

STANDING ORDERS

STANDING ORDER 1 – THE UNION’S CODE OF PRACTICE

CODE OF PRACTICE PURSUANT TO THE REQUIREMENTS OF PART II) OF THE EDUCATION ACT 1994

(Part II) of the Education Act 1994 places a range of responsibilities upon the Council of the University of Derby (University Council) in respect of the organisation and control of the Union. This Code of Practice outlines the University’s provisions for compliance with this Act, specifically to take such steps as are reasonably practicable to secure that the Union operates in a fair and democratic manner and is accountable for its finances.

University Council shall notify each student of this Code of Practice by publishing it in the *Rights, Responsibilities and Regulations for Students on Taught Programmes*.

1.0 ACCOUNTABILITY OF OFFICERS OF THE UNION

- 1.1 The Union President, on behalf of the Executive Committee, reports to a Senior Officer of the University with regard to:
 - 1.1.1 The financial management of the Union
 - 1.1.2 The observance of the Union Constitution
 - 1.1.3 The operation of the Union in a fair and democratic manner
 - 1.1.4 The observance of this Code of Practice
- 1.1.5 The observance of the University’s Code of Practice on Freedom of Speech (Education (No 2) Act 1986)

2.0 THE UNION CONSTITUTION

- 2.1 The Union will have a written Constitution. Any amendments to the Union Constitution will be approved by University Council. The provisions of the Union Constitution must be reviewed by University Council every five years.

3.0 THE UNION ELECTIONS

- 3.1 University Council will ensure that mechanisms are in place for:
 - 3.1.1 Full-Time Officers of the Union to be elected by secret cross campus ballot in which all full members are entitled to vote;
 - 3.1.2 The appointment of a Returning Officer, to ensure that such elections are fairly and properly conducted; and that:
 - 3.1.3 No person shall hold Sabbatical office, or paid elected office, in the Union for more than two years.

4.0 REQUIREMENTS OF CHARITY LAW

- 4.1 The Union is governed by the law relating to educational charities. The Union shall incur no expenditure, and take no other action, which is inconsistent with the law relating to charities (ultra vires). It may spend money on political debate but it may not support political or other causes which do not directly impact on its members' education or welfare as students. This does not stop students from collecting funds privately for the support of any lawful cause.

5.0 AFFILIATION TO EXTERNAL ORGANISATIONS

- 5.1 The Elected Officers shall have the authority to affiliate the Union to outside organisations, subject to legislation.
- 5.2 The Union shall promptly publicise any decision to affiliate by:
- 5.2.1 A notice (stating the name of the organisation and details of any subscriptions or donations made) displayed in all Union offices and lodged with the Clerk to the University Council
- 5.2.2 Publishing details in the Union's publications
- 5.3 The Union regulations shall include procedures for the review by members of the Union of affiliations to external organisations annually.
- 5.4 Requisition may be made to the Union by at least 50 members of the Union that the question of continued affiliation to any particular external organisation be decided upon by secret ballot of all members; quoracy will require 500 full members to cast their vote. No organisation may be subject of such a ballot more than once in any academic year.

6.0 ALLOCATION OF RESOURCES TO THE UNION'S SPORTS TEAMS AND SOCIETIES

The Union will publish annually the procedure for allocating resources to the Union sports clubs and societies together with an appeals mechanism. This will be freely available to any registered student on application to the President.

7.0 COMPLAINTS PROCEDURE

- 7.1 Students bringing forward complaints in relation to their dealings with the Union are entitled to expect that their case will be dealt with promptly and fairly, and where a complaint is upheld, to be given effective remedy.

- 7.2 Complaints by any registered student or group of students in relation to their dealing with the Union or in relation to any claim of unfair disadvantage if a student has exercised her/his right not to be a member will be dealt with in three stages:
 - 7.2.1 Informally by the Union President (within seven days a formal hearing will be heard)
 - 7.2.2 If the student is still dissatisfied, the matter will be dealt with by the Officer Trustee Group within twenty one days.
 - 7.2.3 If the student is still dissatisfied the Vice-Chancellor's nominee will determine where the matters should be referred to the independent person appointed by the University Council. The independent person will investigate and make recommendations for consideration at the next meeting of the University Council or its Finance and General Purposes Committee but the decision of the University Council is final.

STANDING ORDER 2 – ELECTIONS

1.0 ELECTIONS

- 1.1** These elections are run in accordance with the Union Constitution, Standing Orders and Policies.
- 1.2** Failure to comply with these regulations, as interpreted by the Returning Officer, may result in disqualification from the election.
- 1.3** All Sabbatical Officers of the Union and the Union Chair and Vice Chair shall be elected by cross-campus ballot of all full members of the Union.
- 1.4** All Part-Time Officers of the Union shall be elected by cross-campus ballot of all full members of the Union, except those explicitly stated in the Standing Orders or by the Union Constitution.
- 1.5** Representatives of the Buxton Campus Committee and Part Time Officers elected to solely represent the Buxton Campus shall be elected by ballot of all full members of the Union studying courses delivered from the Buxton Campus only, except those explicitly stated in the Standing Orders or by the Union Constitution.
- 1.6** All Part-Time Liberation Officers and those members of the Buxton Campus Committee who are considered representatives of 'Liberation Campaigns', as defined by section 16 of the Union Constitution shall be elected by the membership of their respective campaigns only.
- 1.7** Delegates to NUS National Conference shall be elected by cross-campus ballot as defined entirely by NUS Regulations. Such delegates shall represent the Union at all NUS subsidiary conferences, with the exception of those explicitly stated in the Standing Orders, the Union Constitution or by NUS Regulation.
- 1.8** Two cross-campus elections shall be held each academic year.

2.0 THE RETURNING OFFICER

- 2.1** In accordance with the Education Act 1994 and the Union Constitution a Returning Officer shall preside over all elections of the Union.
- 2.2** The Returning Officer shall conduct the election with the assistance of an Elections Monitoring Committee.
- 2.3** The decision of the Returning Officer shall be final and binding.
- 2.4** Duties of the Returning Officer shall be:
 - 2.4.1** Take any steps necessary to promote the fair and proper conduct of the election.
 - 2.4.2** Settle disputes.
 - 2.4.3** To fulfil their obligations set out in section 2.4.1; after consultation with the Elections Monitoring Committee the Returning Officer may, during the course of the election, introduce additional rules and regulations taking immediate effect.
 - 2.4.4** After consultation with the Elections Monitoring Committee, disqualify any candidate.

- 2.4.5 After consultation with the Elections Monitoring Committee and approval from an independent member of University Council, determine any election null and void and order a new election.
- 2.4.6 The Returning Officer or his/her nominee will announce the results of the election stating the number of votes for each candidate.
- 2.5 The Returning Officer for all cross-campus elections shall be ratified by both Union Council and the University Governing Council.
- 2.6 The Returning Officer for the election of Representatives and Officers by the Buxton Campus, election of Part-Time Liberation Officers and Buxton Liberation Representatives shall be elected by Union Council, within its core membership, upon recommendation by the Student Affairs Committee.
- 2.7 No Returning Officer shall endorse a candidate for election.
- 2.8 The Returning Officer shall have final decision on the interpretation of the Union Constitution and Standing Orders pertaining to elections.
- 2.9 In the event of a violation of any rules set out in this document, the Returning Officer has the following rights in addition to those of the Elections Monitoring Committee:
 - 2.9.1 To order the withdrawal of all campaign literature, belonging to a candidate or candidates, produced up to the time of the offence.
 - 2.9.2 To disqualify a candidate, or candidates, from the elections.
 - 2.9.3 After notifying the Elections Monitoring Committee Chair and a Senior Staff Member of the Union, to postpone or suspend the election process.

3.0 ELECTIONS MONITORING COMMITTEE

- 3.1 An Elections Monitoring Committee shall be elected to oversee the proceedings of the election and enforce the rules within this document.
- 3.2 Union Council shall elect members to the Elections Monitoring Committee from any full member of the Union prior to the elections.
- 3.3 There shall be a Chair and Vice Chair of the Elections Monitoring Committee, whose duties shall be:
 - 3.3.1 To promote the fair and proper conduct of the election.
 - 3.3.2 To help settle disputes.
 - 3.3.3 Act as a liaison between candidates and the Returning Officer.
- 3.4 No member of the Election Monitoring Committee shall endorse a candidate for election.
- 3.5 All decisions of the Elections Monitoring Committee shall be minuted. These will be made available, after the results are announced, on formal request.
- 3.6 The Elections Monitoring Committee shall inform the Returning Officer of all its decisions.

- 3.7** In the event of a violation of any rules set out in this document, Elections Monitoring Committee has the right to:
- 3.7.1** Issue warnings, both written and verbal, to candidates.
 - 3.7.2** Suspend campaigning for periods up to 24 hours.
 - 3.7.3** Suspend or remove candidates from ‘hustings’ / Q&A sessions.
 - 3.7.4** Remove campaign material that is in violation of the rules set out in this document, the Union’s Constitution, or any of its policies.

4.0 **MEMBERSHIP OF THE ELECTIONS MONITORING COMMITTEE**

- 4.1** For a cross-campus election there shall be at least five members on the Elections Monitoring Committee.
- 4.2** For a single-campus election there shall be at least three members on the Elections Monitoring Committee.
- 4.3** For a Part Time Liberation Officer Election there shall be at least three members on the Elections Monitoring Committee.
- 4.4** For all other elections, Union Council shall decide the composition of the Elections Monitoring Committee and explicitly state this prior to the election.

5.0 **ELIGIBILITY**

- 5.1** Candidates for Sabbatical Officer posts must be full members of the Union until voting has ceased with the exception of current elected Sabbatical Officers standing for re-election.
- 5.2** A Sabbatical Officer may hold term of office to any position on no more than two occasions; in accordance with the Education Act 1994.
- 5.3** Candidates for Sabbatical posts must be available for the entire term of office.
- 5.4** Candidates for Part Time Officer Posts and Union Chair and Vice Chair posts must be full members of the Union, and enrolled as a student of the University when nominated for the position, and throughout their term of Office.
- 5.5** Candidates for NUS Conference and its subsidiary events must be full members of the Union.
- 5.6** Representatives and Part Time Officers of the Buxton Campus Committee must be students enrolled on courses delivered from the Buxton Campus.
- 5.7** Part Time Officers and Buxton Campus Representatives of the Liberation Campaigns must be students who self-define as the respective campaign, in accordance with section 16 of the Union Constitution.

6.0 **NOMINATIONS**

- 6.1 All Nominees must:
 - 6.1.1 Submit a valid nomination form by the advertised deadline. However Re-Open Nominations may submit a valid nomination form at any time up until the end of elections as stated in section 7.4.
 - 6.1.2 Be nominated and seconded by full-members of the Union
- 6.2 Candidates may not stand for more than one Sabbatical Officer position.
- 6.3 Candidates may not stand for more than one of the following positions: Part Time Officer, Union Chair, Union Vice Chair, Liberation Officer, Liberation Representative, member of the Buxton Campus Committee.
- 6.4 Nominees wishing to run joint campaigns must state this on their nomination form.
- 6.5 Nominees will not become Candidates until they are ratified at the official Candidates Meeting.

7.0 RE-OPEN NOMINATIONS

- 7.1 A Re-Open Nominations (RON) box shall be provided for each of the positions on the ballot form to enable a voter to register the fact that they have no confidence in any of the candidates standing for that position.
- 7.2 RON is treated as a candidate and votes will be counted.
- 7.3 In the event of RON winning, the position will re-open for nominations at the next cross-campus election. Original candidates may not stand in the new election.
- 7.4 Any member wishing to run a RON campaign against any post should register their intention via Elections Monitoring Committee before the end of the elections. A RON campaign shall be run in accordance with this Standing Order as if it were a candidate.
- 7.5 Only one RON campaign per post is permitted.

8.0 MANIFESTOS

- 8.1 Candidates must submit a manifesto by the deadline set at the official Candidates Meeting.
- 8.2 Manifestos for Sabbatical Officer positions should be no more than 500 words on a single side of A4 in portrait orientation.
- 8.3 Manifestos for the following positions should be no more than 300 words on a single side of A4 in portrait orientation: Part Time Officers, Union Chair, Union Vice Chair, Liberation Officers, Liberation Representatives, Buxton Site Committee positions and NUS Conference Delegates.
- 8.4 Manifestos must be supplied in electronic form in one of the following formats: PDF, EPS, AI, TIFF, JPEG or Microsoft Word. Microsoft Publisher (PUB) will not be accepted.

9.0 SCHEDULE OF ELECTIONS

- 9.1** The Returning Officer and Union President or their nominee shall set the date for the opening of nominations.
- 9.2** Notice of nominations shall be posted at least ten working days in advance of opening.
- 9.3** Nominations shall be open for at least five working days.
- 9.4** Following the close of nominations, the Returning Officer and Union President or their nominee, shall ratify all candidates who are eligible.
- 9.5** There shall be a meeting for candidates after the close of nominations, at a time specified by the Returning Officer, to clarify rules and regulations.
- 9.6** Notice of voting shall be posted in the five days preceding the close of nominations.
- 9.7** Voting for elections shall take place over a minimum of three working days and commencing at least five days after the close of nominations.

10.0 CANDIDATES RIGHTS AND REGULATIONS

- 10.1** All candidates must sign a declaration that they have read, understood and will abide by the election rules and regulations in this document.
- 10.2** At all times, the day-to-day operation of the Union will take precedence over the elections. As such, staff and Sabbatical Officers will deal with students not connected with the elections as a priority.
- 10.3** Candidates or members of Candidate Campaign Teams who are also employed in any capacity by the Union may not express a preference for any candidate whilst at work.
- 10.4** Candidates must attend all the candidates' meetings. Candidates who are unable to attend must provide, in writing to the Returning Officer, a legitimate reason for absence. Failure to attend or provide a legitimate reason, as determined by the Returning Officer, will result in disqualification from the election.
- 10.5** Candidates' meetings may be called at any time during the elections providing reasonable notice is given to Candidates.
- 10.6** Candidates may only spend up to a certain limit on their campaign. The President or his/her nominee shall set this limit prior to the start of canvassing.
- 10.7** Candidates must submit receipts of their campaign expenditure (including free items) to the Elections Monitoring Committee by the close of voting.
- 10.8** Funding may be generated from third parties providing they are not affiliates of the Union and adhere to the Constitution, Policies and Standing Orders of the Union.
 - 10.8.1** Any funding/donations generated through third parties (including free items) must be receipted and declared to the Elections Monitoring Committee.
 - 10.8.2** Third party funding/donations must not cause the candidate to exceed the limit set, as per section 10.6.

- 10.9** Candidates wishing to address the Returning Officer may only do so through the Elections Monitoring Committee. The Returning Officer, however, has the right to call a meeting with a candidate/candidates at any time during the election period.
- 10.10** Candidates not based at the Kedleston Road Campus will be reimbursed travel expenses for inter-campus travel at a rate of no more than £10 per return trip, with a maximum of one trip each day.
- 10.11** Any Union staff member eligible to vote will not take part, or assist, in the voting administration process.
- 10.12** The order of candidate names for each position on the ballot paper will be chosen at random.

11.0 CAMPAIGNING

- 11.1** Campaigning may be carried out by any method approved by the Elections Monitoring Committee, given that the following are already approved:
 - 11.1.1** Word of Mouth.
 - 11.1.2** Posters / Flyers.
 - 11.1.3** Printed T-shirts.
 - 11.1.4** The elections area on www.udsuforums.co.uk
- 11.2** The following are explicitly not to be used:
 - 11.2.1** Global or batch e-mail with particular reference to use of personal information obtained from the Union.
 - 11.2.2** Any Union facilities/resources unavailable to other candidates.
- 11.3** All Social Networking profiles/pages/groups used for campaigning must be declared to Elections Monitoring Committee in advance of being created.
- 11.4** The Elections Monitoring Committee must approve any method of campaigning that is not covered by section 11.1 before its use.
- 11.5** Elections Monitoring Committee must approve all campaign material before it can be used.
- 11.6** The candidate will take all responsibility for any costs incurred from any method of campaigning that causes damage to the property of the University; Union; or a third party.
- 11.7** No candidate, nor anyone acting on their behalf, may remove, deface or obscure another candidate's publicity materials.
- 11.8** Candidates and their campaign teams may only canvas and place promotional material(s) in designated areas, as decided by the Elections Monitoring Committee.
- 11.9** Each candidate may have no more than five people canvassing for him or her at any one time.
- 11.10** Candidates and Campaign teams must wear a valid elections badge at all times.

- 11.11** Candidates and their campaign teams may not make any slanderous and/or libellous accusations against other candidates, members of Elections Monitoring Committee or Union staff.
- 11.12** Current Officers or student staff standing for any position must not visibly store elections material in any of the Union's offices/venues.
- 11.13** Current Officers standing for any position must clearly indicate when they are involved in Union business by removing campaign T-shirts and other items in relation to their campaign.
- 11.14** Candidates must make every effort to collect and recycle as much of their promotional material as possible. Excessive amounts of unrecycled material will be treated as litter and may result in penalties under section 11.6.

12.0 HUSTINGS / Q&A SESSIONS

- 12.1** There will be a minimum of two Q&A/Hustings during the election; one at each of the Kedleston Road and Buxton Campuses.
- 12.2** Candidates for Sabbatical Officer and Conference Delegate positions must attend all Q&A/Hustings sessions. Candidates who are unable to attend must provide, in writing to the Elections Monitoring Committee, a legitimate reason for absence. Failure to attend or provide a legitimate reason, as determined by the Returning Officer, will result in disqualification from the election.
- 12.2.1** Candidates who have submitted a legitimate reason, as determined by the Returning Officer, may have a written speech read aloud by a member of Elections Monitoring Committee on their behalf.
- 12.3** Candidates must adhere to the guidelines given by the Elections Monitoring Committee on the management and conduct of the sessions.

13.0 VOTING

- 13.1** The Returning Officer will approve dates, times and locations of voting.
- 13.2** Only full members are entitled to vote.
- 13.3** Votes will only be accepted on official Union ballot forms.
- 13.4** Voting shall take place by the single transferable vote for all positions.
- 13.5** The ballot form shall clearly describe the method by which the voter may express their preference(s).

14.0 THE COUNT

- 14.1** Rules for conducting a single transferable vote shall be those recommended by the Electoral Reform Society, to be adapted where necessary by agreement with the Returning Officer.

- 14.2** The Count shall be supervised and directed by the Returning Officer.
- 14.3** In all matters relating to the counting of ballot forms and declaration of winning candidates, the Returning Officer shall have the final say.
- 14.4** Candidates, or their nominee, may observe the count from a designated area. Those observing the count will abide by the rules set down by the Returning Officer at the time of the count.
- 14.5** Persons within the counting station will not be permitted to leave until the end of the count without the permission of the Returning Officer.
- 14.6** In the event of an unclear winner the Returning Officer has the authority to call a recount.
- 14.7** Only counters who were not involved with the position in question during the original count will be involved in recounts.
- 14.8** A maximum of 3 recounts will be permitted per position.
- 14.9** In the event of a tie situation, a coin toss will decide the winner.

15.0 VACANCIES

- 15.1** Any Sabbatical Officer, Part-Time Officer and Union Chair and Vice Chair positions that become available will be open for nominations at the next cross-campus election.

16.0 COMPLAINTS / GRIEVANCES

- 16.1** Any complaints, including those regarding members of Elections Monitoring Committee, should be directed to Elections Monitoring Committee or it's Chair.
- 16.2** Any complaints regarding the Elections Monitoring Committee Chair should be directed to the Elections Monitoring Committee Vice Chair.
- 16.3** Any appeals regarding a breach of these regulations, or the final result, must be submitted to the Elections Monitoring Committee within 7 days of the result announcement.

STANDING ORDER 3 – REFERENDA

- 1.0 A Referenda may be called in accordance with section 13 of the Union Constitution.
- 2.0 A Referenda shall be the highest decision making forum of the Union. Referenda shall take precedent over General Meetings, Union Council, Annual General Meetings or Extraordinary General Meetings.
- 3.0 The Student Affairs Committee shall convene a Referendum under the following conditions:
 - 3.1 Written request of 50 full members of the Union,
 - 3.2 A motion by a General Meeting, Union Council, Annual General Meeting or Extraordinary General Meeting.
- 4.0 The Student Affairs Committee shall convene a Referendum within 4 weeks of receipt of the request.
- 5.0 A secure petition shall be an official petition document from the Union, detailing the petitions intend and its signatory's names, student numbers, course, year of study and email addresses.
 - 5.1 A secure petition shall be available upon request from the Ex-Officio's or the Union President.
 - 5.2 A secure petition must be submitted in hard copy to either the Union reception at Kedleston Rd or at Buxton and should be addressed to the Chair of the Student Affairs Committee.
- 5.0 **QUORUM**
 - 5.1 Quorum of voting for Referenda shall be 300 full members of the Union.
- 6.0 **PROCEDURE**
 - 6.1 Upon receipt of a request to call a Referendum and a date being convened the Student Affairs Committee shall publicise all related documents as well as the date, time and place of voting for the Referenda on all campuses.

- 6.2 There shall be campaigning in the week prior to the Referendum date, and formal hustings on the Referendum date itself, held at the largest university site.
- 6.3 Polling for Referenda shall be open for at least one university day.
- 6.4 All votes will then be counted and the results shall be declared by the appointed Returning Officer.
- 6.5 The result shall be by simple majority of all valid votes cast.

STANDING ORDER 4 – GENERAL MEETINGS, UNION COUNCIL, ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS

1.0 COMPOSITION AND ATTENDANCE

- 1.1 Composition of General Meetings, Annual General Meetings and Extraordinary General Meetings:
 - 1.1.1 All Ex-Officio's
 - 1.1.2 All members of the Student Affairs Committee
 - 1.1.3 All elected members of Standing Committees
 - 1.1.4 Any full members of the Union.
- 1.2 Composition of Union Council:
 - 1.2.1 All Ex-Officio's
 - 1.2.2 All members of the Student Affairs Committee
 - 1.2.3 All elected members of Standing Committees
 - 1.2.4 All sports team and societies Presidents, Treasurers and Secretaries
 - 1.2.5 All Course Reps
- 1.3 Attendance to all meetings shall be mandatory for members of the Student Affairs Committee, Ex-Officio's and elected members of Standing Committees. Attendance shall not be mandatory for any other members defined by composition.
- 1.4 Failure to attend any meetings by those defined by mandatory composition/attendance may be deemed to have resigned, at the discretion of Union Council or the appropriate governing body in which they sit.

2.0 MINUTES OF MEETINGS

- 2.1 General Meetings, Union Council, Annual General Meetings and Extraordinary General Meetings shall have recorded minutes. Minutes shall be taken by a relevant member of UDSU staff.
- 2.2 The responsibility of minutes shall be discharged by the meeting to the Ex-Officio's who shall agree the minutes as a true and accurate record. Such minutes will be publicised at the earliest possible time and any objections to accuracy will be open for up to two working weeks after publication. After such time it shall be deemed that the minutes are a true and accurate record and the next appropriate meeting shall note them.
- 2.3 The Union President shall retain the minutes of such meetings for a minimum of seven years.
- 2.4 Minutes shall be available to any full member of the Union upon request to the President or his/her nominee.

3.0 QUORUM OF MEETINGS

- 3.1 Quorum of General Meetings, Annual General Meetings and Extraordinary General Meetings shall be 50 full members of the Union.
- 3.2 Quorum of Union Council meetings shall be 33%+1 of the composition of Union Council, with the exception of members defined under 1.2.4 and 1.2.5 of this standing order.
- 3.3 If the number of members present falls below quorum, the meeting shall adjourn.

4.0 SCHEDULE OF MEETINGS

- 4.1 There shall be a minimum of one Union Council meeting in the first academic term.
- 4.2 There shall be a minimum of one Union Council meeting in the second academic term.
- 4.3 The Annual General Meeting shall take place in the third academic term of each year.
- 4.4 Extraordinary General Meetings may be called in accordance with section 10 of the Union Constitution and conducted in accordance with this Standing Order.
- 4.5 Dates for such meetings shall be published annually by the Union President and the Ex-Officio's or their nominee. Changes to such dates shall be published at the earliest opportunity.

5.0 DOCUMENTS FOR MEETINGS

- 5.1 All documentation for meetings shall be published by the Ex-Officio's or their nominee at least seven days in advance of any meetings of the Union.
- 5.2 Dates for the submission of documents to scheduled meetings shall be published annually by the Ex-Officio's or their nominee.
- 5.3 Dates for the submission of documents to Extraordinary General Meetings shall be published at the earliest opportunity.

6.0 VOTING RIGHTS

6.1 All full members of the Union shall be entitled to voting rights during General Meetings, Annual General Meetings and Extraordinary General Meetings.

6.2 Only members of the composition of Union Council, as defined by the Union Constitution, shall have voting rights during Union Council meetings.

7.0 OBSERVERS

7.1 Any full member of the Union shall be entitled to attend meetings of Union Council as an observer.

7.2 Observers shall not have voting rights, but may speak with the permission the meetings chair.

8.0 GUILLOTINES

8.1 A guillotine may be imposed for any part of the meeting.

8.2 Guillotines must be supported by a 2/3rd majority vote by the meeting, with the exception of any guillotines decided by the chair prior to the beginning of the meeting.

9.0 POINTS OF CLARIFICATION

9.1 Point of Clarification may be requested by any member of the meeting through the chair at any point.

10.0 POINTS OF ORDER

10.1 Points of Order may be made through the chair at any point during a meeting, except during a vote, unless the Point of Order concerns the conduct of the vote itself.

10.2 Any member may raise a Point of Order if they feel the current procedures conflicts with the Union Constitution or Standing Orders. The member must state which section they believe is being conflicted.

10.3 The chair shall be empowered to make a ruling on the point of order.

10.4 Rulings and Interpretations made by the chair during meetings shall not be binding in future meetings, however shall be noted in the minutes and a record kept for further guidance.

11.0 CONDUCT OF MEETINGS

- 11.1 The chair shall control the conduct of the meeting.
- 11.2 All members should address the meeting through the chair.
- 11.3 The chair shall remain impartial. If it becomes necessary for the chair to be actively involved in the debate then they shall cede the chair until the end of the debate.

12.0 THE CHAIR

- 12.1 The chair shall, in the first instance, be an Ex-Officio for all General Meetings, Union Councils, Annual General Meetings and Extraordinary General Meetings.
- 12.2 If no Ex-Officio is able to chair then the membership of the meeting shall approve a temporary chair, who shall be selected from the '*List of Chairpersons.*'
- 12.3 A '*List of Chairpersons,*' shall be produced annually by the Union President and Union Chair and shall list those Officers of the Union who have been specifically trained to conduct the chairing of such meetings.
- 12.4 The chair shall be responsible for preserving order and ensuring the proceedings of the meeting are correct and conducted in accordance with the Union Constitution and Standing Orders.
- 12.5 Act as teller of results of votes taking during meetings.
- 12.6 Vote by casting, where there is a tied vote.
- 12.7 Act as the Returning Officer for any election conducted during the meeting, with the exceptions of those stated in the Standing Orders.

13.0 CHALLENGES

- 13.1 A Challenge may not be moved during a vote, point of clarification or point of order.
- 13.2 There shall be the following Challenges:
 - 13.2.1 That there should not be a vote
 - 13.2.2 That there should be a vote immediately
 - 13.2.3 That there should be an adjournment of the meeting
 - 13.2.4 No Confidence in the chair
 - 13.2.5 That the meeting go into closed session
 - 13.2.6 That there should be a referenda
 - 13.2.7 That the vote should be taken by secret ballot
 - 13.2.8 That the Standing Order should be suspended
 - 13.2.9 That there should be a check of quorum

- 13.2.10 That the decision be referred to another appropriate body
- 13.3 Challenges may be motioned by any member of the meeting.
- 13.4 Challenges should be stated to the chair's aid, who shall pass on such a challenge to the chair.
- 13.5 The procedure of the meeting shall stop immediately to hear the challenge.
- 13.6 Ten members must support the challenge in order for it to be heard, with the exception of 13.2.9. The member who put forward the challenge shall be given a speech to state why they feel the challenge should be adopted. The floor shall be opened to any member who wishes to speak against the challenge. The meeting shall then vote on the challenge.
- 13.7 If Challenge 13.2.9 is made, the chair shall be required to accept the challenge without dispute and shall immediately conduct a check of quorum, after informing the meeting such has been made.
- 13.7 If the challenge is successful the meeting shall adopt it. If the challenge is defeated the meeting shall continue as if the challenge had not been made.

14.0 NO CONFIDENCE IN THE CHAIR

- 14.1 A motion of no confidence in the chair may be moved at any time by any member of the meeting, and can only question: a ruling or interpretation of the Standing Orders or Union Constitution made by the chair, or the chair's ability to be impartial.
- 14.2 The chair shall stand down and a temporary chair, either another Ex-Officio or member of the '*List of Chairpersons*' shall preside over the motion.
- 14.3 The member making the motion must explain their reasons for the motion, and the chair shall be given the opportunity to rebuttal such reasons. Both speeches shall be conducted through the temporary chair.
- 14.4 The motion must be passed by simple majority of members to come into effect.
- 14.5 If the motion is passed then the temporary chair shall remain for the rest of the agenda item before the motion was put forward.
- 14.6 If the motion is defeated then the chair shall resume their position.

15.0 POLICY MOTIONS

- 15.1 Policy Motions shall be debated during General Meetings, Union Council, Annual General Meetings and Extraordinary General Meetings.
- 15.2 Any Policy Motion must be supported by a minimum of two full members of the Union.
- 15.3 Any Policy Motion submitted must include:
 - 15.3.1 A list of members supporting the motion, including student no. or position within the Union structure,
 - 15.3.2 A full text copy of the motion,
 - 15.3.3 A text on the background of the motion.
- 15.4 After the scheduled deadline for submission of Policy Motions, Emergency Policy may be accepted until the beginning of a scheduled meeting. The Union Chair or his/her nominee shall formally state the lapsing for submitting an Emergency Policy to the meeting. Emergency Policy must be submitted as per 15.3 of this Standing Order.
 - 15.4.1 Emergency Policy shall be considered '*a policy of such importance that the work of the Union would be inhibited should it not be discussed at such a meeting.*'
 - 15.4.2 It shall be at the discretion of the Ex-Officio's if 15.4.1 is applicable to any policy motion.
- 15.5 The policy motion shall be openly debated for a time specified by the chair.
- 15.6 There shall be a speech in favour of the motion, a speech not in favour of the motion and, if requested, a speech to abstain on voting for the motion. Each speech shall receive the same length of time.
- 15.7 Amendments to the motion may be proposed and will be debated prior to the summations. Each amendment shall be voted upon and the eventual text of the motion shall be taken to summation as per 15.5 of this Standing Order.
- 15.8 A vote will be taken to accept or reject the Policy Motion, and the results shall be declared by the chair.
- 15.9 A simple majority shall be required to accept or reject the Policy Motion, unless the Policy Motion Resolves to alter the any part of the Union Constitution or Standing Orders, whereby the Policy Motion shall be treated as an *Amendment to the Union Constitution and Standing Orders* and be subject to approval in accordance with section 30 of the Union Constitution.
- 15.10 Policy of the Union shall remain policy for the remainder of the year in which it was passed and then for a further three years thereafter, unless a further policy is implemented to replace it.

- 15.11 Policy of the Union shall lapse after such time, unless an objection is brought forward by any two full members of the Union. Such objections shall be considered and discussed during the Annual General Meeting.
- 15.12 A list of policy that will lapse in that academic year shall be published prior to the Annual General Meeting by the Union President and Ex-Officio's or their nominee.
- 15.13 Policy of the Union shall be available upon request to the Union President or his/her nominee.
- 15.14 Policy Motions shall come into effect immediately unless there are financial, strategic or legal implications, including amendments to the Union Constitution. When such occurs the relevant governing body shall inform the membership of the expected timescale.

STANDING ORDER 5 – STUDENT AFFAIRS COMMITTEE

1.0 There shall be a Student Affairs Committee in accordance with section 12 of the Union Constitution.

2.0 MEMBERSHIP

2.1 Membership of the Student Affairs Committee shall be as follows:

2.1.1 All Full-Time Officers of the Union

2.1.2 All Part-Time Officers of the Union

2.1.3 Faculty Rep from each University faculty

3.0 ATTENDANCE

3.1 Members are expected to send apologies to the Union President if they are unable to attend any meeting of the Student Affairs Committee.

3.2 If a member fails to attend two consecutive Student Affairs Committee meetings, those members present must conduct a vote whether to instigate a vote of no-confidence against the member. If the motion is passed by simple majority, the Student Affairs Committee shall be empowered to suspend the member's rights of attendance to the committee, and to refer the matter to the next Union Council, or higher governing body, who shall discuss whether to remove the member from office. If by 2/3rd majority the motion of no-confidence is passed the member shall be removed from office.

7.0 SCHEDULE OF MEETINGS

7.1 The Student Affairs Committee must convene at least once per calendar month.

7.2 At least 5 days notice shall be given for any meeting.

4.0 MINUTES

4.1 The Student Affairs Committee shall have recorded minutes of meetings convened.

4.3 A script of decisions and matters under discussion shall be submitted for the scrutiny of Union Council.

4.4 The Union President shall keep a record of such minutes for a minimum of seven years.

5.0 QUORUM

- 5.1 Quorum for the Student Affairs Committee shall be 50%+1 of its composition.
- 5.2 If quorum falls during a meeting or is not achieved the Student Affairs Committee may not convene to ratify any decision. However it may convene to discuss any matters.

8.0 POLICY

- 8.1 Policy Motions may be submitted by the Student Affairs Committee.
- 8.1 Policy Motions shall be submitted in accordance with Standing Order 4 – 15.0 Policy Motions.
- 8.3 The Student Affairs Committee must ratify any policy motions to be submitted by it.
- 8.4 Ratification shall be by simple majority/agreement of those members present.
- 8.5 The Student Affairs Committee has the right to enact emergency policy of the Union, to further its aims and objects, which shall be ratified at the next meeting of Union Council.

STANDING ORDER 6 – ZONES

1.0 There shall be 'Zones' in accordance with section 14 of the Union Constitution.

2.0 CORE 'ZONES'

2.1 There shall be core 'Zones' as defined by 14.1.1 of the Union Constitution. They shall be:

2.1.1 Democracy and Representation

2.1.2 Education

2.1.3 Welfare and Student Rights

2.1.4 Student Development

2.1.5 AU/Sports

3.0 Additional 'Zones' may be created, in accordance with 14.1.1 of the Union Constitution.

4.0 ZONE CONVENORS

4.1 A 'Zone' shall be convened by a Full-Time Officer of the Union.

4.2 The Democracy and Representation Zone shall be convened by the Union President.

4.3 The Welfare and Student Rights Zone shall be convened by the Vice President Welfare and Students' Rights.

4.4 The Education Zone shall be convened by the Vice President Academic Affairs.

4.4 The Student Development Zone shall be convened by the Vice President Student Development.

4.5 The AU/Sports Zone shall be convened by the AU President.

5.0 MEMBERSHIP

5.1 The Zone Convenor.

5.2 The Zones Part-Time Officer/s.

5.3 Any full members of the Union

6.0 SCHEDULE OF ZONES

- 6.1 A Zone must convene at least once per academic term.
- 6.2 At least 10 days notice shall be given for any Zone meeting.
- 6.3 The Zone Convenor and Part-Time Officer/s shall be empowered to publicise such meetings.

7.0 ZONE POLICY

- 7.1 Zones shall submit policy for approval to Union Council.
- 7.2 A zone shall hold a 'policy adoption' meeting as frequent as necessary. Its purpose shall be to formulate and discuss policy motions that are to be submitted by the Zone to Union Council, the Annual General Meeting, an Extraordinary General Meeting or a General Meeting.
- 7.3 Submission of policy by a Zone shall be conducted in accordance with Standing Order 4 – 15.0 Policy Motions.
- 7.4 A Zone must ratify any policy motions to be submitted by it.
- 7.5 Ratification shall be by simple majority/agreement of those members present.

STANDING ORDER 7 – LIBERATION CAMPAIGNS

1.0 There shall be Liberation Campaigns in accordance with section 16 of the Union Constitution.

2.0 CAMPAIGNS

2.1 There shall be the following Liberation Campaigns:

2.1.1 LGBT

2.1.2 Disabled Students

2.1.3 Women

2.1.4 Black Students

3.0 MINUTES

3.1 Liberation Campaigns shall record minutes of meetings convened.

3.2 Minutes shall be noted by Union Council.

3.3 The Union President shall keep a record of such minutes for a minimum of seven years.

3.4 Minutes of Liberation Campaign meetings shall be available upon request to the Union President or his/her nominee.

4.0 QUORUM

4.1 Quorum for a Liberation Campaign meeting shall be a minimum of five full members of the Union, excluding any Officers of the Union present.

4.2 If quorum is not achieved the Liberation Campaign may not convene to ratify any decision. However it may convene to discuss any matters.

5.0 SCHEDULE OF LIBERATION CAMPAIGNS

5.1 A Liberation Campaign must convene at least once per academic term.

5.2 At least 10 days notice shall be given for any meeting.

5.3 The relevant Liberation Officer/s shall be empowered to publicise such meetings.

STANDING ORDER 8 – STANDING COMMITTEES

- 1.0 There shall be Standing Committees in accordance with section 26 of the Union Constitution.
- 2.0 There shall be the following ‘Standing Committees’ as stated in the Union Constitution:
 - 2.1 Commercial Services Forum
 - 2.2 Nominations Committee
 - 2.3 Buxton Campus Committee
- 3.0 Additional ‘Standing Committees’ may be created in accordance with 26.1 of the Union Constitution.

4.0 MINUTES

- 4.1 ‘Standing Committees’ shall have recorded minutes of meetings convened.
- 4.2 Minutes shall be submitted for the scrutiny of Union Council, except the Nominations Committee.
- 4.3 The Union President shall keep a record of such minutes for a minimum of seven years.
- 4.4 Minutes of ‘Standing Committee’ meetings shall be available upon request to the Union President or his/her nominee, except those of the Nominations Committee which shall remain confidential.

5.0 QUORUM

- 5.1 Quorum for ‘Standing Committees’ shall be 50%+1 of its composition, except the Commercial Services Forum.
- 5.2 If quorum falls during a meeting or is not achieved the ‘Standing Committee’ may not convene to ratify any decision. However it may convene to discuss any matters.

6.0 MEMBERSHIP

- 6.1 The Commercial Services Forum shall be convened by the Union President or his/her nominee, and its membership shall be any member of the Union.
- 6.2 The Buxton Campus Committee shall be convened by the Vice President Welfare and Students' Rights and its membership shall be defined by Appendix II of the Sanding Orders.
- 6.2.1 Any member of the Buxton Campus Committee who fails to attend two consecutive meetings without giving reasonable cause may be removed by simple majority of those members present at the next meeting.

7.0 SCHEDULE OF MEETINGS

- 7.1 A 'Standing Committee' shall convene at least once per academic term.
- 7.2 At least 10 days notice shall be given for any meeting.
- 7.3 The relevant Full-Time and Part-Time Officer/s shall be empowered to publicise such meetings, where appropriate.

8.0 POLICY MOTIONS

- 8.1 Policy may be submitted by 'Standing Committees,' with the exception of the Nominations Committee.
- 8.1 Policy shall be submitted in accordance with Standing Order 4 – 15.0 Policy Motions.
- 8.3 A 'Standing Committee' must ratify any policy motions to be submitted by it.
- 8.4 Ratification shall be by simple majority/agreement of those members present.

STANDING ORDER 9 – OFFICERS OF THE UNION

1.0 There shall be Officers of the Union in accordance with section 27 of the Union Constitution.

2.0 FULL-TIME OFFICERS OF THE UNION

2.1 Full-Time Officers shall hold post from 1st August to 31st July the following year.

2.2 Any member may hold office as a Full-Time Officer for a maximum of two years.

2.3 Full-Time Officers elect shall attend compulsory handover with the outgoing Officer Trustee Group, prior to their term of office commencing.

2.4 No Full-Time Officer shall not hold any employment or receive any other payment, whether money or in kind, that shall conflict with their duties during their term of office.

2.5 Any Full-Time Officer who receives a gift, whether money or in kind, in relation to their position must declare it to the Officer Trustee Group. The Officer Trustee Group shall decide whether the Officer may keep the gift or whether it shall become the property of the Union.

2.6 Full-Time Officers shall receive remuneration commensurate for their duties, which shall be annually decided by Union Council. Full-Time Officers may not be present for any such discussion of their remuneration.

2.7 Full-Time Officers of the Union shall be collectively responsible for the running and operation of the Union. Their collective duties shall be as defined by 27.1 of the Union Constitution.

2.8 There shall be a Union President, as defined by 27.1.17 and 27.1.19 of the Union Constitution.

2.9 There shall be Four Vice Presidents roles, as defined by 27.1.19 of the Union Constitution. The roles shall be:

29.1 Vice President Academic Affairs

29.2 Vice President Welfare and Student Rights

29.3 Vice President Student Development

29.4 Athletic Union President

2.8 DUTIES OF THE FULL-TIME OFFICERS SHALL BE AS FOLLOWS:

2.8.1 THE UNION PRESIDENT SHALL:

Ensure all the union's governance and democratic processes including the Board of Trustees, student Affairs committee, Union Council, Zones, Elections and referenda function effectively

Ensure the Union's policy is enacted and lead responsibility on issues affecting the Organisation to include: long term planning, reporting, finances, employment and charity law compliance.

Be responsible for issuing press statements on behalf of the Union.

Be the main contact between the Union and the University both internally and externally.

Ensure that the Union and its members act in accordance with the constitution and be the main contact for any constitutional enquiries.

Be the primary point of contact between the Union and NUS and NUSSL.

Ensure that democratic Elections take place.

Have ultimate Executive responsibility for Health and Safety for the Union.

Represent the Union on University Council and any other relevant Committees.

Be responsible for liaising with the Union's Chief Executive.

Be the main representative between the Union and members of the community over student related issues.

Act as the primary representative for the Union on all appropriate official occasions.

Ensure that Equal Opportunities are upheld within the Students' Union.

Receive and deal with complaints from students.

Ensure that the Union's Strategy and Budget is completed.

To direct the Officer Team, both Sabbatical and Voluntary in its work to meet the Aims and Objectives of the Union as laid down by the Unions Governing Documents and policies.

Responsible for being the Chair of the Elections Committee and ensuring that due democratic process is fairly and consistently carried out as laid down by the Unions Governing Documents and prescribed law.

Be responsible for working with external partners within this remit.

2.8.2 VICE PRESIDENT ACADEMIC AFFAIRS SHALL:

Be responsible for the union's campaigns on academic issues, as well as any education and academic campaigns NUS have prioritised.

Be responsible for liaising with the student advice centre over Academic Service Provisions

Encourage representation by students on University Academic Committees.

Be responsible for representing the Academic needs of all university of derby students.

Represent students on university disciplinary hearings, academic appeals and academic complaints.

Represent the union on the university council, academic board and any other relevant committees/ boards.

Deputise for the president in their absence.

Ensure the programme representative scheme is supported and delivered.

Be the primary lead on assessment, quality enhancement, learning and teaching environments.

Ensure that any university academic policy is student focused and centred.

Be responsible for the development of the academic environment.

Ensure that the union is promoting students in the community.

Be responsible for working with external partners within this remit.

2.8.3 VICE PRESIDENT STUDENT DEVELOPMENT SHALL:

Be responsible for convening the student development zone.

Ensure the development of and to support all student media groups and communication tools.

Facilitate the meetings of the affiliated societies.

Uphold the constitutions of the affiliated societies.

Ensure that the student training programme meets the needs of the students' membership and have access to support and development opportunities to carry out their roles.

Ensure that regard is given to safety and duty of care in all matters concerned with the running of Societies, union volunteers and media groups.

Widen student participation in societies, media groups, volunteering and charity fund raising events (RAG).

To develop a strong and active union through the various mechanisms and opportunities as appropriate

To engage with the appropriate structures of the National Union (NUS)

Offer opportunities for appropriate methods of accreditation and recognition for student participants.

Be responsible for student development in delivering opportunities for employability.

Ensure societies, union volunteers and media groups are given financial support and regulations are adequate.

Ensure that members have access to information on the services on offer by the union.

Assist in the promotion of the unions campaigns.

Be responsible for working with external partners within this remit.

2.8.4 VICE PRESIDENT WELFARE AND STUDENT RIGHTS SHALL:

Ensure that key UDSU lead initiatives such as Student Representative Scheme, campaigns and elections are facilitated across all satellite sites and distance learner provision.

Have responsibility for prioritised academic campaigns surrounding social campaigning groups including: Further Education Students, Part Time Students, Distance Learners, International Students, Post Graduate Students, And Mature Students by the Union and NUS.

Be the main contact point for all satellite sites outside of Derby and for all Further Education Students.

Ensure that relevant satellite site committees are convened and facilitated.

Ensure the Further Education Enrichment Programme is student focussed and relevant.

Widen student engagement in the Union across the satellite sites and with distance learners.

Develop Student Representation within the University and its satellite sites on behalf and in support of the wider student body.

Ensure the Executive committee is kept abreast of all issues relating to students at our satellite sites and distance learners.

Be responsible for working with external partners within this remit.

2.8.5 ATHLETIC UNION PRESIDENT:

The duties of the Athletic Union President shall be detailed in the Athletic Union Constitution

3.0 PART-TIME OFFICERS OF THE UNION

3.1 Part-Time Officers shall hold post from 1st August to 31st July the following year.

3.2 Part-Time Officers elect shall attend compulsory training organised by the Union President or his/her nominee, prior to the beginning of the academic year.

3.3 No Part-Time Officer shall receive any payment, whether money or in kind, that shall conflict with their duties.

3.4 Any Part-Time Officer who receives a gift, whether money or in kind, in relation to their position must declare it to the Student Affairs Committee. The Student Affairs Committee shall decide whether the Part-Time Officer may keep the gift or whether it shall become property of the Union.

3.5 Part-Time Officers may not financially benefit from the Union.

3.6 DUTIES OF THE PART-TIME OFFICERS SHALL BE AS FOLLOWS:

3.6.1 THE SOCIETIES DEVELOPMENT OFFICER SHALL:

3.6.1.1 Be a member of the Student Affairs Committee.

3.6.1.2 Represent the views and interests of Society members.

3.6.1.3 Aid the relevant Full-Time Officer in the development of the society provision.

3.6.1.4 Sit and work within the relevant Zone

3.6.1.5 Any other duties as to further the Union's aims and objectives.

3.6.2 THE SPORTS DEVELOPMENT OFFICER SHALL:

3.6.2.1 Be a member of the Student Affairs Committee

3.6.2.2 Represent the views and interests of Sports members

3.6.2.3 Aid the relevant Full-Time Officer in the development of sports provision

3.6.2.4 Sit and work within the relevant Zone

3.6.2.5 Any other duties as to further the Union's aims and objectives

3.6.3 THE DEMOCRACY OFFICER SHALL:

3.6.3.1 Be a member of the Student Affairs Committee

3.6.3.2 Aid the relevant Full-Time Officer in the development of Democratic Processes within the Union

3.6.3.3 Sit and work within the relevant Zone

3.6.3.4 Any other duties as to further the Union's aims and objectives

3.6.4 THE ETHICS AND ENVIRONMENT OFFICER SHALL:

3.6.4.1 Be a member of the Student Affairs Committee

3.6.4.2 Aid the relevant Full-Time Officer in the development of ethical and environmental practices within the Union and the membership

3.6.4.3 Ensure the Ethics and Environment Campaign is ran

3.6.4.4 Sit and work within the relevant Zone

3.6.4.5 Any other duties as to further the Union's aims and objectives

3.6.5 THE STUDENTS' RIGHTS OFFICER SHALL:

3.6.5.1 Be a member of the Student Affairs Committee

3.6.5.2 Represent the views and interests of the membership in regards to Student Rights.

3.6.5.3 Aid the relevant Full-Time Officer in the development of the Welfare provision within the Union.

3.6.5.4 Co-ordinate the priority Welfare Campaigns.

3.6.5.5 Sit and work within the relevant Zone

3.6.5.6 Any other duties as to further the Union's aims and objectives

3.6.6 THE HIGHER EDUCATION OFFICER SHALL:

3.6.6.1 Be a member of the Student Affairs Committee

3.6.6.2 Represent Higher-Education issues to the Union

3.6.6.3 Aid the relevant Full-Time Officer in the delivery of the priority Education Campaign

2.6.6.4 Sit and work within the relevant Zone

3.6.6.5 Any other duties as to further the Union's aims and objectives

3.6.7 THE INTERNATIONAL STUDENTS' CAMPIAGN OFFICER SHALL:

3.6.7.1 Be a member of the Student Affairs Committee

3.6.7.2 Represent the views and interests of international students

3.6.7.3 Aid the relevant Full-Time Officer in the delivery of the priority International Students' Campaign

3.6.7.4 Sit and work within the relevant Zone

3.6.7.4 Any other duties as to further the Union's aims and objectives

3.6.8 THE MATURE STUDENTS' CAMPAIGN OFFICER SHALL:

3.6.8.1 Be a member of the Student Affairs Committee

3.6.8.2 Represent the views and interests of Mature Students'

3.6.8.3 Aid the relevant Full-Time Officer in the delivery of the priority Mature Students' Campaign

3.6.8.4 Sit and work within the relevant Zone

3.6.8.5 Any other duties as to further the Union's aims and objectives

3.6.9 THE POSTGRADUATE STUDENTS' CAMPAIGN OFFICER SHALL:

3.6.9.1 Be a member of the Student Affairs Committee

3.6.9.2 Represent the views and interests of Postgraduate Students'

3.6.9.3 Aid the relevant Full-Time Officer in the delivery of the priority Postgraduate Students' Campaign

3.6.9.4 Sit and work within the relevant Zone

3.6.9.5 Any other duties as to further the Union's aims and objectives

3.6.10 THE FURTHER-EDUCATION OFFICER SHALL:

3.6.10.1 Be a member of the Student Affairs Committee

3.6.10.2 Represent the views and interests of FE Students'

3.6.10.3 Aid the relevant Full-Time Officer in the delivery of the priority Further Education Campaign

3.6.10.4 Be a member of the Buxton Site Committee.

3.6.10.5 Sit and work within the relevant Zone

3.6.10.6 Any other duties as to further the Union's aims and objectives

3.6.13 THE BLACK STUDENTS' OFFICER SHALL:

3.6.13.1 Be a member of the Student Affairs Committee

3.6.13.2 Represent the views and interests of Black Students'

3.6.13.3 Co-ordinate the Black Students Campaign

3.6.13.4 Any other duties as decided by the Campaign

3.6.14 THE (OPEN PLACE AND WOMENS PLACE) LGBT OFFICERS SHALL:

3.6.14.1 Be members of the Student Affairs Committee

3.6.14.2 Jointly co-ordinate the LGBT Students Campaign

3.6.14.3 Represent the views and interests of LGBT Students'

3.6.14.4 Any other duties as decided by the Campaign

3.6.15 THE DISABLED STUDENTS OFFICER SHALL:

3.6.15.1 Be a member of the Student Affairs Committee

3.6.15.2 Co-ordinate the Disabled Students Campaign

3.6.15.3 Represent the views and interests of Disabled Students'

3.6.15.4 Any other duties as decided by the Campaign

3.6.16 THE WOMENS OFFICER SHALL:

3.6.16.1 Be a member of the Student Affairs Committee

3.6.16.2 Represent the views and interests of Women Students'

3.6.16.3 Co-ordinate the Women's Campaign

3.6.16.4 Any other duties as decided by the Campaign

3.6.17 THE BUXTON CAMPUS OFFICER SHALL:

3.6.17.1 Be a member of the Student Affairs Committee

3.6.17.2 Chair the Buxton Site Committee

3.6.17.3 Represent the views and interests of Students' at the Buxton Campus

- 3.6.17.4 Aid the relevant Full-Time Officer in the development of provisions at the Buxton Campus.
- 3.6.17.5 Any other duties as to further the Union's aims and objectives

3.6.17 BCL, ADT, EHS, FPL AND UDB FACULTY REPS SHALL:

- 3.6.18.1 Be a member of the Student Affairs Committee
- 3.6.18.2 Be a current student within the faculty they represent
- 3.6.18.3 Represent the views and interests of the programs within the school you represent Support and Feedback to the School Representatives within your Faculty by meeting with them regularly
- 3.6.18.4 Be one of the representatives of your faculty at the University Quality Enhancement Committee.
- 3.6.18.5 Meet regularly with the Vice President responsible for academic affairs.
-

4.0 EX-OFFICIO'S

- 4.1 There shall be non-officer positions of a Union Chair and a Union Vice Chair.
- 4.2 The Union Chair and Union Vice Chair shall be Ex-Officio's.
- 4.3 Ex-Officio's shall hold post from 1st August until 31st July the following year.
- 4.4 Ex-Officio's may not hold any other position within the any of the Unions governing bodies or its committees.
- 4.5 Ex-Officio's shall be entitled to attend any meetings of the Union, its committees and any other political governing bodies within the Union structure, as non-voting advisors, having give due notice to the relevant members.
- 4.6 Ex-Officio's shall remain impartial whilst conducting their duties.

4.7 DUTIES OF EX-OFFICIO'S SHALL BE AS FOLLOWS:

- 4.7.1 The Union Chair shall be the first responsible Ex-Officio for all duties stated hereafter. The Union Vice Chair shall deputise as required.

4.7.2 EX-OFFICIO'S SHALL:

- 4.7.2.1 Organise, steer and chair all General Meetings, Union Councils, Annual General Meetings and Extraordinary General Meetings.
- 4.7.2.2 Be responsible for the administrative execution of such meetings.
- 4.7.2.3 Act as Returning Officer as required and necessary.
- 4.7.2.4 Take action on behalf of Union Council, in its absence or outside of a meeting, as appropriate for the proper conduct of union business.
- 4.7.2.8 Any other duties as to further the Union's aims and objectives.

5.0 REMOVAL OF PART-TIME OFFICERS AND EX-OFFICIO'S

- 5.1 The office of Part-Time Officer or Ex-Officio shall be vacated if:
 - 5.1.2 A secure petition for a motion of no-confidence in the Part-Time Officer or Ex-Officio is signed by 50 full members of the Union. The rules on secure petitions shall be the same as laid down in *Standing Order 3 'Referenda'*.
 - 5.1.3 The matter shall be taken to Union Council, or a higher body, and a 2/3rds majority of members present shall be required for the motion to pass.

STANDING ORDER 10 – THE EXECUTIVE COMMITTEE

1.0 There shall be an Executive Committee in accordance with section 25 of the Union Constitution.

2.0 MINUTES

2.1 The Executive Committee shall record minutes of meetings convened.

2.2 Minutes of such meetings shall be kept confidential and not available for viewing by any person, except Full-Time Officers and authorised staff members.

2.3 The Union President shall keep a record of such minutes for a minimum of seven years.

3.0 QUORUM

3.1 Quorum for the Executive Committee shall be 50%+1 of its composition.

3.2 If quorum is not achieved the Executive Committee may not convene to make decisions. However it may convene to discuss any matters.

4.0 SCHEDULE OF THE EXECUTIVE COMMITTEE

4.1 The Executive Committee must convene at least once every two weeks.

4.2 The Union President shall be responsible for ensuring the Executive Committee convenes.

5.0 POLICY

5.1 The Executive Committee may not ratify or submit political policy of the Union.

5.2 Policy decisions put forward by the Executive Committee must be taken to its counter-part political body, the Student Affairs Committee.

APPENDIX I – STAFF PROTOCOL

- 1.0 The Union shall be empowered to employ staff whose duties will be determined by the Executive Committee.
- 2.0 Individual members of staff are not discussed at General Meetings, Union Council meetings, or its Committees, except by the Executive Committee who shall discuss such matters in a closed session.
- 3.0 Individual staff members shall not be the subject of letters or articles of the Union's publications.
- 4.0 An individual student having a complaint against a staff member shall raise the matter directly with the Union President who shall in turn raise the matter with the Chief Executive.
- 5.0 The Union President shall be the Full-Time Officer with overall responsibility for staffing matters and shall be responsible for liaising with the Chief Executive over staffing matters.
- 6.0 A member of staff who has a complaint about the behaviour or conduct of any Union Officer/Official or any member of the Union may raise that matter with the Chief Executive and may expect the matter to be dealt with fairly and reasonably without their employment rights being affected.

APPENDIX II – BUXTON CAMPUS COMMITTEE ELECTED REPRESENTATIVES ROLES AND RESPONSIBILITIES

1.0 THE BUXTON CAMPUS OFFICER SHALL:

- 1.1 Be a member of the Student Affairs Committee
- 1.2 Chair the Buxton Site Committee
- 1.3 Represent the views and interests of Students' at the Buxton Campus
- 1.4 Any other duties as to further the Union's aims and objectives

2.0 FURTHER-EDUCATION OFFICER SHALL:

- 2.1 Be a member of the Student Affairs Committee
- 2.2 Represent the views and interests of FE Students'
- 2.3 Aid the relevant Full-Time Officer in the delivery of the priority Further Education Campaign
- 2.4 Be a member of the Buxton Campus Committee.
- 2.5 Sit and work within the relevant Zone
- 2.6 Any other duties as to further the Union's aims and objectives

3.0 HIGHER-EDUCATION REPRESENTATIVE SHALL:

- 3.1 Be a member of the Buxton Campus Committee
- 3.2 Represent Higher-Education issues at the Buxton Campus
- 3.3 Aid the relevant Full-Time Officer in the delivery of the priority Education Campaign
- 3.4 Sit and work within the relevant Zone
- 3.5 Any other duties as to further the Union's aims and objectives

4.0 THE SPORTS REPRESENTATIVE SHALL:

- 4.1 Be a member of the Buxton Campus Committee
- 4.2 Represent the views and interests of Sports members at the Buxton Campus
- 4.3 Aid the relevant Full-Time Officer in the development of sports provision at Buxton
- 4.4 Sit and work within the relevant Zone
- 4.5 Any other duties as to further the Union's aims and objectives

5.0 THE SOCIETIES DEVELOPMENT REPRESENTATIVE SHALL:

- 5.1 Be a member of the Buxton Campus Committee.
- 5.2 To represent the views and interests of Society members at the Buxton Campus.
- 5.3 Aid the relevant Full-Time Officer in the development of the society provision at Buxton.
- 5.4 Sit and work within the relevant Zone
- 5.5 Any other duties as to further the Union's aims and objectives

6.0 EVENTS REPRESENTATIVE SHALL:

- 6.1 Be a member of the Buxton Campus Committee

- 6.2 To represent the views and interests of Buxton students in the implementation of the entertainments provision in Buxton
- 6.3 Aid the relevant Full-Time Officer in the development of the Entertainments provision at the Buxton Campus.
- 6.5 Sit and work within the relevant Zone or Standing Committee
- 6.6 Any other duties as to further the Union's aims and objectives

7.0 WELFARE REPRESENTATIVE SHALL:

- 7.1 Be a member of the Buxton Campus Committee
- 7.2 To support the Liberation officers in implementing campaigns at the Buxton Campus
- 7.3 Aid the relevant Full-Time Officer in the development of the Welfare provision within the Union.
- 7.4 Co-ordinate the priority Welfare Campaigns.
- 7.6 Sit and work within the relevant Zone
- 7.7 Any other duties as to further the Union's aims and objectives

8.0 MATURE STUDENTS REPRESENTATIVE SHALL:

- 8.1 Be a member of the Buxton Campus Committee
- 8.2 Represent the views and interests of Mature Students' at the Buxton Campus
- 8.3 Aid the relevant Full-Time Officer in the delivery of the priority Mature Students' Campaign
- 8.4 Sit and work within the relevant Zone
- 8.5 Any other duties as to further the Union's aims and objectives

9.0 INTERNATIONAL STUDENTS REPRESENTATIVE SHALL:

- 9.1 Be a member of the Buxton Campus Committee
- 9.2 Represent the views and interests of international students at the Buxton Campus
- 9.3 Aid the relevant Full-Time Officer in the delivery of the priority International Students' Campaign
- 9.4 Sit and work within the relevant Zone
- 9.5 Any other duties as to further the Union's aims and objectives

APPENDIX III – SPORTS TEAMS, SOCIETIES AND GROUPS

- 1.0 Affiliated Sports Teams, Societies and Groups of the Union shall be governed by their own Constitutions.
- 2.0 Constitutions of affiliated Sports Teams, Societies and Groups must conform to the Union Constitution, Athletic Union Constitution, if applicable, and/or all other union governing documents or policies. Constitutions of affiliated Sports Teams, Societies or Groups are subject to approval by the relevant governing bodies.
- 3.0 All Sports Teams, Societies and Groups affiliated to the Union shall act in accordance with the constitutions and any associated policies of the Union.
- 4.0 All affiliated Sports Teams and Societies shall be required to send a delegation, of two members of the Sports Team/Society Executive body, to the relevant 'Zone' meeting.
- 5.0 All equipment and kit purchased on behalf of or given as a gift in kind to the Sports Teams, Societies and Groups of the Union is owned by the Union.

6.0 SPORTS TEAMS, SOCIETIES AND GROUPS FINANCES

- 6.1 All Sports Teams, Societies and Groups affiliated to the Union shall have the right to apply to the Union for financial assistance from the start of each academic year.
- 6.2 No Sports Team, Society or Group may open any form of bank or other account.
- 6.3 All signatories of Sports Teams, Societies and Groups must sign an undertaking that they have read, understand, and will abide by the Union's financial procedures.
- 6.4 The Union has the ability to freeze a Sports Team, Society or Groups account if its committee members have not adhered to the Union's financial procedures or whilst an investigation is undertaken.
- 6.5 Each Sports Team, Society or Group must specify a minimum of two and a maximum of three signatories for their accounts, two of which must be the Sports Team, Society or Group President, or equivalent, and the Treasurer.
- 6.6 The payee of any Sports Team, Society or Group cheque may not be the committee signatory for that payment requisition.

- 6.7 All expenditure must be counter authorised by the Union's budget holder for the Sports Teams, Societies or Group.
- 6.8 The Union will publish annually the procedure for allocation of resources to affiliated Sports Teams, Societies and Groups together with the appeals mechanism. This will be available to any full member upon written application to the Union President or his or her nominee.

APPENDIX IV – DISCIPLINE

- 1.0 Complaints about Union staff by students will be dealt with through the Union's staff discipline procedure.
- 2.0 Complaints about Full-Time Officers, Part-Time Officers and Ex-Officio's shall be dealt with through the appropriate governing bodies of the Union.
- 3.0 The Union President or his or her nominee may withdraw the right to use the services and facilities of the Union from anyone who is not a member of the Union. There shall be no method of appeal against this decision.
- 4.0 The Union President will conduct a disciplinary in accordance with the Union's Disciplinary Procedures for student members.
- 5.0 Any formal complaint made by any full member or associate member against any full member, associate member or affiliated group of the Union will be dealt with by this Standing Order as follows;
 - 5.1 The Union President or his or her nominee shall receive details of the complaint and with the relevant Full-Time Officer (if necessary) shall make a preliminary investigation into the matter. At the end of this investigation the Union President or his or her nominee and the relevant Full-Time Officer may:
 - 5.1.1 Decide that no further action is required or
 - 5.1.2 Establish a Disciplinary Committee to hear the matter in full
 - 5.2 The Procedure for a disciplinary hearing by the Disciplinary Committee shall be as follows:
 - 5.2.1 The Complainant, or their nominated representative, will prepare a written report, specifying the details of the complaint, which will be given to the Respondent and the Union President or his or her nominee.
 - 5.2.2 The Respondent may, if he or she wishes, prepare a written statement in reply to the complaint. If so, the reply will be given to the Complainant and the Union President or his or her nominee within seven working days of receipt of the complaint.
 - 5.2.3 A hearing shall be convened within ten working days of the Union President or his or her nominee receiving a written complaint.
 - 5.2.4 The Disciplinary Committee shall be appointed by the Union President or his or her nominee and shall consist of any three members of Union Council, one of whom must be a Full-Time Officer.
 - 5.2.5 Copies of the report and reply (if any) and this Standing Order shall be distributed before the hearing by the Union President or his or her nominee to the members of the Disciplinary Committee.

- 5.2.6 The Respondent's privileges of membership of the Union may be suspended at the discretion of the Union President or his or her nominee and the relevant Full-Time Officer until such a time as he or she has appeared before the Disciplinary Committee and a decision has been made.
- 5.2.7 The Respondent will be entitled to be accompanied or represented at a hearing by a friend who must be a full member of the Union.
- 5.2.8 The Disciplinary Committee may ask for clarification on any issue from any witnesses.
- 5.2.9 As the Disciplinary Committee is unable to enforce attendance of the Respondent, the Committee shall be entitled to make a decision on the information laid before it if necessary.
- 5.3 If the Disciplinary Committee decides that the complaint (or elements of the complaint) has been proved, it may impose such penalties as it thinks fit. This includes:
- 5.3.1 Requiring the Respondent to make good in whole or part the cost of any damage inflicted;
- 5.3.2 Imposing a fine on any sports team, society or group
- 5.3.3 Withdrawing affiliation of any sports team, society or group
- 5.3.4 Dismissing any member of a sports team, society or group committee;
- 5.3.5 Withdrawal of the use of the Union's facilities in whole or part;
- 5.3.6 Suspension from the Union's membership;
- 5.3.7 Expulsion from the Union's membership.
- 5.4 In reaching its decision, the Committee shall take into account any loss of privileges from the suspension imposed upon the Respondent prior to the hearing.
- 5.5.1 In the case of any offence committed on licensed premises, the manager on duty shall be empowered to temporarily exclude the individual from the venue at that time. In order to maintain the good order and running of the Union, the trustees and nominated staff will have the right to execute temporary powers consistent with the Licensing Acts. These powers will include, inter alia, exclusion and temporary suspension of membership.
- 5.6 Minutes of the hearing shall be taken and all information relating to the case shall be collected from the members of the Disciplinary Committee by the Union President or his or her nominee at the conclusion of the case.
- 5.7 The Union President or his or her nominee shall produce a report for Union Council on each disciplinary hearing conducted without reference to the Respondent by name.

6.0 APPEALS TO UNION COUNCIL

- 6.1 The Respondent shall be entitled to appeal against the decision of the Disciplinary Committee by giving written notice of the appeal to the main Union reception addressed to the Ex-Officio's within five working days of the decision.

- 6.2 The appeal shall be heard at the next meeting of Union Council.
- 6.3 The respondents will be entitled to be accompanied or represented at the appeal by a friend who must be a full member of the union.
- 6.4 The decision of Union Council will be final and binding.