

UNIVERSITY OF DERBY
STUDENTS' UNION



CONSTITUTION

Ratified by AGM
Feb 2009

Ratified by Union Council
May 2009

Approved by Governing Council
March 2009

Section 1 and 2

These sections set out the name of the organisation and what it is there to do. All the activities of University of Derby Students' Union need to reflect the aims and objectives ('Vision' and the 'Values').

1. Name

1.1 The name of the Union shall be 'The University of Derby Students' Union' hereinafter termed 'the Union'.

1.1.1 To defend and extend the rights of our students by proactively creating and maximising opportunities.

2. Aims & Objectives of the Union

The objectives of the Union will be:

2.1 To advance the education and welfare of University of Derby students

2.1.1 To promote and encourage its student members to get involved in Union activities to develop their skills and abilities

2.1.2 To represent the views and interests of its members both within the University, and to the wider community.

2.1.3 To promote and develop the political, cultural, educational, social, athletic, active life styles and recreational interests of its members and their general welfare.

2.1.4 To endeavour that the diversity of its membership is recognised and positive measures are taken to provide all students with equal access to all services and activities.

2.1.5 The Union will endeavour to ensure that no student is disadvantaged or receives less favourable treatment.

2.1.6 The Union is committed to the provision of a broad range of quality services and facilities geared to anticipate and meet the needs of its members, thus enhancing the overall student experience.

2.1.7 To achieve these aims the Union will endeavour:

2.1.8 To be student led in its outlook.

2.1.9 Officers who hold post must be honest and accountable.

- 2.1.10 To provide passionate students' with a platform to make real change that is inclusive for all students.
- 2.1.11 To be supported by a professional organisation and support network.
- 2.1.12 To keep its range and quality of services and activities under active review and development.
- 2.1.13 To expand and create new services in response to students' needs.
- 2.1.14 To adopt policies on matters that directly affects the membership or future membership.

Section 3

This is a standard Equal Opportunities statement

3. Equal Opportunities

- 3.1 In pursuance of the Union's aims, objectives and the services in which it provides the Union will not tolerate and seek to eradicate discrimination based on: Regional, race, colour, gender, sexual orientation or identity, ethnic or national origin, disability, partnership status or home responsibility, health status, age, appearance, political, religious or moral belief, trade union activity, socio-economic backgrounds or any other factor that may cause offence or intimidation to any individual, in accordance with the Students' Union Constitution.

Section 4

This is an extension of the equal opportunities statement that covers the 'No Platform' Policy that was ratified at the Annual General Meeting January 31st 2008

4. No Platform

- 4.1 In pursuance of the Union's aims, objectives any individuals or members of organisations or groups identified as holding racist or fascist views shall not be allowed to stand for election to any Union office, or attend, speak or otherwise participate in any of the democratic structures and processes of the Union or any Union events and meetings.
 - 4.1.1 Union Officers, Committee Members and Trustees shall not share a public platform with any individual or member of an organisation or group known to hold racist or fascist views.

- 4.1.2 The Union shall keep a record of all groups and organisations known to hold fascist and racist views.
- 4.1.3 Any member of the Union identified as not being eligible to stand for election under 'No Platform' shall be removed from the election process.
- 4.1.4 Any member of the Union may complain to the President who will have the power at his/her absolute discretion to investigate the complaint and then withdraw that member's entitlement to engage with the Union's democratic processes and services.

Section 5

Outlines the powers of the organisation in relation to its aims and objectives. It is important to outline what the organisation is empowered to do by this document.

5. Powers

- 5.1 In order to achieve any or all of its aims and objectives but for no other purpose, the Union may, alone or with others do any of the following:
 - 5.1.1 Establish and administer such services as are deemed necessary to meet the needs and wishes of our members and such charge as appropriate for provision of such services.
 - 5.1.2 Adopt and implement policies of the Union.
 - 5.1.3 Carry out campaigning activities in relation to the development and implementation of appropriate policies.
 - 5.1.4 Employ staff whose services are deemed necessary to carry out any aims and objectives of the Union, subject to the provisions of the Union's Sabbatical Management Team now or in the future, and to contracts of employment agreed by the Union.
 - 5.1.5 Establish, support, promote and operate a network of programmes and activities for its members.
 - 5.1.6 Write, make, commission, print, publish or distribute materials or assist in these activities.
 - 5.1.7 Promote, encourage, carry out, or commission research, surveys, studies or other work and publish the results.
 - 5.1.8 Consult with and make recommendations to educational and other bodies.

- 5.1.9 Co-ordinate the efforts of persons and bodies of all kinds concerned with its members and future members.
- 5.1.10 Enter into reciprocal agreements regarding use of facilities by members of other educational establishments and external bodies.
- 5.1.11 Purchase, lease, hire or receive property including land buildings and equipment and equip it for use.
- 5.1.12 Sell, manage, lease, mortgage, exchange dispose of or deal with all or any of its property (subject to any consent required by law);
- 5.1.13 Borrow and raise money on such terms and security as the Union may think suitable (subject to any consent required by law);
- 5.1.14 Raise funds and invite and receive contributions from any person(s) provided that the Union shall not carry out any taxable trading activities in raising funds;
- 5.1.15 Trade in the course of carrying out any of its objects;
- 5.1.16 Adopt any other course of action in line with the aims and objectives subject to the approval of the appropriate decision making body.

Section 6

This section covers finance and resources and makes clear that it must be spent in accordance with the aims and objectives of the Union adhering to the Education Act 1994; which places a range of responsibilities upon the Council of the University of Derby (University Council) in respect of the organisation and control of the financial reporting for the provision when budgets require approval.

6. Finance and Resources

- 6.1 The income and property of the Union shall be applied solely towards the promotion of its aims and objectives.
 - 6.1.1 Keep accounts and accounting records in accordance with accepted professional accounting principles.
 - 6.1.2 Maintain a sound system of internal financial management and control.
 - 6.1.3 Plan and conduct its financial affairs so as to ensure that its total income is at least sufficient, taking one year with another, to meet its total expenditure and that its Financial solvency is maintained.

- 6.1.4 Obtain the prior written consent of the University to any transaction in excess of £25,000 involving land, buildings or equipment.
- 6.1.5 Obtain the prior written consent of the University to the borrowing of any money for a period in excess of twelve months.
- 6.1.6 Not give any guarantees or indemnities incurring contingent liabilities other than in the normal course of business.
- 6.1.7 Maintain adequate insurance cover.
- 6.1.8 Make annual accounts available to all students.
- 6.1.9 Ensure that sufficient account reporting mechanisms are in place and adhered to.
- 6.1.10 To submit regular management accounts to the Executive Committee and Trustee Board.

Section 7 and 8 Covers the membership of the Union

7. Membership

- 7.1 All enrolled students of the University of Derby will be members of the Union unless they choose not to be.
 - 7.1.1 Any registered student has the right not to be a member of the Union. Non-members will not be disadvantaged.
 - 7.1.2 The consequences for a registered student of the University of not being a member of The Union are as follows:
 - 7.1.3 Non-members are not permitted to vote in the Union elections or Referenda;
 - 7.1.4 Non-members are not allowed to stand in any elections in the Union;
 - 7.1.5 Non-members may not hold office in any club or society, but registered students of the University may join any club or society and will be covered by the Union insurance;
 - 7.1.6 Non-members shall not have access by right to bars, entertainments, etc organised by the Union where the terms of the Union's license do not extend to non-members;

- 7.1.8 Non-members will not generally be eligible for appointment to University Committees where student representation is provided via the Union. Student members of Committees appointed via Schools do not have to be members of the Union.
- 7.1.9 Any student wishing to exercise her/his right not to be a member of the Union is advised to consult the President of the Union before making a decision in order to ensure that s/he possesses all the necessary information.
- 7.1.10 If a student chooses not to be a member s/he must notify the President in writing, within ten working days of the date her/his course commences. The President will inform the Clerk to the Governors.
- 7.1.11 Students who have opted out may not resume membership of the Union during the academic year in which they have opted out.

8. Other Membership

8.1 Associate Membership

- 8.1.1. Associate membership may be granted to all Union staff, members of the University staff, or former members of the Union at the discretion of The UDSU Executive.
- 8.1.2 Should an individual wish to become an associate member but not fall into the stated categories, then an application for associate membership must go to The UDSU Executive to be approved.
- 8.1.3 Students who have had a referral and are enrolling in January may obtain an associate member card at a reduced price to be agreed by The UDSU Executive.
- 8.1.4 Associate members may not participate in the government of the Union, the government of its affiliated sports clubs and societies, or committees.
- 8.1.5 Associate members are entitled to become a member of any sports club or society, participate in the Union's organised events, and use the Union's bars and clubs at the discretion of the organising committees or license holders.
- 8.1.6 Associate members may not benefit financially from the Union.
- 8.1.7 On an annual basis the Sabbatical Team, shall set the fee for associate membership during the second term, for the following budgetary year.

8.2 Honorary Life Membership

- 8.2.1 Honorary life membership may be granted at the discretion of The President for outstanding services to the Union.
- 8.2.2 Honorary life members are entitled to the same privileges as associate members.
- 8.2.3 The fee for honorary life membership is nil.
- 8.2.4 A register of honorary life members shall be lodged with the Clerk to the Governing Council, and shall be updated as required.

8.3 Discretionary Members

- 8.3.1 Members of other Further or Higher education institutions who hold a current valid NUS card are entitled to participate in the Union's organised events, and use the Union's bars at the discretion of the organising committees or licence holders.
- 8.3.2 Any rights of membership may be withdrawn, or suspended in accordance with Standing Order 08 – discipline.

Section 9, 10, 11,12, 13 and 14

This section covers the Government of the Union that being Union Council; Referenda; General Meetings; Executive Committee and the 'Zones'. It outlines the functions of the AGM - principally as the highest organised student forum - political/policy making body and a place where various ratifications and appointments are made. It also outlines the 'new' role for Union Council as forming the General and Annual General Meetings that will approve budgets, end of year accounts and appoint and remove the external trustees of the organisation.

9. Government of the Union

9.1 Annual General Meeting

- 9.1.1 The Annual General Meeting shall be the largest organised sovereign policy making body of the Union, subject to any exceptions stated expressly in this document. The Annual General Meeting shall form the opening part of the agenda of the relevant Union Council Meeting.

9.2 Role and Powers

- 9.2.1 The Annual General Meeting shall determine the policy of the Union either of its own motion or by ratification of policy decisions taken by the Executive Committee, the Liberation Campaigns, the Zones or any meetings in-between.
- 9.2.2 Ratify the Unions budget.

- 9.2.3 Ratify the Unions annual audited accounts.
- 9.2.4 Approve the Unions auditors.
- 9.2.5 Shall have the power to appoint and remove Trustees in accordance with section 14 – 21 of this document.

9.3 Composition

- 9.3.1 The mandatory composition of the Annual General Meeting shall be as follows:
- 9.3.2 The Chair and Vice Chair of Union Council.
- 9.3.3 All members of the Executive Committee.
- 9.3.4 All members of the “Student Affairs Committee”.
- 9.3.5 All members of the “Standing Committees”.
- 9.3.6 All members of “Zone Committees”.
- 9.3.7 Faculty Representatives.
- 9.3.8 Any full members of the Union.

9.4 Process and Procedures

- 9.4.1 The Annual General Meeting shall be organised in accordance with Standing Order 4 – General Meetings, Union Council, Annual General Meetings and Extraordinary General Meetings.

10. Extraordinary General Meetings

- 10.1 Extraordinary General Meetings may be called on issues of such importance that the Union Council cannot decide.

10.2 Role and Powers

- 10.2.1 The Union Executive shall convene an Extraordinary General Meeting on receipt of a request in writing from 50 full members of the Union, subject to the following conditions:
- 10.2.2 Must state the topic to be discussed at the meeting together with the names of the full members on whose behalf the meeting is proposed.

10.2.3 The Executive shall convene the Extraordinary Meeting within 4 weeks after receipt of the request.

10.2.4 No business shall be conducted during the Extraordinary meeting except the discussion of the topic stated in the request or requests for which the meeting was convened.

10.3 Process and Procedures

10.3.1 The Extraordinary General Meeting shall be organised in accordance with Standing Order 4 – General Meetings, Union Council, Annual General Meetings and Extraordinary General Meetings.

11. Union Council

11.1 Role and Powers

11.1.1 Producing policy or position statements outlining the general activities that the Union intends to undertake in order to carry out its Vision and fulfil its aims and objectives.

11.1.2 The Union Council shall determine the policy of the Union either of its own motion at a meeting of the Union Council or by ratification of policy decisions taken by the Executive Committee, the Liberation Campaigns, the Zones or any meetings in between Union Council.

11.1.3 Scrutinise the work of and hold the Student Affairs Committee to account.

11.1.4 Scrutinise the work of and Hold the Executive Committee to account.

11.1.5 Scrutinise the work of and hold the Standing Committees to account.

11.1.6 Scrutinise the work of and hold the Liberation Campaigns to account.

11.2 Composition

11.2.1 The composition of the Union Council will be as follows unless otherwise stated in this document:

11.2.2 The Chair and Vice Chair of Union Council.

11.2.3 All members of the Executive Committee.

11.2.4 All members of the Student Affairs Committee.

11.2.5 All members of the 'Standing Committees'.

11.2.6 Faculty Representatives.

11.2.7 The President, Treasurer and Secretary of affiliated Clubs and Societies.

11.3 Process and Procedures

11.3.1 The Union Council shall be organised in accordance with Standing Order 4 – Union Council, General Meetings, Annual General Meetings and Extraordinary General Meetings.

12. Student Affairs Committee

12.1 Role and Powers

12.1.1 The Student Affairs Committee shall be responsible for carrying out the policy of the Union as decided by the Annual General Meeting, Extraordinary Meeting and Union Council. And the following:

12.1.2 Setting interim Policy until which time it can be ratified by Union Council.

12.1.3 Steer and scrutinise the work of the 'Zones'.

12.1.4 Determine emergency policy of the Union in between meetings of the Union Council.

12.1.5 Appoint and create 'Zones' and/or Committees of significance and furtherance of the Union's aims, objectives and vision.

12.1.6 Advise the Trustee board on the meaning of policy, and political priorities of the membership.

12.1.7 Be responsible for the political direction of the Union.

12.1.8 Submitting the Student Affairs Committee Report and Plan for Union Council.

12.1.9 To represent the views and opinions of the Union's membership.

12.2 Composition

12.2.1. The composition of the Student Affairs Committee shall be as follows:

12.2.1 Union President (Chair).

12.2.3 All Members of the Executive Committee.

12.2.4 All Liberation Officers (reserved places).

12.2.5 All Part-time Officers.

12.3 Process and Procedures

12.3.1 The Student Affairs Committee shall be organised in accordance with Standing Order 5 'Student Affairs Committee'

13. Referenda

13.1 Referenda may be called on issues of such importance that the Union Council cannot decide. Referenda shall be conducted by a secret ballot of all full members of the Union in accordance with Standing Order 3 Referenda.

14. Zones

14.1 Role and Powers

14.1.1 There shall be 'Zones' that carry out the work set by Union Council and the Executive Committee. Additional Zones will be created & ratified by Union Council and the Executive Committee that reflects the priorities of the membership. The core Zones are as follows and they are responsible for:

14.1.2 Democracy & Representation.

14.1.3 Education.

14.1.4 Welfare & Students' Rights.

14.1.5 Student Development.

14.1.6 AU/Sport.

14.1.7 The 'Zones' shall report into the Student Affairs Committee and be directed by it.

14.1.8 Each 'Zone' shall be convened by the relevant Sabbatical Officer.

14.1.9 Each 'Zone' shall if necessary have a Committee and will carry out the work of that Zone and have the relevant Part Time Officer as Chair.

14.1.10 The 'Zones' shall convene and discuss the relevant membership issues.

14.1.11 Each 'Zone' will run at least one campaign during the academic year.

14.1.12 Each 'Zone' can co-opt members of the Union to further its aims and objectives.

14.1.13 There will be reserved places for students studying at the Buxton site.

14.2 Process and Procedures

14.2.1 The 'Zones' shall be organised under Standing Order 6 'Zones'

Section 15

This section outlines the reserved right of Liberation representation within the Union.

15. Liberation Officers

15.1 The Union recognises that certain groups within our membership have complex needs and they are subsequently under represented, at a disadvantage and oppressed in education and the wider society. Therefore the Union reserves the right to act in accordance with the Equal Rights legislation to gain equal rights or full social or economic opportunities for those particular groups. The groups recognised will have the following representation reserved on the Executive and Union Council and their election will lie in the corresponding campaign.

15.1.1 Women's Officer.

15.1.2 LGBT's Officer(s).

15.1.3 Black Students' Officer.

15.1.4 Disabled Students' Officer.

Section 16

This section defines Liberation Campaigns as politically autonomous bodies where participation is restricted to members defining themselves within each group.

16. Liberation Campaigns

16.1 Role and Powers

16.1.1 Liberation Campaigns shall be politically autonomous bodies that are responsible for the formation of policy and the implementation of the policy of the Union that has been entrusted by them by the Union Council.

16.1.2 Only those members that define as being part of a particular Liberation Campaign shall be able to directly participate in the governance of that Liberation Campaign.

16.1.3 There shall be four Liberation Campaigns:

16.1.4 Women

16.1.5 Black Students

16.1.6 LGBT Students

16.1.7 Disabled Students

16.1.8 The relevant Sabbatical officer responsible for Student Rights' has executive responsibility for ensuring the Union runs Liberation Campaigns

16.1.9 The relevant Sabbatical officer shall be empowered in the event of an absence of Liberation representation to ensure that this area of work is covered.

16.2 Process and Procedures

16.2.1 The powers, composition and procedures of the Liberation Campaign shall be defined in Standing Order 7 Liberation Campaigns.

Section 17, 18, 19 and 20

Outlines the appointment of the three Trustee 'Posts'; Officer Trustees, Student Trustees and Lay (External) Trustees. Officer Trustees will be Elected via secret cross campus ballot. Student Trustees and Lay (External) Trustees will be appointed on their skills and experience and ratified by Union Council.

17. Appointment of Trustees.

17.1 The charity Trustees of the Union (Trustees) shall be made up of the following persons:-

17.1.1 Not less than four and no more than eight Officer Trustees; appointed in accordance with section 15 of this document.

17.1.2 Not less than two and no more than four Student Trustees appointed in accordance with section 16 ; and

17.1.3 Not more than three Co-Opted lay (external) Trustees appointed in accordance with section 17 of this document.

18. Officer Trustees

18.1 Not less than four and no more than eight Officer Trustees shall be elected by secret ballot by the Members of the Union at an election to be held in accordance with Standing Order 11 'Elections' and shall remain in office for a term of twelve months commencing in accordance with Standing Order 11 'Elections'. The Officer Trustees shall

be elected to posts set out in Standing Order 11 'Elections' unless specified in this document

- 18.1.2 Officer Trustees may be re-elected for a maximum further term of twelve months by the members of the Union at an election to be held in accordance with Standing Order 11 'Elections';
- 18.1.3 The maximum total term that an Officer Trustee may serve is twenty four months.
- 18.1.4 Each Officer Trustee must be a Member of the Union at the time of his or her election.
- 18.1.5 The Officer Trustees shall be deemed to be "major union office holders" for the purposes of section 22 of the Education Act 1994.
- 18.1.6 An Officer Trustee shall become a Member of the Union for a term of one year on the commencement of his or her appointment or re-appointment as Officer Trustee.
- 18.1.7 The duties and remuneration of each Officer Trustee shall be as set out in Standing Order 12 'Officers of the Union'.

19. Student Trustees

- 19.1 The Annual General Meeting shall appoint by a simple majority vote no less than two and no more than four Student Trustees as have been recommended by the Nominations Committee to be established in accordance with Standing Order 10 'Standing Committees'. The Student Trustees shall remain in office for a term of up to two years if they have two years left of being a Student or one year or less if they have one year or less left of being a Student.
- 19.1.2 Student Trustees may serve for a maximum of two terms.

20. Appointed Lay (External) Trustees

- 20.1 The Trustees shall co-opt by a simple majority vote such persons as have been recommended by the Nominations Committee and as they consider suitable to be Co-opted Trustees. Unless their appointment is terminated in accordance with section 19 of this document, Lay (External) Trustees shall remain in office for a term of up to three years calculated from the date of appointment.
- 20.1.2 At the end of their first term of office, Lay (External) Trustees shall be eligible for reappointment by a simple majority vote of Union Council for a further term of up to three years, but shall not be eligible for reappointment thereafter if they have served a maximum total term of six years.

Section 21

Outlines the role of the Trustee Board. The Board will be the legal controlling body of the Union and it must act in accordance with the aims and objectives of the Union and the decisions/ policy ratified or made at Union Council and the Officer Trustee Group. The Board also has the power of veto over Union Council but it outlines and ensures safeguards are in place if it was to use that power.

21. Trustee Board

21.1 Role and Powers

21.1.2 The Board of Trustees shall have the responsibility for the management and administration of the Union and shall ensure that any money is spent and activity carried out is in accordance with the aims and objectives of the Union. The Union may exercise all the power of the Union as laid out in this document.

21.1.3 The board of Trustees shall have responsibility for the budget of the Union which will be subject to the approval of Union Council and to ensure that financial reports are made to each ordinary Union Council meeting. The Trustee Board will act in accordance with section 6 of this document.

21.1.4 Ensure the Union's resources, structures and activity are arranged to deliver the aims and objectives as expressed by the Student Affairs Committee and Executive Committee.

21.1.5 Strategy of the Union, following a vote by members on the strategy and direction of the Union.

21.1.6 Ensure that the Union finances operate efficiently and effectively.

21.1.7 Submit the Union budget, annual report and any other information required under current legislation to the Union for approval.

21.1.8 The Trustee board will work to ensure the resources of the Union are best arranged to deliver the objects and policy objectives of the Union as agreed by Union Council, the Student Affairs Committee and the Executive Committee; save that it shall always be empowered to veto any decisions of the Executive Committee, Union Council, 'Zones' and Liberation Campaigns on the following grounds:

21.1.9 Financial stability.

21.1.10 Financial risk.

21.1.11 Charity or Education law or other legal requirements.

21.1.12 In the case of delegation of the day-to-day management and operation of the Union to the Sabbatical Officers/ Officer Trustees.

21.1.13 The delegated power shall be to manage the Union by implementing the policy and Strategy of the Union in accordance with any requirements and within a budget approved by the Trustees.

21.1.14 The board shall seek appropriate external advice before exercising its power to overrule and shall report every exercise of its power to overrule to the Union Council.

21.1.15 The Board will make and submit the necessary organisational plans that will facilitate the policy ratified by Union Council to the Executive Committee and to Union Council.

Section 22, 23 and 24

This section outlines the Rules of disqualification and removal of Trustees these are standard clauses that deal directly if such situations arise.

22. Disqualification and Removal of Trustees

22.1 The office of a trustee shall be vacated if; He or she becomes prohibited by law from being a charity trustee;

22.1.2 He or she becomes bankrupt or makes any arrangement or composition with his or her creditors generally.

22.1.3 He or she becomes incapable by reason of mental ill health, disorder, illness or injury of managing and administering his or her own affairs (but only if at least two trustees will remain in office when the notice of resignation is to take effect);

22.1.4 He or she is absent from two consecutive meetings of the trustees without good cause.

22.1.5 He or she is removed from office under section 22 of this document.

23. Removal of Officer Trustees

23.1 The office of an Officer Trustee shall be vacated if;

23.1.2 A secure petition for a motion of no confidence in the Officer Trustee is signed by at least 50 of the Members of the Union. The rules on secure petitions will be the same as laid out in Standing Order 6 'Referenda'. The motion of no confidence must be passed by a simple majority of Members of Union Council or Annual General Meeting provided that there is a turnout of 50 or more Members.

23.1.3 He or she is removed by a resolution of the Officer Trustees and the Student Trustees for not acting in the best interests of the Union. For the avoidance of doubt, Lay (External) Trustees and the Trustee concerned shall not vote on this resolution. In the event of an equality of votes, the Chair shall be entitled to a casting vote.

24. Removal of Lay (External) Trustees

24.1 The office of Lay (External) Trustee shall be vacated if;

24.1.2 A secure petition for a motion of no confidence in the Lay (External) Trustee is signed by at least 50 of the Members of the Union. The rules on secure petitions will be the same as laid out in Standing Order 6 'Referenda'. The motion of no confidence must be passed by a simple majority of Members of Union Council or Annual General Meeting provided that there is a turnout of 50 or more Members.

24.1.3 He or she is removed by a resolution of the Trustees for not acting in the best interests of the Union. Such a resolution will be passed by a simple majority of the Trustees provided that:

24.1.4 A majority of the Officer Trustees vote in favour of removing the Trustee concerned;
and

24.1.5 Student Trustees may, but the Trustee concerned shall not vote on this resolution. In the event of an equality of votes, the Union Council chair shall be entitled to a casting vote.

Section 25

This section deals with the day-to-day management and operation of the Union.

25. Executive Committee

25.1 Role and Powers

25.1.2 The Executive Committee is responsible for the day-to-day operational running of the Union- in accordance with section 18 of this document.

- 25.1.3 The Executive Committee will act as the bridge between the Trustee Board and the Student Affairs Committee and Union Council.
- 25.1.4 The Executive Committee shall delegate the management of the Union to the most Senior Union Staff member.
- 25.1.5 The most Senior Union Staff member shall report regularly to the Officer Trustees on the activities undertaken in managing the Union and provide them regularly with management accounts sufficient to explain the financial position of the Union.
- 25.1.6 The Executive Committee will represent and communicate the views and professional opinions of the Trustee board to the Executive Committee, Union Council and the Student Affairs Committee.
- 25.1.7 The Executive Committee will identify policies and areas of risk that the Trustee Board need to be aware of.
- 25.1.8 The Executive Committee shall represent the views and opinions of the membership
- 25.1.9 Adopt any other course of action in line with the aims and objectives subject to the approval of the appropriate decision making body.
- 25.1.10 The Executive Committee shall submit a report to each Union Council Meeting.
- 25.1.11 The Executive Committee Meetings will not be open to non trustees save the secretary of the Board.
- 25.2 Composition
- 25.2.1 The Composition of the Executive Committee shall be as follows:
- 25.2.2 Union President (Chair).
- 25.2.3 Full Time Officers elected by Cross Campus Ballot.
- 25.3 Process and Procedure
- 25.3.1 The Executive Committee shall be organised under Standing Order 10 'The Officer Trustee Group'

Section 26

This section outlines the role of the Standing Committees of the Union. These committees are 'SUB' committees of Union Council and as such report into Union Council. It also sets out what their responsibilities are to the Unions aims and objectives.

26. Standing Committees

26.1 There shall be no less than three Standing Committees and no more than seven in any single academic year. The Standing Committees are as follows:

26.2 Commercial Services Forum

26.2.1 Role and Powers

26.2.2 The purpose of the Commercial Services forum is to provide students with an open forum to make recommendations for future changes to the Unions commercial outlets to development the commercial services within the University of Derby Students Union. The forum shall discuss the impact of the UDSU commercial services on its members and recommend potential changes and commercial development opportunities for the Union.

26.3 Composition

26.3.1 The membership of the forum shall be as follows;

26.3.2 Union President.

26.3.3 Any full member of the Union

26.4 Process and Procedure

26.4.1 The Commercial Services forum shall be organised under Standing Order 10 'Standing Committees'.

26.5 Nominations Committee

26.5.1 Role and Powers

26.5.2 The Nominations Committee shall be established by Union Council and it will be responsible for identifying and recommending to Union Council the persons who are suitable for appointment to the Board of Trustees as Lay (External) Trustees or Student Trustees.

26.6 Composition

26.6.1 The membership of the Committee shall be as follows;

26.6.2 Union President. (Chair)

26.6.3 Two members of the Executive Committee.

26.6.4 Two Lay appointed (External Trustees).

26.6.5 Process and Procedure

26.6.6 The Nominations Committee shall be organised under Standing Order 10 'Standing Committees'.

26.7 Buxton Campus Committee

26.7.1 Role and Powers

26.7.2 The function of the Buxton Campus Committee is to ensure that students studying at the Buxton campus are represented. The committee will have specific powers devolved to them from Union Council. In the event of a dispute or conflict the decision the President shall be sought. A challenge on his/her ruling can be made at the following meeting of Union Council. The ruling of Union Council will be final. Union Council shall have the right to remove any devolved power as it sees fit. Powers devolved shall be as follows;

26.7.2 Election to the Buxton Campus Committee shall be by secret ballot at the Buxton site only and will be organised under Standing Order 2 'Elections'.

26.7.3 Facilitate and ensure Campaigns are relevant to the Buxton campus.

26.7.4 The Buxton Campus Committee shall formulate and debate policy that affects Buxton Students

26.7.5 The Buxton Campus Committee shall submit policies agreed by the Committee to Union Council for Ratification

26.7.6 The Buxton Campus Committee must pass all policy that is agreed regarding the internal organisation of the Committee to Union Council to be noted

26.7.7 Ensure, with the relevant Sabbatical Officer that Union Campaigns are implemented at the Buxton Campus.

26.7.8 Make recommendations about the design and delivery of the services offered at the Buxton Campus.

26.9 Composition

26.9.1 The membership of the Committee shall be as follows;

26.9.2 Sabbatical Officer

26.9.3 Committee Chair

26.9.4 Elected Representatives from the Buxton Campus

26.10 Process and Procedure

26.10.1 The Buxton Campus Committee shall be organised under Standing Order 10 'Standing Committees'.

27. Officer's of the Union

27.1 The Role of the full time Sabbatical Officers shall be as follows;

27.1.1 Duties of all Sabbatical Officers will be;

27.1.2 To act as trustees of the organisation.

27.1.3 To uphold current legislation.

27.1.4 To be jointly responsible for Health and Safety.

27.1.5 To represent the Union and the student body on appropriate committees and bodies.

27.1.6 To uphold the spirit of the Constitution.

27.1.8 To ensure that the spirit of the Equal Opportunities Policy is upheld.

27.1.9 To receive feedback and advise on student perspectives on product and pricing strategies.

27.1.10 To discuss financial information with relevant staff members and ensure that financial reports are submitted to Union Council and FEGP when required.

27.1.11 To ensure that relevant financial information is made available to student members including affiliations.

27.1.12 To be involved in strategic plans for the Union to enable the relevant bodies to make an informed decision.

27.1.13 To be responsible for liaising with external groups within their remit.

27.1.14 To liaise with the University over the development of facilities and services.

27.1.15 Sabbatical Officers elect, shall be required to attend any meetings of Union Council thereafter their election. They shall have the rights of observers of Union Council as

stated in Standing order 4 – Union Council – 14.5 Sabbatical Officers elect who currently hold a position on Union Council shall be unaffected and retain their position and rights.

27.1.16 There shall be no less than four and no more of eight Full Time Officers of the Union.

27.1.17 There shall be a Union President.

27.1.18 The President is the Chief Executive Officer responsible for Democratic Representation, University of Derby Students' Union internal affairs, Commercial services and the lead on the Unions priority Campaign.

27.1.19 There shall be a minimum of three Vice President roles and they should be decided upon by the Full Members of the Union. They will be elected by secret cross-campus ballot and their remits shall be expressed in the Standing Order 9 Officers of the Union unless otherwise stated in this document.

27.1.20 There shall be no less than ten and no more than twenty Part Time Officers of the Union and they should be decided upon by the Full Members of the Union. They will be elected by secret cross-campus ballot and their remits shall be expressed in the Standing Order 9 Officers of the Union unless otherwise stated in this document.

29. Interpretation of the Constitution and Standing Orders

29.1 In the event of a dispute over the interpretation of the Constitution, the decision of the President shall be sought. In the event of a challenge to the President's ruling, the decision of Union Council shall be sought, requiring a simple majority to be carried in accordance with Standing Order 4 - Union Council. In the event to a challenge to that ruling the decision of the Annual General Meeting will be final, unless otherwise stated in this document.

30. Amendments to the Constitution and Standing Orders

30.1 Any proposed amendment to this Constitution must be passed by a 2/3 majority of Union Council on two consecutive meetings, and approved by University Council.

30.1.1 Any Proposed amendment to the standing orders/schedules must be passed by a 2/3 majority of Union Council on two consecutive meetings.

30.1.2 Amendments may be submitted by the President, a quorate meeting of the Student Affairs Committee, or by petition of 50 full members of the Union.

31. Legal Compliance

31.1 The Union will comply with all legislation which impacts upon the operation of the Union.

32. Indemnity

32.1 All officers, members and staff of the Union shall be entitled to be indemnified out of the assets of the Union. Such indemnity shall be against all losses or liabilities, which may be sustained or incurred in or about the execution of his or her duties in the course of office held.

32.2 No person shall be liable for any loss, damage, or misfortune, which may happen to, or be incurred by the Union, in or about the execution of his or her duties in the course of Office held. Except if an Officer or member or staff deliberately or knowingly commits a negligent act.

33. Definitions

33.1 The University of Derby shall be known hereinafter as 'the University'.

33.1.2 The Union's Constitution is defined as 'The Constitution'.

33.1.3 Standing Orders/ Schedules are rules that govern procedures and practices within which the Union must function and can be amended in accordance with 7.2 Amendments to the Constitution and Standing Orders laid out in the Constitution.

33.1.4 A day shall mean one working day not to include a Saturday, Sunday or University Closure.

33.1.5 Ultra Vires is any action or activity undertaken by the trustees or on their behalf, which is within their powers to seek legal approval if required or outside the constitutional regulations.

33.1.6 The Sabbatical Officers and Part Time Elected Officers shall be known as 'The Officers'.