the petition.
- R2.2 A Returning Officer, appointed by Student Council, will be responsible for the good conduct and administration of the referendum.
- R2.3 The proposer of the motion shall produce a document not exceeding 2 sides of an A4 sheet outlining the case for the motion which shall be submitted to the Returning Officer within two working days of the submission of the petition.
- R2.4 Where the referendum is called for by Student Council, the proposer shall be the proposer of the original motion.
- R2.5 The Executive Committee shall delegate the responsibility for collating the argument against the motion to an opposer of the motion. The opposer shall produce a document not exceeding two sides of an A4 sheet outlining the case against the motion which shall be submitted to the Returning Officer within two working days of the submission of the petition.
- R2.6 Each document shall be placed on the Unions website.
- R2.7 The Returning Officer shall be responsible for deciding the wording of the question on the referendum ballot paper within five working days from receipt of notice.
- R2.8 The Returning officer shall arrange for a referendum meeting to debate the motion prior to the referendum. The proposer and opposer shall speak for five minutes at the referendum meeting and shall take questions from the floor. At the end of questions the proposer and opposer may sum up their arguments for a further five minutes.

R3 Voting

- R3.1 Polling shall begin three working days after the referendum meeting.
- R3.2 The proposing and opposing documents shall be displayed simultaneously at least two days before polling is to begin.
- R3.3 Voting shall be held under of the election schedules.
- R3.4 The quorum for a referendum shall be five per cent of the ordinary members of the Union. If the quorum is not reached the motion will fail.

R3.7 Where the quorum is reached, a referendum shall require a simple majority of those voting before it is adopted as Union policy. In the event of a tie the motion shall fail.

R4 Complaints

R4.1 Complaints about the conduct of a student or member of Union staff during the referendum shall be dealt with through the Union's appropriate disciplinary procedure once the referendum has been completed.

R5 Results

R5.1 The Returning Officer will be responsible for declaring the result of the referendum once they are satisfied that the referendum has been conducted properly.

R5.2 The result of a referendum will take precedence over any existing policy on the same issue. The issue may not be reopened in any democratic forum of the Union for a period of not less than twelve months.

R5.3 The result will be binding on all members of the Student Council.

RO Removal from Office Schedules

RO1 The Removal of Officers of the Union

RO1.1 The elected officers of the Union may be removed from office by a vote of no confidence from Student Council, submitted in accordance with the Debating Schedules and supported by a two thirds majority of those present and voting.

RO2 The Removal of Student Councillors and Executive Committee members

RO2.1 Can be removed by:-

- (a) A resolution of Student Council submitted in accordance with the Debating Rules and supported by a two thirds majority of those present and voting.
- (b) A vote of no confidence, if the Student Councillor fails to uphold and comply with the University's Code of Conduct, the Club Rules relating to the Union's licensed premises, or the Union's "No Platform Policy".
- (c) A Union Disciplinary Panel, when a case has been proven against them.

- (d) Failing to attend two consecutive meetings of Student Council having failed to provide satisfactory apologies for their absence.
- (e) Executive Committee members failing to attend two consecutive meetings of the Executive Committee having failed to provide satisfactory apologies for their absence.
- (f) Removal of sabbatical officers will firstly be subject to a report from the Trustee Board.

RO3 Removal of Members of Standing Committees

RO3.1 Members of Standing Committees who are also members of Student Council may be removed under RO2.1.

RO3.2 Members of Standing Committees who are not Student Councillors may be removed from office by:-

- (a) Resolution of Student Council supported by a two thirds majority of those present and voting, or by a three quarters majority of the actual membership of the Executive Committee.
- (b) Those failing to attend two consecutive meetings of the Standing Committee and having failed to provide satisfactory apologies for their absence shall be deemed to have resigned.

RO4 Conduct of a Removal from Office Debate

RO4.1 A proposal to remove any member from office shall be treated as a motion under the Debating Schedules. The member concerned shall be entitled to present their case to the Student Council.

RO4.2 The member will be successfully removed from office by a two thirds majority vote at a meeting where the issue is discussed.

RO4.3 Any resignation must be in writing to the Chair of the Student Council. Resignations shall take effect immediately, and be reported to Student Council.

RO4.4 Any member of Student Council whilst on suspension from the Union for a breach of the Union Student Behavioural Expectation Policy, the Club Rules relating to the Union's licensed premises or the Union's "No Platform Policy" shall automatically relinquish their right to attend Student Council meetings pending and during consideration of the matter.

RO4.5 In the case of any vacancy arising, Student Council may determine to hold a by-election in accordance with the Election Rules.

RO5 Appeals

- RO5.1 In the case of RO1.1, RO2.1a, RO2.1b and RO3.1 being realised the removed individual shall have the right to appeal to an additional meeting of Student Council. Written notice of the appeal shall be received by the Chair of Student Council no later than two working days after the decision of removal was made.
- RO5.2 The Chair of Student Council shall call the additional meeting within five working days of receipt of the written notice. The decision of this meeting shall be final.

Societies Schedules

S Societies' Schedules

S1 Societies Committee

- S1.1 There shall be a Societies Committee, which will be convened by the Vice-President Recreation or nominee.
- S1.2 Membership of the Societies Committee shall be made up of one representative from each recognised society plus the Vice-President Recreation or nominee and the Activities Officer or nominee.
- S1.3 The quorum for the Societies Committee shall be three.
- S1.4 The Societies Committee shall approve grant aid to societies and act as a channel of communication between the societies and the Vice-President Recreation, Activities Officer, the Executive Committee and Student Council.
- S1.5 The Societies Committee shall nominate one member to be a member of Student Council, excluding the Vice-President Recreation or Activities Officer.

S2 Societies' Committee Meetings

- S2.1 Items for the agenda shall be submitted to the Vice President Recreation or their appointed nominee three working days before the designated start of the meeting.
- S2.2 The order of business shall normally be the following:-
- (a) Apologies
 - (b) Minutes of the last meeting
 - (c) Matters arising from the minutes of the last meeting
 - (d) Agenda items
 - (e) Issues for debate

S2.3 The Debating Rules shall apply in all meetings.

S3 The Function of Societies

S3.1 Each society shall have the following functions:-

- (a) To have a minimum of ten members
- (b) To elect a Committee
- (c) To act as a channel of communication between its members
- (d) To agree the fee level of its own membership, which may be zero
- (e) To advise the Executive Committee on the development and training needs of its officers.
- (f) To explore ways of developing support systems for its members
- (g) To apply for grant funding according to criteria laid down by the Societies Committee, subject to the schedules of this Constitution, and the University and Students' Union Code of Practice.

S3.2 The elected committee of each society should meet at least once per term and shall notify the Vice-President Recreation or their nominee.

S4 Ratification

S4.1 No society may receive funds from the Union or use Union facilities without recognition from the Executive Committee or Student Council.

S4.2 To be considered for recognition the society shall lay before Student Council a constitution, a plan of activities and a list of ten prospective members.

S4.3 No society may be recognised if its aims and objects conflict with those of the Union.

S5 Forming a Society

S5.1 Any society that wishes to be recognised by the Union shall present to the Vice-President Recreation or their appointed nominee:-

- A list of a minimum of ten signatures of ordinary members of the Union.
- The proposed membership fee, if any
- A constitution for the proposed society to include:-
 - (a) The name of the society
 - (b) The aims and objectives of the society, which shall not be contrary to those of the Union, save that this restriction shall not

- be interpreted so as to preclude the establishment of party political, religious or ethnically based societies or clubs
- (c) Provision for the election of a Committee to include as a minimum of three key contacts
 - (d) The responsibilities of the Committee
 - (e) Provision for General Meetings for all members of the society.
 - (f) Provision for an Annual General Meeting at which elections for the Society committee shall be held and an income and expenditure account presented

S6 Funding for Societies

- S6.1 Societies Committee shall authorise grant aid for recognised societies from monies within the Union Societies budget.
- S6.2 At the beginning of each academic year, or when a new society is formed each society must submit a draft budget and plan of proposed activities for the coming year.
- S6.3 To receive funding an eligible society shall submit a budget proposal to the Vice-President Recreation or their nominee for consideration by the Societies Committee, at least three days prior to the meeting.
- S6.4 Allocation of funds must be authorised by the Vice-President Recreation or their appointed nominee and the relevant senior manager or their nominee prior to use.
- S6.5 All societies shall be given a budget number by the Union. Any request for expenditure must be signed off by the Vice-President Recreation or their nominee and the relevant senior manager or their nominee.

S7 Responsibilities of Societies

- S7.1 No member of a society may commit either the society or the Union to any expenditure without prior authorisation through the Union's budgetary control system.
- S7.2 The society shall be responsible for promoting itself to encourage new membership.
- S7.3 The committee of each society will produce an activity report and the key contacts will be responsible for submitting an income/ expenditure sheet to the Societies Committee at the end of each academic term following a request from the Vice-President Recreation or their nominee.
- S7.4 The society shall not hold its own bank account and all its finance will be administered through the Union.

- S7.5 The key contacts shall be responsible for the smooth running of any social events and activities and shall be responsible for convening any meetings.
- S7.6 The key contacts shall be responsible to the Vice-President Recreation or their nominee for ensuring that all expenditure is legitimate and that it does not exceed the society's allocation for that year. The Vice President Recreation or their approved nominee shall ensure that an accurate list of all equipment purchased is kept and all equipment is held within the Union.
- S7.7 The key contacts shall ensure that all income received by the society is paid directly into the Union accounts.
- S7.8 Failure to abide by this schedule and the Union Constitution may result in suspension of the society by the Executive Committee or Student Council.

Sports Association Schedules

SA Sports Association Schedules

SA1 Sports Association

- SA1.1 There shall be a Sports Association to which all sports card holders shall be affiliated.
- SA1.2 The Sports Association shall have the following functions:-
- (a) To represent the University, its name and to abide by the Student Behavioural Expectation Policy and the University Students' Code of Conduct
 - (b) To act as a channel of communication between the members of Sports Clubs in the Union and the Executive Committee and Student Council.
 - (c) To develop the provision for Sports Clubs and individual sporting activities inside the Union.

SA2 Sports Association Meetings

- SA2.1 Sports Association meetings shall be held at least once per term and shall be convened by the Vice-President Recreation or their nominee.
- SA2.2 Items for the agenda shall be submitted to the Vice-President Recreation or their nominee three working days before the designated start of the meeting.
- SA2.3 The order of business shall normally be the following:-

- (a) Apologies.
- (b) Minutes of the last meeting.
- (c) Matters arising from the minutes of the last meeting.
- (d) Agenda items.
- (e) Issues for debate.

SA2.4 The Debating Schedules shall apply in all meetings

SA3 The Sports Association Committee

SA3.1 The Sports Association Committee shall be made up of a representative from each sports club, a representative from each non team sport, Sports Association staff (non-voting), the Activities Officer and the Vice President-Recreation or their nominee.

SA 3.2 A quorum for the Sports Association Committee shall be three voting members.

SA3.2 The terms of reference of the Sports Association Committee shall be:-

- (a) To explore ways of developing systems to support sports clubs and individual sports activities.
- (b) To update and advise the Executive Committee and Student Council on the development of the Sports Association.
- (c) To co-ordinate sporting provision within the University.
- (d) To co-ordinate sports events.
- (e) To agree the fee level of sports cards and report to the Trustee Board.

SA3.3 The Sports Association Committee shall meet at times nominated by the Vice-President Recreation or their nominee after consultation with the Committee.

SA4 Funding

SA4.1 No club or individual sporting activity may receive funds from the Union or use Union facilities without recognition by the Vice-President Recreation or their nominee, or the relevant senior manager or nominee.

SA4.2 No club may be recognised if its aims or objectives conflict with those of the Union.

SA5 Funding for Clubs

SA5.1 The Sports Association staff and the relevant senior manager shall allocate monies from the Union budget, which shall be for grant aid for recognised sports clubs.

- SA5.2 Allocation of funds must be authorised by the Vice-President Recreation or their nominee and the relevant senior manager prior to use.
- SA5.3 All clubs shall be given a budget number by the Union. Any request for expenditure must be approved by the Vice-President Recreation or their nominee and the relevant Union senior manager or nominee.

SA6 Responsibilities of Recognised Sports Clubs

- SA6.1 All recognised Sports clubs must have a constitution which includes the holding of annual elections, approved by Student Council or the Executive Committee.
- SA6.2 No member of a recognised Sports club may commit either the club or the Union to any expenditure without prior authorisation through the Union's budgetary control system.
- SA6.3 A recognised Sports club shall be responsible for promoting itself to encourage new membership.
- SA6.4 A recognised Sports club shall not hold its own bank account and all its finances will be administered through the Union.
- SA6.5 The captains of recognised Sports clubs shall be responsible for the smooth running of any Sports club social events and activities and shall be responsible for convening any Sports club meetings.
- SA6.6 The Vice-President Recreation or their nominee shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the Sports club allocation for that year. The Vice-President Recreation or their nominee shall also ensure that an accurate list of all equipment purchased by each recognised Sports club is kept and all equipment is held within the Union.
- SA6.7 The Vice-President Recreation or their nominee shall ensure that any income received by each Sports club is paid directly into the Union accounts.
- SA6.8 Failure to abide by these Schedules and the Union Constitution may result in Union recognition of the Sports club by the Executive Committee or Student Council being suspended.

FN Finance Regulations Schedules

Finance Regulations Schedules

FN Finance Regulations Schedules

FN1 The full Finance Regulations are set out in a Financial Procedures manual, which shall include the following provisions:-

FN1.1 The financial year of the Union shall be from 1st August to 31st July.

FN1.2 The President of the Union shall oversee all Union accounts and liaise with the relevant Senior Manager to monitor all Union finances subject to direction from the Trustees Board.

FN1.3 The relevant Senior Manager shall have the responsibility for the administration of the Union's financial affairs.

FN1.4 The Trustees Board shall be ultimately accountable for the Unions' financial management and control. Trustees, in the event of a conflict of interest must act in the best interests of the Union, demonstrate a duty of care and due diligence to the Union, and act in accordance with the rules set out under the Staff Protocol Agreement.

FN2 Book of Accounts

FN2.1 The Union shall keep and maintain sufficient records of accounts.

FN2.2 Recognised clubs and societies and other bodies of the Union shall not operate any accounts external to the Union of any description whatsoever and every such body must direct its financial transactions through the appropriate Union accounts.

FN3 Regulation

FN3.1 The Union shall be registered with the Charities Commission and its accounts will be regulated and compliant with the requirements as laid out by Charities Law.

FN3.2 An external registered auditor shall audit the accounts of the Union on an annual basis. The final audited accounts shall be available to the Trustees Board for approval. Once approved the Trustees shall sign the final accounts, these will then be made available to Student Council to note and placed on the Unions website.

FN4 Budgetary Control

- FN4.1 The Trustees Board in conjunction with the senior managers shall be responsible for budgetary control.
- FN4.2 All income and expenditure shall, on a monthly basis, be reconciled against those department/cost centres and monthly management accounts submitted to the Trustees Board. The relevant Senior Manager shall be responsible for monitoring performance against budget and reporting these results to the Trustees Board.
- FN4.3 Budgets shall be drawn up for all areas of proposed expenditure. These areas shall be determined by the Trustee Board with advice and consultation with Senior Managers.
- FN4.4 The approved budgets in the form of a budget proposal shall be presented together with the previous year's expenditure figures to the Board of Governors on an annual basis.
- FN4.5 The Union budget will be received and noted by Student Council.

FN5 Income

- FN5.1 All income received shall be processed in accordance with the Financial Procedures Manual.

FN6 Expenditure

- FN6.1 Expenditure may only be incurred against a department/cost centre by the person(s) accountable for the control of that department/cost centre.
- FN6.2 Any goods or services ordered under the Unions accounts must be carried out under the procedures as set out in the Financial Procedures Manual.
- FN6.3 Where relevant expenditure relates to contracts for hire purchase, lease, rent or maintenance, then such contracts shall be presented to the Trustee Board accompanied by such competitive quotations as agreed necessary. Such contracts shall only be signed by the President and relevant Senior Manager following the approval of the Trustee Board.
- FN6.4 Purchase orders must be completed and authorised by the relevant Senior Manager for all purchases.

FN7 Payments

- FN7.1 All payments are to be effected in accordance with the Financial Procedures Manual.
- FN7.2 Payments will not be made unless appropriate authorisation has already been given.
- FN7.3 No payments may be made for party political purposes, but this shall not prevent affiliation to a recognised national student body as per the Core Constitution.

FN8 Union business expense reimbursements

- FN8.1 Any expenses incurred by elected Officers of the Union, Union staff, students or appointees which relate directly and wholly for Union business may be claimed, with the prior agreement of the relevant Senior Manger.
- FN8.2 The Union has adopted a Travel and Subsistence Policy which allows for the reimbursement of any reasonable travel expenses incurred whilst carrying out the business of the Union, with the prior approval of the relevant Senior Manager and must be made in accordance with the Financial Procedures Manual.
- FN8.3 Elected Officers and Union staff may be compensated for use of private vehicles on legitimate Union business, where prior approval has been given, at the appropriate mileage rates approved by the Inland Revenue and in accordance with the Travel and Subsistence Policy.
- FN8.4 The allowable mileage claim is calculated as the shortest of either the journey from the normal place of work to destination, or the actual mileage incurred.
- FN8.5 All expenses must be agreed with the relevant Senior Manager. Payments of up to the value of £50 can be made from petty cash, for any expenses over £50 a cheque will be issued.

FN9 Bank Accounts

- FN9.1 The Unions bank accounts shall be held under the title of the Thames Valley University Students' Union, or Thames Valley University Students' Union Trading Outlets.
- FN9.2 The bank mandate shall include two lists of cheque signatories. List one shall contain the sabbatical officers/ Trustees of the Union and list two shall contain senior managers. There must be one signatory from each list for all cheques raised.
- FN9.3 The Bank Mandate must be reviewed periodically in line with the period of office of the Sabbatical Officers/ Trustees.

FN10 Investments

FN10.1 Any Union cash surpluses may be invested in short term deposits. Funds may only be placed in secure, low risk opportunities.

FN11 Stock and Fixed Assets

FN11.1 Stock should be held at a minimum level, it should be kept secure and adequate records maintained. Regular stock counts should be performed.

FN11.2 Items purchased above the value of £300, which have a long term usage will be capitalised under fixed assets.

FN11.3 The relevant Senior Manager shall ensure an adequate register of the Unions' fixed assets is maintained, and that assets are kept secure.

FN11.4 Where appropriate assets of the Union shall be disposed of with the prior authorisation of the Trustee Board.

FN11.5 For capital assets purchased by Societies or Sports, a separate Inventory of assets will be held by the relevant department.

FN12 Loans

FN12.1 The Union shall be empowered to raise loan finance subject to the prior approval of the Trustees Board and the Executive Committee, subject to the terms and conditions of the University's Financial Memorandum.

FN13 Guarantees/Indemnities and Financial Agreements

FN13.1 The Trustees and Senior Managers of the Union shall be empowered to enter into financial agreements, guarantees or indemnities as may be required in the pursuit of the aims and objectives of the Union. Authorisation must be made in the form of two signatories; one must be by a sabbatical Officer/Trustee, and the second by the relevant Senior Manager of the Union. Such agreements shall be entered into subject to the terms of the University's Financial Memorandum.

FN14 Financial risk and Insurance

FN14.1 The Union must ensure that it has sound financial control systems in place.

FN14.2 The Union's financial risk shall be reviewed and monitored under the Union's Management Risk Register, and annually submitted to the Trustee Board, the University and any other body for regulatory purposes.

FN14.3 The relevant Senior Manager shall be responsible for ensuring that proper insurance cover is undertaken, including fire risks, theft, damage and loss of property, terrorism, staff indemnity, public liability and employee's liability.

FN14.4 Any financial anomalies, irregularity or suspicion of fraud should be notified to the Trustee Board immediately, and actions taken in accordance with the Financial Procedures Manual.

FN15 Winding Up

FN15.1 In the event of the Union or other associated business, outlet or affiliated trading operation being closed or "wound up" for whatever reason, any remaining assets will be transferred to the successor or parent body.

FN16 Breaches of Finance Regulations

FN16.1 All members of the Union must comply in accordance with these financial regulations.

FN16.2 Any breaches of Finance Regulations Schedules may result in action under the appropriate Union Disciplinary Procedures. The relevant Senior Manager must immediately report any instances to the University.

P Student Complaints Procedure Schedules

P1 The Right to Complain

P1.1 A student or group of students shall have the right to complain and have that complaint dealt with promptly and fairly. The following are grounds for complaint:-

- (a) Dissatisfaction in dealings with the Union
- (b) A claim of unfair disadvantage by reason of having exercised the right to 'opt out' of membership of the Union.

P1.2 The Union shall take all necessary steps to try to put matters right if a student or group of students is dissatisfied with the service they have received.

- P1.3 It should be noted however, that compliance with the law regarding Licensed Club premises and charity law regarding the Unions charitable funds are overriding duties. Therefore, a student who was dissatisfied with the Union for carrying out its legal duties to the best of its ability, would not, and could not have that complaint upheld.

P2 Informal Procedures

- P2.1 It is anticipated that the majority of problems encountered by students will be resolved through informal talks with appropriate Union officials.
- P2.2 Students are, therefore, encouraged to discuss matters of complaint in the first instance with a senior manager and/or the President or nominee. There may be occasions when this will not be the most appropriate route, and in those circumstances the matter will be referred to the Executive Committee instead and formal procedures adopted.
- P2.3 During the informal stage the facts of the matter will be ascertained and every attempt made to resolve the problem routinely. If this cannot be achieved the student/students will be advised on whether formal procedures should be invoked.

P3 Formal Procedures

- P3.1 Formal complaints must be made in writing by the student to the President or nominee. The complainant must make clear:-
- (a) The substance of the complaint
 - (b) The redress to be sought
- This must take place within ten working days of the end of informal talks. The President shall be responsible for passing the complaint to a committee of Student Council.
- P3.2 The President will convene a meeting of a committee of Student Council to hear the case within five working days of receipt of a formal complaint. The complainant will be informed in writing of the date, time and venue of the meeting and will be expected to attend. The complainant will have the right to be accompanied by a student of the University or member of Union staff with responsibility for representation. The outcome of the hearing will be communicated to the complainant in writing within five working days of the hearing. This shall then be reported to the Trustee Board for information.
- P3.3 A decision by the Student Council shall be final, subject to any pending appeal under P4 below. A decision by the Trustee Board is the end of the Union's internal procedures.

P4 Right of Appeal

- P4.1 Where a student or group of students still remain dissatisfied it will be possible to request an independent and impartial appeal by a party or organisation outside the Union.
- P4.2 Upon receipt of the written notification from the Chair of the Trustee Board to the complainant, there will be a period of ten working days in which a written request to the University Secretary & Registrar as Clerk to the Board of Governors may be made by the complainant asking for an appeal to be heard by an independent arbitrator. The letter must contain detailed reasons for the request, the substance of the complaint and the redress sought. A copy of the letter should also be lodged with the President of the Union or nominee.
- P4.3 In order to be eligible for an independent appeal, the written request must be received by the University Secretary & Registrar as Clerk to the Board of Governors within the time limits stated otherwise the appeal will be rejected.

P5 Independent Arbitrator

- P5.1 The Arbitrator shall be a person external to the University who shall be appointed by the Board of Governors as required by the Education Act 1994 Part II.

P6 The Complaint

- P6.1 All evidence in relation to the complainant shall be submitted in writing thus removing the need for students to present their evidence in person. The Arbitrator will come to a decision on the basis of the written evidence provided by both parties, and will report back to the Board of Governors

P7 Summary

- P7.1 One of the requirements of the Education Act 1994 – Part 11 is that complaints are dealt with promptly. In order to achieve this, time limits shall be applicable to each stage. Students who fail to observe any of the time limits applicable at each stage of the Complaints Procedure shall relinquish the right to proceed any further in the process.

Behavioural Expectation Policy Schedules

BE Behavioural Expectation Policy Schedules

BE1 Scope

BE1.1 This policy applies to all members of the Union

BE2 Introduction

BE2.1 The Union aims to foster a community with an atmosphere of trust, harmony and respect. The Union's priority is to work in the best interests of the membership by providing a safe environment within our designated premises and during all Union activities on and off University premises. The Behavioural Expectation Policy is designed to underpin this understanding.

BE3 Policy

BE3.1 Members are expected to conduct themselves according to the guidelines laid out in the following University and Union documents.

- (a) The University Students' Code of Conduct
- (b) The Union Behavioural Expectation Policy
- (c) The Union Club Rules relating to the Union's licensed premises
- (d) The Union's 'No Platform Policy'

Members are obliged to read, understand and comply with the above documents.

BE3.3 Full copies of the documents will be available via the Unions Web site.

BE3.4 Members are also expected to:-

- (a) Carry their University Identification Card at all times and produce it when entering the Union's buildings, and on request by a member of Union staff, sabbatical officer or outside security firm employed by the Union or the University;
- (b) Treat Union property and materials with care and respect;
- (c) Treat all Union staff, students and visitors with courtesy and respect.

BE3.5 In support of its aims, the Union will take disciplinary action against any member committing a breach of this Behavioural Expectation Policy.

BE4 Geographical Limits of Jurisdiction

- BE4.1 The Behavioural Expectation Policy covers activities and behaviour in all buildings and premises managed by the Union.
- BE4.2 In addition, the policy may be invoked for activities and behaviour of members off Union premises.
- BE4.3 The following list gives examples where the Policy may be applied but should not be considered exhaustive:-
- (a) Car parks managed by the Union
 - (b) Sports fields/grounds managed by the Union
 - (c) Sporting events held at other Colleges or Universities involving members of the Union
 - (d) Sports tours involving members of the Union
 - (e) Trips in this country and abroad arranged by the Union for student groups
 - (f) Entertainment/balls held off campus by the Union or recognised clubs and societies
 - (g) Clubs and societies events held off campus

BE5 Application

- BE5.1 The Behavioural Expectation Policy applies to all members and in particular to the following categories of membership:-
- (a) All members of the Union including Sabbatical Officers
 - (b) All Associate members of the Union including 'Opt Out' students
 - (c) All Temporary members of the Union
 - (d) All Honorary members of the Union
 - (e) All University and Union staff on premises or engaged in Union activities.
- BE5.2 All areas of student membership are subject to the University's Students' Code of Conduct demanding reasonable and considerate behaviour.
- BE5.3 Clubs and societies of the Union may also have disciplinary action applied against them as a whole.
- BE5.4 Honorary members and Associate members who are not students at the University, and members of other Students' Unions affiliated to NUS shall be the subject of standard discipline sanctions.
- BE5.5 Guests are the responsibility of the introducing student member and are not subject to disciplinary procedures but may be dealt with via agreed sanctions in force at that time.

- BE5.6 In the event of a guest causing damage to property or breaching good order, the member who signed that guest in bears full responsibility for their guest's actions.
- BE5.7 If a disciplinary hearing is necessary the introducing member will be the accountable party.

BE6 Disciplinary Action

- BE6.1 The Student Disciplinary Procedures in force at the time shall be invoked following a breach of the Behavioural Expectation Policy.
- BE6.2 The Union reserves the right to request the University to take additional disciplinary action where necessary.

Student Disciplinary Schedules

DP Student Disciplinary Schedules

DP1 Scope

- DP1.1 Student Disciplinary Procedures apply to all categories of Union membership.

DP2 Introduction

- DP2.1 This schedule shall provide the framework for dealing with disciplinary matters in regard to student members.
- DP2.2 It shall be the responsibility of the Union and its officers to ensure that disciplinary action is uniformly and fairly applied.
- DP2.3 The overall aim of disciplinary action is to prevent unacceptable standards of conduct or behaviour, contrary to the established Behavioural Expectation Policy of the Union.

DP3 Authority to Discipline

- DP3.1 The Union derives its disciplinary authority from its contract with the individual student who has formally recognised their automatic membership by enrolling at the University.
- DP3.2 It also derives its authority from being the recognised Students' Union of the University under the Articles of Government of the Higher Education Corporation, Thames Valley University.

DP4 Making a Complaint

DP4.1 A complaint about the conduct or behaviour of any member of the Union may be made by any of the following persons:-

- (a) Any member of Union staff
- (b) A member of the Executive Committee
- (c) Any ordinary member

DP4.2 The senior managers or their nominee (s) retains the right to take such temporary disciplinary action as is permitted under the Union Registered Club Rules so as to maintain good order on Union premises, pending further action.

DP5 Temporary Action and the Power to Exclude

DP5.1 The Union has a duty of care to its membership to ensure that they are protected from unnecessary risk.

DP5.2 Where the element of risk is deemed to be unacceptable, key members of staff have the authority to exclude a person from remaining on Union premises or attending a function for the rest of the day where dangerous or unreasonable behaviour occurs.

DP5.3 The following have the power to immediately exclude:-

- (a) Sabbatical Officers of the Union
- (b) The senior managers or their nominee
- (c) The Bar Manager/stewards
- (d) Security personnel.

DP5.4 They must inform the member that as a result of their behaviour disciplinary action may be taken at a later date and that the disciplinary procedure will be put into effect.

DP6 Procedure

DP6.1 Complaints along with any statements shall be addressed to the relevant senior manager of the Union or their nominee.

DP6.2 The senior manager or their nominee shall decide in conjunction with the President or their nominee whether there is a cause for complaint or discipline. This decision shall be final.

DP6.3 The President or their nominee and the relevant senior manager or their nominee has the authority to suspend a student member for up to four weeks.

DP6.4 The suspension shall then be reviewed at the end of this period, to determine whether continued suspension or further disciplinary action is appropriate.

- DP6.5 The student who is the subject of the complaint may also request such a review at any time during the four weeks if they so wish.
- DP6.6 The relevant senior manager or their nominee shall ensure that the offence is investigated and the due process initiated within five working days. The investigation will establish whether the offence is a minor offence to be dealt with under DP7 or a more serious offence to be dealt with under DP10. The investigation will involve the member who is the subject of the complaint being told of the nature of the events complained about, and being asked to provide in writing their account of the matters complained about.

DP7 Minor Offences

- DP7.1 Once an offence has been investigated, the member who is the subject of the complaint shall be contacted by the staff member administering the system by letter, normally within five working days of the categorisation of the offence.
- DP7.2 The letter shall state the following:-
- (a) The nature of the offence
 - (b) The punishment levied
 - (c) The member's right to appeal within five working days of the receipt of the letter to the relevant senior manager or their nominee for a summary hearing if they dispute the charge, or wish to provide mitigation for their conduct.
- DP7.3 Upon receipt of the letter the member shall settle any fine within five working days of receipt of the letter.
- DP7.4 If the member is unable to pay the full amount within that time a staggered payment system can be arranged but the first repayment must occur within the five (5) days.
- DP7.5 Failure by the member to settle the fine, or part of it, within the given time period may result in further penalties being incurred.
- DP7.6 Once the fine has been settled in full, the member shall be reinstated to use Union facilities.
- DP7.7 The member's details will be recorded onto a disciplinary database, following a proven case.

DP8 Summary Hearing Procedure

- DP8.1 Cases categorised as minor but not concluded under DP7, will be dealt with by a panel Chaired by the relevant senior manager or their nominee who shall write to the member who is the subject of the complaint, normally within five working days of the report.

- DP8.2 The letter to the member shall contain the following information:-
- (a) Nature of the offence.
 - (b) Date and time of hearing with the relevant senior manager, Chair of the panel, or their nominee plus one other member of the Executive Committee or Council.
 - (c) The member's right to be represented by a friend/colleague at the hearing, the friend/colleague shall be an ordinary member of the Union, or a member of Union staff with responsibility for representation.
 - (d) The member's right to call witnesses to the alleged offence.
- DP8.3 The letter shall be sent to the member's address registered with the University by first class post.
- DP8.4 The hearing itself shall be held in private save that the member who is the subject of the complaint is entitled to be represented as per who DP 8.2 (c).
- DP8.5 A confidential record shall be kept of all such hearings and for this purpose the relevant senior manager or their nominee may require the attendance of a staff member.
- DP8.6 The panel and the member who is the subject of the complaint may call witnesses where appropriate, to give evidence which relates to the matter.
- DP8.7 If a minor case is proven, then the Chair of the panel shall inform the member of the penalty, normally within five working days of the conclusion of the hearing.
- DP8.8 The letter to the member shall include the member's right to appeal to the President within ten working days of letter being sent.
- DP8.9 Failure to comply with the penalty, or ignoring the procedure, shall be deemed to be an offence and dealt with accordingly.
- DP8.10 A record of the outcome of the hearing will be recorded on a disciplinary database.
- DP8.11 Where a member is found to have committed offences on more than one occasion, the penalty for later offences may reflect the member's previous disciplinary record.
- DP9 Right of Appeal**
- DP9.1 A member may appeal against the decision of the summary hearing by giving written notice, which must contain their grounds for appeal,

to the President within five working days of being sent the outcome of the hearing.

DP9.2 Appeals can only be made on the following grounds:-

- (a) New and relevant evidence or information which was not available for consideration at the time of the disciplinary hearing has become available.
- (b) The severity of the punishment imposed by the summary hearing was excessive for the offence committed.
- (c) The panel failed to follow the Student Disciplinary Schedules correctly.
- (d) The findings of the panel were manifestly perverse.

DP9.3 Upon receipt of a valid written notice of appeal the President shall convene a hearing to hear the case within five working days.

DP9.4 The President may nominate a member of staff to accompany them at the hearing.

DP9.5 The President's decision shall be final and will conclude the matter.

DP9.6 At all stages, reports and papers shall be made available to the member who is the subject of the complaint.

DP10 Disciplinary Board

DP10.1 Cases that the relevant senior manager or their nominee deems to be of a more serious nature, and as such merit a more protracted investigation, shall come before the Disciplinary Board, or will be referred to the University.

DP11 Membership of the Disciplinary Board

DP11.1 The Disciplinary Board shall consist of three members, normally

- (a) Chairperson : A senior manager of the Union or nominee
- (b) Two members of the Executive Committee

DP11.2 The senior manager or their nominee shall appoint a secretary from the Unions staff.

DP11.3 A senior manager or their nominee shall present the case on behalf of the Union.

DP11.4 Those chosen to sit on the Disciplinary Panel shall declare any vested interest in the case prior to the hearing taking place, including investigation of the case at an earlier stage, and so be disqualified from sitting on the panel.

- DP11.5 The remainder of the Panel shall decide upon an impartial replacement.
- DP11.6 If any member alleges that a member of the Panel has a vested interest then the Chair, whose decision is final, shall decide the matter.
- DP11.7 If the Chair has, or is deemed to have an interest then another member of senior staff, not previously involved with the case, or the University Secretary as Clerk to the Board of Governors may be asked to nominate a member of University staff to act as Chair.
- DP11.8 It should be noted that the Disciplinary Panel does not act as a court of law in such matters but ensures that the best interests of the membership as a whole are served.

DP12 Disciplinary Hearing

- DP12.1 The Chair shall ensure that a letter is sent by first class post to the address of the member registered with the University, who is the subject of the complaint, normally five working days before the date of the hearing.
- DP12.2 The letter shall include the following information:-
- (a) Date, time and venue of the hearing
 - (b) Details of the alleged offence
 - (c) All relevant references to the Student Disciplinary Schedules and the Behavioural Expectation Policy Schedules
 - (d) Any interim measures taken by the relevant senior manager or their nominee
 - (e) The availability of the Chair, if required, to advise the member of procedure
 - (f) The membership of the Disciplinary Panel
 - (g) The member's right to be represented by a friend/colleague at the hearing, the representative shall be an ordinary member of the Union or member of Union staff with responsibility for representation.
 - (h) The member's right to have witnesses heard at the meeting
 - (i) An invitation for the member to submit a written statement in advance of the hearing
 - (j) Notice that if they fail to attend without providing a valid reason in advance the hearing will proceed as stated in their absence.

DP13 The Disciplinary Hearing

- DP13.1 The hearing shall, unless agreed otherwise by all parties concerned, be heard on a weekday.

DP13.2 The member who is the subject of the complaint and the complainant will be heard in the same room except under exceptional circumstances where the panel feels a fair hearing could not be conducted with both parties appearing together.

DP13.3 The hearing shall follow the procedure laid out below:-

- (a) Introductions.
- (b) The nature of the offence is read out.
- (c) The senior manager or their nominee shall present the case against the member. Witnesses shall be subject to examination, cross-examination and re-examination and the senior manager or their nominee shall then complete the presentation of their case.
- (d) The member shall then present their case and witnesses. Alternatively, the member's representative may present their case and the member may give evidence as a witness.
- (e) The panel can question either or both of the two parties and any witnesses.
- (f) The member or their representative shall have the right to address the panel last.

DP13.4 If the Chair decides that it is not reasonably possible for a witness to attend, a written statement shall be admissible as evidence but the weight of any such evidence which cannot be tested must be deemed accordingly.

DP13.5 The member or the complainant may challenge such a statement.

DP13.6 If the challenge to such statement is, in the opinion of the panel, substantiated, such statement shall not be admitted as evidence.

DP14 Deliberation and Decision

DP14.1 At this point the panel will ask all others to leave, and ask the member who is the subject of the complaint to wait in an appropriate location, whilst the panel considers the matter.

DP14.2 Where the panel is able to reach a majority decision there and then, the member who is the subject of the complaint will be invited back into the hearing together with their representative and told the decision reached, any sanctions imposed, the right of appeal and the procedure for appeal.

DP14.3 This decision will then be confirmed in writing and sent to the member who is the subject of the complaint by first class post, within five working days.

- DP14.4 Where the panel is unable to reach a majority decision on the day, the member who is the subject of the complaint and their representative, if present, will be informed.
- DP14.5 The member who is the subject of the complaint will be informed that the decision will be made and sent by first class post within five working days, to their registered University address.
- DP14.6 The secretary appointed by the senior manager (Chair of the panel) or their nominee must keep a full set of confidential minutes.
- DP14.7 These minutes will be available to members of the panel and members of the Appeals Panel if it is called.

DP15 Powers of the Disciplinary Panel

Where the panel finds on the evidence available that the offence has occurred, the panel has the power to:-

- (a) Issue a formal warning (membership shall be reinstated but a permanent record of the warning is kept which shall be referred to if the member should re-offend)
 - (b) Suspend the offender from using the Union and its facilities for a length of time deemed appropriate by the Disciplinary Panel
 - (c) Require full recompense for all damage done or loss incurred as a result of the misdemeanour
 - (d) Impose a financial penalty on the member (membership is suspended until such a time as the penalty is paid)
 - (e) Permanent ban from the Union (Expulsion).
- DP15.2 Such penalties may be used in conjunction with one another or as alternatives.
- DP15.3 Where appropriate and particularly when the offence is of a serious nature, the Disciplinary Panel has the power to refer the case to the University for consideration under its own procedures.

DP16 Appeals

- DP16.1 A member may appeal against the decision of the Disciplinary Panel by giving written notice, which will contain their grounds for appeal, to the Trustee Board within ten working days of being sent the decision of the Disciplinary Panel.
- DP16.2 Appeals can only be made on the following grounds:-
- (a) New and relevant evidence or information which was not available for consideration at the time of the disciplinary hearing has become available.

- (b) The severity of the punishment imposed by the disciplinary hearing was excessive for the offence committed.
- (c) The panel failed to follow the Student Disciplinary Procedures Schedules correctly.
- (d) The findings of the panel were manifestly perverse.

DP16.3 The Trustee Board shall consider the written appeal and decide whether there is a case to be heard.

DP16.4 If no case is to be heard, the Trustee Board shall inform the student in writing of this decision as soon as possible.

DP16.5 The Procedure for the appeals hearing shall be a paper based appeal.

DP16.6 The Appeals Panel shall consist of three members, normally:-

- (a) A senior staff manager of the Union or appointee, or a member of University staff as nominated by the University Secretary & Registrar as Clerk to the Board of Governors.
- (b) A member of the Trustee Board
- (c) An additional member of the Executive Committee

DP16.7 Those chosen to sit on an Appeals Panel shall declare any vested interest in the case prior to the commencement of the hearing, and would, therefore, be automatically disqualified from the proceedings. It would be for the remainder of the panel to decide on an impartial replacement.

DP16.8 The Appeal Panel has the power to overturn the original decision of the Disciplinary Panel, impose a different penalty or increase or decrease the original penalty.

DP16.9 The decision of the Appeals Panel shall be communicated in the same way as a Disciplinary Panel hearing.

DP16.10 The decision of the Appeals Panel shall be final in all cases.

DP17 Suspension

DP17.1 If a member is suspended they lose the following privileges for the period of the suspension:-

- (a) Use of Union buildings and facilities.
- (b) Participation in recognised sports clubs and societies' events.
- (c) Membership of any committee or sub committee of the Union/Club.
- (d) Voting at elections (if elections take place during the period of suspension).
- (e) Ability to attend governance meetings of the Union.

DP17.2 The Disciplinary Panel may also, at its discretion, permanently remove the member's rights to any or all of the following privileges:-

- (a) Use of Union facilities
- (b) Attendance at Union functions
- (c) Ability to sign in visitors/guests
- (d) Take part in Union activities

DP17.3 The member who has had their privileges removed or suspended shall not be entitled to a refund of any fees or subscription paid by them or on their behalf or to stand for any Union Office.

DP17.4 Failure to comply with these sanctions shall constitute a disciplinary matter.

DP17.5 The member shall, unless decided otherwise at the time of determining the penalty, remain suspended from the Union until such a time as they make good any damage caused or monies owed to the Union.

DP18 Students' Rights to representation

DP18.1 The member who is the subject of the complaint shall be entitled to bring to any hearings a friend or colleague to represent them.

DP18.2 This representative shall be an ordinary member of the Union or a member of Union staff with responsibility for individual representation.

DP18.3 The representative can also present the case during the procedures if the member who is the subject of the complaint so desires.

DP18.4 If the relevant member of Union staff feels that they are not in a position to represent the student member impartially they are entitled to refuse such a request.