



Constitution

of

Worcester Students' Union

(An Unincorporated Association)

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Constitution
of
Worcester Students' Union

BACKGROUND

- A. Worcester Students' Union (the "Union") is a students' union within the meaning of the Education Act 1994. The Union is devoted to the educational interests and welfare of its Members.
- B. The Union will seek at all times to:
- (i) ensure that the diversity of its membership is recognised and that equal access is available to all Members of whatever origin or orientation;
 - (ii) pursue its aims and objectives independent of any political party or religious group; and
 - (iii) pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.
- C. This Constitution has been structured to give the Board of Trustees reasonable authority to manage the affairs of the Union in a professional manner. The Members enjoy the right, which must be exercised in accordance with charity law, to elect a proportion of the Trustees and to dismiss all of the Trustees. The Board of Trustees will give the utmost consideration to the views of Members.
- D. Under the Education Act 1994, the University of Worcester has a statutory duty to ensure that the Union operates in a fair and democratic manner and is held to proper account for its finances. The Union therefore works alongside the University of Worcester in ensuring that the affairs of the Union are properly conducted and that the educational and welfare needs of the Union's Members are met.

Definitions and Interpretation

1. The meanings of any defined terms used in this Constitution are set out in Clause 104. If any dispute arises in relation to the interpretation of this Constitution or any of the Bye-Laws, it shall be resolved by the President.

Name

2. There shall be a students' union in the name of Worcester Students' Union (and in this Constitution it is called "the Union").

Objects

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

Powers

4. To further its objects, but not to further any other purpose, the Union may:
 - 4.1 provide services and facilities for Members;
 - 4.2 establish, support, promote and operate a network of student activities for Members;
 - 4.3 support any RAG or similar fundraising activities carried out by its Members for charitable causes, including the provision of administrative support, banking facilities and acting as a holding trustee of any funds raised;
 - 4.4 alone or with other organisations:
 - 4.4.1 carry out campaigning activities;
 - 4.4.2 seek to influence public opinion; and
 - 4.4.3 make representations to and seek to influence governmental and other bodies and institutionsregarding the reform, development and implementation of appropriate policies, legislation and regulations provided that all such activities shall be confined to the activities which an English and Welsh charity may properly undertake and provided that the Union complies with the Education Act and any guidance published by the Charity Commission;
 - 4.5 write, make, commission, print, publish or distribute materials or information or assist in these activities;

- 4.6 promote, initiate, develop or carry out education and training and arrange, provide or assist with exhibitions, lectures, meetings, seminars, displays or classes;
- 4.7 promote, encourage, carry out or commission research, surveys, studies or other work and publish the useful results;
- 4.8 provide or appoint others to provide advice, guidance, representation and advocacy;
- 4.9 co-operate with other charities and bodies and exchange information and advice with them;
- 4.10 become a member, affiliate or associate of other charities and bodies;
- 4.11 support, set up or amalgamate with other charities with objects identical or similar to the Union's objects, and act as or appoint trustees, agents, nominees or delegates to control and manage such charities;
- 4.12 purchase or acquire all or any of the property, assets, liabilities and engagements of any charity with objects similar to the Union's objects;
- 4.13 incorporate and transfer all its assets to a charitable limited liability legal entity, and dissolve at any time following such incorporation and transfer if the Trustees consider it appropriate to do so;
- 4.14 raise funds and invite and receive contributions from any person provided that the Union shall not carry out any taxable trading activities in raising funds;
- 4.15 borrow and raise money on such terms and security as the Union may think suitable (but only in accordance with the restrictions imposed by the Charities Act 1993);
- 4.16 purchase, lease, hire or receive property of any kind including land, buildings and equipment and maintain and equip it for use;
- 4.17 sell, manage, lease, mortgage, exchange, dispose of or deal with all or any of its property (but only in accordance with the restrictions imposed by the Charities Act 1993);
- 4.18 make grants or loans of money and give guarantees;
- 4.19 set aside funds for special purposes or as reserves against future expenditure;
- 4.20 invest and deal with the Union's money not immediately required for its objects in or upon any investments, securities, or property;
- 4.21 delegate the management of investments to an appropriately experienced and qualified financial expert provided that:
 - 4.21.1 the investment policy is set down in writing for the financial expert by the Trustees;

- 4.21.2 every transaction is reported promptly to the Trustees;
 - 4.21.3 the performance of the investment is reviewed regularly by the Trustees;
 - 4.21.4 the Trustees are entitled to cancel the delegation at any time;
 - 4.21.5 the investment policy and the delegation arrangements are reviewed at least once a year;
 - 4.21.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
 - 4.21.7 the financial expert may not do anything outside the powers of the Trustees;
- 4.22 arrange for investments or other property of the Union to be held in the name of a nominee (being a company or a limited liability partnership registered or having an established place of business in England and Wales) under the control of the Trustees or a financial expert acting under their instructions and to pay any reasonable fee required;
- 4.23 lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company;
- 4.24 open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange;
- 4.25 trade in the course of carrying out any of its objects;
- 4.26 establish or acquire subsidiary companies to carry on any taxable trade;
- 4.27 subject to Clause [5] (Limitation on private benefits), employ and pay employees and professionals or other advisors;
- 4.28 grant pensions and retirement benefits to employees of the Union and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for employees of the Union and their dependants;
- 4.29 pay out of the funds of the Union the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Union provided that no such insurance shall extend to:
- 4.29.1 any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceedings or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising);

4.29.2 any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct; or

4.29.3 any liability incurred by the Trustees to the Union that arises out of any conduct which the Trustees knew (or must reasonably be assumed to have known) was not in the interests of the Union or in the case of which they did not care whether it was in the best interests of the Union or not; and

4.30 do all such other lawful things as shall further the Union's objects.

5. Limitation on private benefits

5.1 The income and property of the Union shall be applied solely towards the promotion of its objects.

5.2 Except as provided below no part of the income and property of the Union may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Member of the Union. This shall not prevent any payment in good faith by the Union of:

5.2.1 any payments made to any Member in their capacity as a beneficiary of the Union;

5.2.2 reasonable and proper remuneration to any Member for any goods or services supplied to the Union provided that if such Member is a Trustee Clause [5.3] shall apply;

5.2.3 interest on money lent by any Member to the Union at a reasonable and proper rate; and

5.2.4 any reasonable and proper rent for premises let by any Member to the Union.

5.3 Except as provided below no Trustee may sell goods, services or any interest in land to the Union; be employed by, or receive any remuneration from, the Union; or receive any other financial benefit from the Union. This shall not prevent any payment in good faith by the Union of:

5.3.1 any payments made to any Trustee or Connected Person in their capacity as a beneficiary of the Union;

5.3.2 reasonable and proper out of pocket expenses of the Trustees;

5.3.3 reasonable and proper remuneration to any Officer Trustee or Connected Person for any goods or services supplied to the Union on the instructions of the Trustees provided that:

- (a) for the avoidance of doubt, the authorisation under this provision shall extend to the remuneration of Officer Trustees and Connected Persons under contracts of employment with the Union;
 - (b) subject to Clause 5.3.3(a), the authorisation under this provision shall not extend to the service of acting as Trustee;
 - (c) if the person being remunerated is a Trustee the procedure described in Clause 88 (Conflicts of Interest) must be followed in considering the appointment of the Trustee and in relation to any other decisions regarding the remuneration authorised by this provision;
 - (d) if the person being remunerated is a Connected Person the procedure described in Clause 88 (Conflicts of Interest) must be followed by the relevant Trustee in relation to any decisions regarding such Connected Person;
 - (e) subject to Clause 5.6, this provision may not apply to more than half of the Trustees in any financial year (and for these purposes such provision shall be treated as applying to a Trustee if it applies to a person who is a Connected Person in relation to that Trustee); and
 - (f) at all times the provisions of the Education Act are complied with;
- 5.3.4 interest on money lent by any Trustee or Connected Person to the Union at a reasonable and proper rate;
- 5.3.5 any reasonable and proper rent for premises let by any Trustee or Connected Person to the Union;
- 5.3.6 reasonable and proper premiums in respect of indemnity insurance effected in accordance with Clause 4.29;
- 5.3.7 any payments made to any Trustee or officer under the indemnity provisions set out at Clause 102; and
- 5.3.8 any payments authorised in writing by the Charity Commission.
- 5.4 In Clauses 5.2 and 5.3, references to the Union shall be read as references to the Union and/or any Subsidiary Company.
- 5.5 For any transaction authorised by Clause 5.3 or Clause 5.4, the Trustee's duty (arising under the Companies Act 2006) to avoid a conflict of interest with the Union shall be disapplied provided the relevant provisions of Clause 5.3 or Clause 5.4 have been complied with.
- 5.6 Where a vacancy arises on the Board of Trustees with the result that Clause 5.3.3 applies to more than half of the Trustees, the Union may continue to pay remuneration to its Officer Trustees and any Connected Persons receiving

remuneration in accordance with Clause 5.3.3 provided that the Union uses all reasonable endeavours to fill the vacancy as soon as possible.

Dissolution

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

Amendments to the Constitution

7. The Trustees and The University of Worcester shall review this Constitution every five years, with effect from the date that this Constitution comes into effect.
8. No amendment of this Constitution shall be made which would have the effect of the Union ceasing to be a charity.
9. Clause 3 (Objects) and Clause 5 (Limitation on private benefits) may not be amended without the prior written consent of the Charity Commission.
10. Save where the amendment to the Constitution is a consequential amendment due to a change in the Bye-Laws (for example, the number or heading names of Clauses), the Constitution may be amended by:
 - 10.1 a resolution of the Members passed at a general meeting by at least 66% of those present and voting; or
 - 10.2 a resolution passed by a 66% majority of the Members voting in a Referendum provided that at least 10% of Members cast a vote in the Referendum

provided The University of Worcester approves the amendments (as required for the purposes of compliance with Section 22 of the Education Act).

Membership

Members

11. The Members of the Union shall be as follows:
 - 11.1 each and every Student who has not opted out by notifying the University of Worcester of his or her wish not to be a Member of the Union; and
 - 11.2 the Officer Trustees of the Union.
12. Membership shall not be transferable and shall cease on death. A Member shall automatically cease to be a Member of the Union if:
 - 12.1 he or she ceases to be a Student;
 - 12.2 he or she ceases to be an Officer Trustee;
 - 12.3 he or she opts out of membership by giving written notice to the Union in accordance with the Bye-Laws; or in the case of Members other than the Officer Trustees, a resolution is passed by a majority vote of the Student Council resolving that the Member be expelled on the ground that his or her continued membership is harmful to or is likely to become harmful to the interests of the Union. Such a resolution shall not be passed unless the Member has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify expulsion, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Student Council.
13. Members' details shall be entered in a register of Members.
14. Members of the Union shall be entitled to the benefits set out in the Code of Practice.

Associate Members

15. The Trustees may elect to and remove from associate membership of the Union such persons as they consider to be fit. The Trustees shall determine the form of application for associate membership, and associate membership shall be subject to such rights and obligations as the Trustees consider appropriate.
16. Associate members shall not be Members for the purposes of this Constitution and shall not be entitled to vote on any matter.

Referenda

17. A Referendum may be called on any issue by:
 - 17.1 a resolution of the Trustees;
 - 17.2 a majority vote of the Student Council; or
 - 17.3 a Secure Petition signed by at least 2% of Members.
18. Subject to Clause 10.2, a resolution may only be passed by Referendum if at least 10% of Members cast a vote in the Referendum and a majority of the votes cast are in favour of the resolution.
19. Referenda shall be conducted in accordance with this Constitution and the Bye-Laws.
20. Subject to Clause 62, the Members may set Policy by Referenda. Policy set by Referenda may overturn Policy set either by the Members in general meeting or by the Student Council.

General Meetings

Annual General Meeting

21. The Union shall hold an annual general meeting once in each calendar year. Not more than 18 months shall pass between the date of one annual general meeting and the next. The annual general meeting shall be held at such time and place as the Trustees shall think suitable to allow the maximum number of Members to attend.

Other General Meetings

22. The Trustees may call a general meeting at any time. The Trustees shall call a general meeting on receiving a requisition to that effect, signed by at least 1% of Members having the right to attend and vote at general meetings.

Location of Meetings

23. Annual and general meetings may be carried out at one single venue or simultaneously at a maximum of three separate venues with a video, audio or other real-time link between all of the venues. At the start of such meetings, each venue must indicate by majority vote that they are satisfied with the meeting set-up and technology.

Length of Notice

24. A general meeting shall be called by at least 10 working days' written notice.

Contents of Notice

25. Every notice calling a general meeting shall specify the place, day and time of the meeting and the general nature of the business to be transacted. If the meeting is an annual general meeting, the notice must say so and the business to be transacted shall include:
 - 25.1 ratification of minutes of previous AGM;
 - 25.2 receiving the report of the Trustees on the Union's activities since the previous AGM;
 - 25.3 receiving the accounts of the Union for the previous financial year;
 - 25.4 appointment of the auditors;
 - 25.5 approving the list of affiliations of the Union; and
 - 25.6 open questions to the Trustees by the Members.

Service of Notice

26. Notice of general meetings shall be given to every Member and to the Trustees and any patron of the Union.

Quorum

27. No business shall be transacted at any general meeting unless a quorum is present. 1.5% of members (but excluding Trustees), shall be a quorum.
28. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned.

Chair

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

Attendance

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

Adjournment

31. The chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for 10 working days or more, at least 10 working days' notice shall be given specifying the time and place of

the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

Votes of Members at General Meetings

32. Every Member has the right to attend general meetings and the right to vote. A resolution put to the vote of a general meeting shall be decided on a show of hands, and every Member shall have one vote.
33. Every resolution put to the vote of a general meeting shall be decided by a simple majority of the votes cast unless this Constitution provides otherwise.

Trustees

Appointment of Trustees

34. The Trustees shall be made up of the following persons:
 - 34.1 not more than 3 Officer Trustees, elected in accordance with Clause 35;
 - 34.2 not more than 4 Student Trustees, elected in accordance with Clause 40;
 - 34.3 not more than 3 External Trustees, appointed in accordance with Clause 47

Officer Trustees

35. Up to Three Officer Trustees shall be elected by secret ballot by the Members of the Union at an election to be held in accordance with the Bye-Laws. The Officer Trustees shall be elected to posts set out in the Bye-Laws.
36. The Officer Trustees shall remain in office for a term of one year commencing in accordance with the Bye-Laws. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. Subject to a transitional change in the year of office, an Officer Trustee may be re-elected for a maximum further term of one year by the Members of the Union at an election to be held in accordance with the Bye-Laws. For the avoidance of doubt, an Officer Trustee's terms of office may be either consecutive or non-consecutive.
37. Each Officer Trustee must be a Student or an Officer Trustee at the time of his or her election. An Officer Trustee shall become a Member of the Union on commencement of his or her appointment or re-appointment as an Officer Trustee. Such membership shall cease when the Officer Trustee ceases to be an Officer Trustee.
38. The Officer Trustees shall be deemed to be "major union office holders" for the purposes of Section 22 of the Education Act.
39. At the same time as commencing the term of office as a Trustee, the Officer Trustee will enter into a contract of employment with the Union for a term to be determined

by this Constitution. The duties and method of remuneration of each Officer Trustee shall be as set out in the Bye-Laws.

Student Trustees

40. Subject to Clause 41 below, up to 4 Student Trustees shall be elected by the Student Council from such persons as have been nominated by the Appointments Committee provided that the election of each Student Trustee is ratified by a 66% majority vote of the Student Council. For the avoidance of doubt, such election shall not take effect until it has been ratified by the Student Council.
41. Each Student Trustee must be a Student at the time of his or her election (and shall continue to be a Student for the duration of his or her term as a Student Trustee).
42. Student Trustees shall remain in office for a term of two years commencing in accordance with the Bye-Laws. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end.
43. A Student Trustee may serve a maximum of two consecutive terms.

External Trustees

44. Up to 3 External Trustees shall be appointed by a simple majority vote of the Appointments Committee.
45. Unless their appointment is terminated in accordance with Clauses 47 to 51, External Trustees shall remain in office for a term of up to three years commencing in accordance with the Bye-Laws.
46. External Trustees may serve a maximum of two terms which may either be consecutive or non-consecutive.

Disqualification, Resignation and Removal of Trustees

47. The office of a Trustee shall be vacated if:
 - 47.1 he or she becomes prohibited by law from being a charity trustee;
 - 47.2 in the case of an Officer Trustee, he or she ceases to be an employee of the Union;
 - 47.3 in the case of a Student Trustee, he or she ceases to be a Student;
 - 47.4 he or she resigns by notice to the Union (but only if at least four Trustees will remain in office when the notice of resignation is to take effect);
 - 47.5 the Trustees reasonably believe he or she is suffering from mental or physical disorder and is incapable of acting as a trustee and they resolve that he or she be removed from office;

47.6 he or she fails to attend two consecutive meetings of the Trustees and in the opinion of the Trustees there are no mitigating circumstances for that failure and the Trustees therefore resolve that he or she be removed for this reason; or

47.7 he or she is removed from office under Clauses 48 to 51.

Removal of Trustees by the Members or the Student Council

48. The office of a Trustee shall be vacated if:

48.1 a motion of no confidence in the Trustee is passed by a simple majority of the Members voting in a Referendum, provided that at least 1.5 % of Members cast a vote in the Referendum. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 2% of Members; or

48.2 a motion of no confidence in the Trustee is passed by a two thirds majority in a vote of the Student Council.

Removal of Trustees by the Board

49. The office of External Trustee shall be vacated if a majority resolution of no confidence is passed by the Trustees. For the avoidance of doubt, the Trustee concerned and any Trustee who has a conflict of interest in relation to the matter shall not vote on this resolution and the quorum shall be adjusted accordingly in accordance with Clause 80.

Rights of Removed Trustee

50. A resolution to remove a Trustee in accordance with Clause 49 shall not be passed unless the Trustee concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or making written representations to the Trustees.

51. A Trustee removed from office in accordance with Clause 49 shall be entitled to appeal the decision to remove him or her to an Appeals Panel within 14 days of the resolution. The Appeals Panel shall be made up of a nominee of The University of Worcester, one independent person and a chief executive/general manager and officer of another students' union. The independent person shall be a Member who is not a Trustee or a member of the Student Council. The selection of the members of the Appeals Panel and its procedures shall be set out in the Bye-Laws. The Union may consult with NUS in relation to the appeals process and in particular the appointment of independent persons to the Appeals Panel.

Replacement of Trustees

52. If an Officer Trustee resigns, is disqualified or removed from office at any time prior to the commencement of the Academic Year, the vacancy that results on the board of Trustees shall be filled in accordance with the Bye-Laws.

53. If an Officer Trustee resigns, is disqualified or removed from office after the commencement of the Academic Year the vacancy shall be filled in accordance with the Bye-Laws. Any person elected under this Clause may be required to assume the responsibilities of the Officer Trustee.
54. If a Student Trustee resigns, is disqualified or removed from office, a Student Trustee may be elected to the vacancy in accordance with Clause 40 or by the Student Council from such persons as have been nominated by the Appointments Committee provided that the election of each Student Trustee is approved by 66% of Student Council.
55. If an External Trustee resigns, is disqualified or removed from office, an External Trustee shall be appointed to the vacancy in accordance with Clause 44

Powers of the Trustees

56. The Board of Trustees shall be responsible for the management and administration of the Union and (subject to the Education Act, this Constitution and the Bye-Laws) may exercise all the powers of the Union. A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.
57. No alteration of this Constitution or the Bye-Laws shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made.
58. The Board's powers under Clause 56 shall include but not be limited to responsibility for:
 - 58.1 the governance of the Union;
 - 58.2 the budget of the Union; and
 - 58.3 the strategy of the Union.
59. The Board of Trustees may override any decision and Policy made by the Members in general meeting or Referendum or by the Student Council which the Trustees consider (in their absolute discretion):
 - 59.1 has or may have financial implications for the Union;
 - 59.2 is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
 - 59.3 is not or may not be in the best interests of the Union or all or any of its charitable objects; or
 - 59.4 will or may otherwise affect the discharge of any or all of the responsibilities referred to in Clause 58.
60. The continuing Trustees or a sole continuing Trustee may act notwithstanding any vacancies in their number. However, if and so long as the number of Trustees is less

than the number fixed as the quorum in Clause 80, the Trustees may only act to increase the number of Trustees (including by arranging an election) so that there is a quorum.

61. All acts done by a meeting of Trustees, or of a committee of the Trustees, shall be valid, even if it is later discovered that any Trustee who participated in the vote:
 - 61.1 was not properly appointed;
 - 61.2 was disqualified from holding office;
 - 61.3 had vacated office; or
 - 61.4 was not entitled to vote.

Delegation of Trustees' powers

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

Delegation to committees

64. In the case of delegation to committees:
 - 64.1 the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (though the resolution may allow the committee to make co-options up to a specified number);
 - 64.2 subject to Clause 67, the composition of any such committee shall be entirely in the discretion of the Trustees and may comprise such of their number (if any) as the resolution may specify;
 - 64.3 the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported forthwith to the Trustees and for that purpose every committee shall appoint a secretary;
 - 64.4 all delegations under this Clause shall be revocable at any time; and
 - 64.5 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as they may from time to time think fit.
65. The Trustees shall establish the following committees (which is a non-exhaustive list) in accordance with their powers under Clauses 63 and 64;

- 65.1 Executive Committee (as further described in Clause 69);
- 65.2 Appointments Committee;
- 65.3 Finance Committee; and
- 65.4 Remuneration and HR Committee.

Delegation of day-to-day management powers to Chief Executive

- 66. In the case of delegation of the day-to-day management of the Union to the Chief Executive:
 - 66.1 the delegated power shall be to manage the Union by implementing the policy and strategy adopted by and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;
 - 66.2 the Trustees shall provide the Chief Executive with a description of his or her role and the extent of his or her authority;
 - 66.3 the Chief Executive shall report regularly to the 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; and
 - 66.4 the Trustees shall provide the Chief Executive with a performance management structure to aid his or her work plan and development.

Bank Account

- 67. For the avoidance of doubt, the Trustees may (in accordance with Clauses 63 and 64) delegate all financial matters to any committee provided that such committee shall include at least one Trustee. The Trustees may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit provided that the signature of at least one Trustee shall be required for cheques above a certain amount as set out in the Bye-Laws and provided always that no committee shall incur expenditure on behalf of the Union except in accordance with a budget which has been approved by the Trustees.

Proceedings of Committees

- 68. The meetings and proceedings of any committee shall be governed by the provisions of this Constitution regulating the meetings and proceedings of the Trustees so far as the same are applicable and are not superseded by any Bye-Laws made by the Trustees and the Student Council.

The Executive Committee

69. Unless the Trustees determine otherwise, the Executive Committee shall include:
- 69.1 the Officer Trustees and
 - 69.2 the Part-Time Officers
70. The Executive Committee shall meet in accordance with the Bye-Laws. The Executive Committee's responsibility shall not include the duties of the Trustees as set out in Clause 56 but shall include representation and campaigning work and the implementation of Policy save in so far as these responsibilities have not been delegated to another committee.
71. The Chief Executive and the Union's senior management team may attend meetings of the Executive Committee at the request of the Executive Committee.

Bye-Laws

72. The Trustees and the Student Council shall have the power from time to time to jointly make, repeal or amend Bye-Laws as to the management of the Union and its working practices provided that such Bye-Laws shall not be inconsistent with this Constitution.

Proceedings of Trustees

73. Subject to the provisions of this Constitution and the Bye-Laws, the Trustees may regulate their proceedings as they think fit.

Trustees' meetings

74. The Trustees shall hold a minimum of four meetings in any Academic Year.
75. Three Trustees may, and the Chief Executive at the request of three Trustees shall, call a meeting of the Trustees.
76. Guests or observers can attend meetings of the Trustees at the discretion of the Chair.

Length of notice

77. A Trustees' meeting shall be called by at least 10 working days' notice unless either:
- 77.1 all the Trustees agree to shorter notice; or
 - 77.2 urgent circumstances require shorter notice.

Contents of notice

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

Service of notice

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

Quorum

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

Chair and Deputy Chair

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

Decision making by Trustees at meetings

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

Virtual meetings

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

Trustee decisions without a meeting

86. The Trustees may take a unanimous decision without a Trustees' meeting by indicating to each other by any means, including without limitation by electronic communication, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in writing, copies of which have been signed by each Trustee or to which each Trustee has otherwise indicated agreement in writing.
87. A Trustees' resolution which is made in accordance with Clause 86 shall be as valid and effectual as if it had been passed at a meeting of the Trustees duly convened and held, provided the following conditions are complied with:
 - 87.1 approval from each Trustee must be received by one person being either such person as all the Trustees shall have nominated in advance for that purpose or such

other person as volunteers if necessary (“the Recipient”), which person may for the avoidance of doubt, be one of the Trustees;

87.2 following receipt of response from all of the Trustees, the Recipient shall communicate to all of the Trustees by any means whether the resolution has been formally approved by the Trustees in accordance with this Clause;

87.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval; and

87.4 the Recipient prepares a minute of the decision in accordance with Clause 95.

Conflicts of Interest

88. Whenever a matter is to be discussed at a meeting or decided in accordance with Clause 87 and a Trustee has a Personal Interest in respect of that matter then he or she must:

88.1 declare his or her interest to the Trustees;

88.2 remain only for such part of the meeting as in the view of the other Trustees is necessary to inform the debate;

88.3 not be counted in the quorum for that part of the meeting or decision-making process; and

88.4 withdraw during the vote and have no vote on the matter.

89. If any question arises as to whether a Trustee has a Personal Interest, the question shall be decided by a majority decision of the other Trustees.

90. In particular, Clause 88 shall apply to any matter that may directly or indirectly relate to the position of an Officer Trustee who is or is to be remunerated as an employee by the Union.

Student Council

91. The Student Council shall have the authority to:
 - 91.1 represent the voice of the Students;
 - 91.2 subject to Clause 59, set the Policy of the Union and refer Policy to Referenda of the Members (in accordance with the Bye-Laws);
 - 91.3 make, repeal and amend the Bye-Laws jointly with the Trustees in accordance with Clause 72;
 - 91.4 receive a quarterly report from the Trustees; and
92. The composition and proceedings of the Student Council shall be set out in the Bye-Laws. No Member may hold more than one seat on the Student Council at any one time.

General

Irregularities

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

Minutes

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

Accounts and Reports

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

Notices

98. Subject to Clause 99, any notice to be given to or by any person pursuant to this Constitution shall be in writing except that a notice calling a meeting of the Trustees need not be in writing.
99. The Union may give any notice to a Member either:
 - 99.1 personally;
 - 99.2 by sending it by post in a prepaid envelope addressed to the Member at his or her address;
 - 99.3 by leaving it at the address of the Member;
 - 99.4 by electronic communication to the Member's address; or
 - 99.5 by posting it on the Union's website.
100. A Member present at any meeting of the Union shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
101. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent or in the case of a notice posted on the Union's website at the expiration of 48 hours after it was posted.

Indemnity

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

Trustees' Indemnity Insurance

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

Definitions and Interpretations

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

	Term	Meaning
104.1	“Academic Year”	the period between 1 st August in one Year to 31 st July in the next Year determined by the Union as the period during which Students are required to be registered with The University of Worcester Each Academic Year is for the time being divided into two semesters;
104.2	“Appointments Committee”	the committee set up in accordance with the Bye-Laws that will include the President, two Officer Trustees, two members of Student Council and a person nominated by The University of Worcester
104.3	“Board of Trustees” or “Board”	the board of Trustees of the Union;
104.4	“Bye-Laws”	the bye-laws setting out the working practices of the Union made from time to time in accordance with Clause 72;
104.5	“Chair”	the chair of the Board of Trustees, who shall be the President of the Union in accordance with Clause 81;
104.6	“Chief Executive”	the chief executive of the union who is appointed by the Board of Trustees;
104.7	“clear days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
104.8	“Code of Practice”	the code of practice relating to The University of Worcester’s obligations under Section 22 of the Education Act;
104.9	“Connected Person”	any person falling within one of the following categories and where payment to that person might result in the relevant

Trustee obtaining benefit: (a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Trustee; or (b) the spouse or civil partner of any person in (a); or (c) any other person in a relationship with a Trustee which may reasonably be regarded as equivalent to such a relationship; or (d) any company or LLP or firm of which a Trustee is a paid director, member, partner or employee, or shareholder holding more than 1% of the capital;

104.10	“Constitution”	this constitution of the Union;
104.11	“Deputy Chair”	the deputy chair of the Board of Trustees, who shall be appointed in accordance with Clause 82
104.12	“Education Act”	the Education Act 1994;
104.13	“the Executive Committee”	means the Officer Trustees and the Part-Time Officers;
104.14	“External Trustee”	a Trustee appointed in accordance with Clause 44 who for the avoidance of doubt shall not be deemed to be either a major union office holder or a sabbatical union office holder for the purposes of section 22 of the Education Act;
104.15	“in writing”	means written, printed or transmitted writing including by electronic communication;
104.16	“Members”	members of the Union being Students at The University of Worcester as further defined in Clause 11.1 and the Officer Trustees;
104.17	“NUS”	National Union of Students;
104.18	“Office”	the head office of the Union;
104.19	“Officer Trustee”	a Trustee elected in accordance with Clause 32;
104.20	“Part-Time Officers”	the Members elected to be officers of the Union while continuing their studies at The

		University of Worcester;
104.21	“Personal Interest”	a financial interest or an interest that does not arise in the ordinary course of being a Member or a Trustee (for example, being a member of a club or society);
104.22	“Policy”	representative and campaigning policy set by Referenda or the Student Council in accordance with Clauses 17 to 20 and Clause 91.2 respectively;
104.23	“President”	the president of the Union, as elected by the Members in accordance with the Bye-Laws;
104.24	“RAG”	the raise and give society which develops Students by providing them with an opportunity to raise funds for charitable causes;
104.25	“Referendum”	a ballot in which all Members of the Union are entitled to cast a vote, the protocol for which is set out in the Bye-Laws;
104.26	“Secure Petition”	a written request to the Union which shall be fixed in a pre-arranged place or places or held securely on-line;
104.27	“Student”	any individual who is formally registered for an approved programme of study provided by The University of Worcester. For the avoidance of doubt, The University of Worcester shall determine whether or not an individual has student status;
104.28	“Student Council”	the Student body elected by and from Students constituted in accordance with this Constitution and the Bye-Laws of the Union;
104.29	“Student Trustee”	a Trustee elected in accordance with Clause 40 who is a Student and for the avoidance of doubt shall not, for the purposes of Section 22 of the Education Act, be a major union office holder;
104.30	“Subsidiary Company”	any company in which the Union holds more than 50% of the shares, controls

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| | | more than 50% of the voting rights attached to the shares or has the right to appoint a majority of the board of the company; |
| 104.31 | “Trustee” and “Trustees” | the Officer Trustees, the Student Trustees, the Alumni Trustees and the External Trustees; |
| 104.32 | “Union” | The University of Worcester and |
| 104.33 | “The University of Worcester” | The University of Worcester, incorporated by Her Majesty’s Most Honourable Privy Council on 5 th September 2005. |
105. Words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and vice versa.
106. Any reference to a statute, statutory provision or subordinate legislation (“legislation”) shall (except where the context otherwise requires) be construed as referring to such legislation as amended and in force from time to time and to any legislation which (either with or without modification) re-enacts, consolidates or enacts in rewritten form any such legislation.

Byelaw One

Outlines of Worcester Students’ Union Officer Duties

1.GENERAL

All officers are expected to be familiar with the Students’ Union Constitution and any responsibilities mentioned there in. All officers are expected contribute to collective work within the Students’ Union. Apart from the specific areas of responsibilities listed below, officers must be willing to accept responsibility for work undertaken as a request of Student Council and other democratic led forums or committee meetings.

Prior to standing for election executive officers shall have no prior disciplinary record or lifetime ban from Worcester Students' Union.

Under the Education Act 1994 Students may take office for a maximum of two years.

2. PRESIDENT

The President shall:

2.1 Be a trustee of Worcester Students' Union, and Chair the Trustee Board.

2.2 Chair the Executive Committee and support the Executive Officers in their work, enabling them to achieve their goals.

2.3 Be a Student Councillor and as such attend Student Council meetings.

2.4 Chair the Union Services and Student Experiences Open Forum. Chair the Students' Union On Campus Committee.

2.5 Work actively to achieve the aims outlined in Strategic Plan, the Constitution, and other organisational operating plans.

Be responsible with the Communications Co-ordinator for developing and administering a feedback system for the membership. Ensuring points raised are considered, acted upon and outcomes realised for the members of Worcester Students Union.

Act as spokesperson and figure head for and on behalf of Worcester Students' Union on all suitable internal and external bodies.

Be responsible for the administration of all Students' Union membership activities. Including the issue of identification cards, keeping records and disciplinary issues.

Be the lead Trustee in relation to Worcester Students' Union staffing issues. In particular to manage the Chief Executive, and to ensure that all contractual obligations are met.

To encourage and develop the democratic systems and structures of Worcester Students' Union.

Ensuring the membership input into decision making and have clear channels to voice opinion and debate issues.

Be responsible for ensuring Worcester Students' Union is well governed and conforms to all relevant legislation.

Be responsible for upholding the Constitution, mission statement and values of the organisation.

Be responsible for the correct administration of all Students' Union financial affairs, ensuring the financial regulations of the organisation are fit for purpose.

Be responsible, alongside the other Officers, for developing policies and procedures which shape the direction of Worcester Students' Union.

Ensure that all relevant training will be given to all members of the Executive Committee.

Holiday Entitlement: 25 days annually (excluding bank holidays)

Hours of Work: Typically 37.5 hours a week on a flexible basis. Time off in lieu (TOIL) will be given for any hours worked over a typical week.

3. VICE - PRESIDENT EDUCATION . (SABBATICAL)

The Vice President (Education) shall:

Be a trustee of Worcester Students' Union, and be a member of the Trustee Board.

Be a member of the Executive Committee and support the Part-Time Executive Officers in their work, enabling them to achieve their goals. Chair the Executive Committee in the absence of the President or VP Student Experience.

Be a Student Councillor and as such attend Student Council meetings.

Act as spokesperson and figure head for and on behalf of Worcester Students' Union on all suitable internal and external bodies.

Work actively to achieve the aims outlined in Strategic Plan, the Constitution, and other organisational operating plans.

Be responsible for upholding the Constitution, mission statement and values of the organisation.

Be responsible, alongside the other Officers, for developing policies and procedures which shape the direction of Worcester Students' Union.

Chair the Course Rep Open Forum and support the Course Reps in their representation, enabling them to achieve their goals.

Co-ordinate, support and develop student academic representation within University of Worcester and be responsible representing the views of academic representatives to University Academic Meetings. Audit the effectiveness of academic representation at course and department level.

Be the lead officer for Quality Assurance Agency, National Student Survey and other national quality and research based initiatives.

Offer support, mediation and representation for all students on academic issues to University departments.

Holiday Entitlement: 25 days annually (excluding bank holidays)

Hours of Work: Typically 37.5 hours a week on a flexible basis. Time off in lieu (TOIL) will be given for any hours worked over a typical week.

4. VICE - PRESIDENT FOR STUDENT EXPERIENCE

The Vice President (Student Experience) shall:

Be a trustee of Worcester Students' Union, and be a member of the Trustee Board.

Be a member of the Executive Committee and support the Part-Time Executive Officers in their work, enabling them to achieve their goals. Chair the Executive Committee in the absence of the President or VP Education .

Be the Officer responsible for all aspects of Worcester Students' Union provision for the welfare of students. Liaise with Student Advisor and Membership Services Manager as appropriate.

Be a Student Councillor and as such attend Student Council meetings.

Chair the Student Groups Committee and support the Student Groups Committees in their work, enabling them to achieve their goals.

Act as spokesperson and figure head for and on behalf of Worcester Students' Union on all suitable internal and external bodies.

Work actively to achieve the aims outlined in Strategic Plan, the Constitution, and other organisational operating plans.

Be responsible for upholding the Constitution, mission statement and values of the organisation.

Be responsible, alongside the other Officers, for developing policies and procedures which shape the direction of Worcester Students' Union.

Represent the Student Groups of Worcester Students' Union at all levels within the University of Worcester and at local, regional and national level.

Ensure the policies and procedures of Worcester Students' Union are being upheld by all the Student Groups. In particular ensuring that Student Groups have taken adequate steps to ensure the safety of their members through various Health and Safety procedures.

Act as the treasurer of the clubs' grant allocation and be responsible for issuing grants to the clubs upon receipt of their application and development plans.

Co-ordinate regular meetings with Student Group Committees to ensure they are acting in accordance with Union Policy and Union financial regulations.

Work closely with the Membership Services Manager, Sports & Societies Development Co-ordinator and Student Groups Committees to ensure for the booking of travel arrangements, facilities, confirming fixtures and other administrative duties are undertaken effectively and efficiently.

Encourage and assist the affiliation and development of new Student Groups to Worcester Students' Union.

With the Membership Services Manager and Sports & Societies Development Co-ordinator be responsible for developing increasing participation strategies. Particularly for part-time students and cohorts presently underrepresented in Student Groups such as Mature Students.

Holiday Entitlement: 25 days annually (excluding bank holidays)

Hours of Work: Typically 37.5 hours a week on a flexible basis. Time off in lieu (TOIL) will be given for any hours worked over a typical week.

5.INTERNATIONAL OFFICER (Part-Time Hours)

The International officer shall:-

Be an officer of the Union and sit on the Executive Committee.

Act as spokesperson and figure head for and on behalf of Worcester Students' Union on all suitable internal and external bodies.

Be a Student Councillor and as such attend Student Council meetings.

Work actively to achieve the aims outlined in Strategic Plan, the Constitution, and other organisational operating plans.

Be responsible for bringing to the attention of the Executive Committee, University of Worcester and Worcester Students' Union in general, those issues affecting the interests of International Students within the student body.

Liaise with University of Worcester's International Office. Ensure that the services offered by the University of Worcester and Worcester Students' Union meet the needs of the membership.

Gather information from International Students, collate and identify problems and opportunities.

Act on these findings.

In conjunction with the relevant members of the Executive Committee look at methods of increasing International Students contribution to the campus community.

Encourage International Students to voice their views and opinions within the Committees and Forums of Worcester Students' Union.

Take the lead for the Students' Union in the orientation weeks for International Students.

6. MATURE STUDENTS OFFICER (Part Time Hours)

The Mature Students officer shall:-

Be an officer of the Union and sit on the Executive Committee.

Act as spokesperson and figure head for and on behalf of Worcester Students' Union on all suitable internal and external bodies.

Be a Student Councillor and as such attend Student Council meetings.

Work actively to achieve the aims outlined in Strategic Plan, the Constitution, and other organisational operating plans.

Be responsible for bringing to the attention of the Executive Committee, University of Worcester and Worcester Students' Union in general, those issues affecting the interests of Mature Students within the student body.

Liaise with departments to ensure that the services offered by the University of Worcester and Worcester Students' Union meet the needs of mature students.

Gather information from Mature Students, collate and identify problems and opportunities. Act on these findings.

In conjunction with the relevant members of the Executive Committee look at methods of increasing Mature Students contribution to the campus community.

Encourage mature students to voice their views and opinions within the Committees and Forums of Worcester Students' Union.

7. Diversity officer

Be an officer of the Union and sit on the Executive Committee.

Act as spokesperson and figure head for and on behalf of Worcester Students' Union on all suitable internal and external bodies.

Be a Student Councillor and as such attend Student Council meetings.

Work actively to achieve the aims outlined in Strategic Plan, the Constitution, and other organisational operating plans.

Be responsible for bringing to the attention of the Executive Committee, University of Worcester and Worcester Students' Union in general, those issues affecting the diversity of students within the student body.

Liaise with departments to ensure that the services offered by the University of Worcester and Worcester Students' Union meet the needs of the university's diverse student population.

Gather information from Students, collate and identify problems and opportunities. Act on these findings.

In conjunction with the relevant members of the Executive Committee look at methods of increasing diversity of students within the campus community.

Encourage students to voice their views and opinions within the Committees and Forums of Worcester Students' Union.

To create and chair the Diversity Committee and to ensure two members of this committee are elected to serve on student council.

8. Campaigns and events officer

Be an officer of the Union and sit on the Executive Committee.

Act as spokesperson and figure head for and on behalf of Worcester Students' Union on all suitable internal and external bodies.

Be a Student Councillor and as such attend Student Council meetings.

Work actively to achieve the aims outlined in Strategic Plan, the Constitution, and other organisational operating plans.

Be responsible for bringing to the attention of the Executive Committee, University of Worcester and Worcester Students' Union in general, those issues affecting the interests of the student body.

Liaise with departments to ensure that the services offered by the University of Worcester and Worcester Students' Union meet the needs of our students.

Gather information from Students, collate and identify problems and opportunities. Act on these findings.

In conjunction with the relevant members of the Executive Committee look at methods of increasing the Students contribution to the campus community.

Encourage our students to voice their views and opinions within the Committees and Forums of Worcester Students' Union.

To organise and chair the Campaigns committee and ensure two members are elected from the committee to student council.

The above job description will be replaced with the one below from elections 2012

RAG (Raise and Give) Officer

Be an officer of the Union and sit on the Executive Committee.

Act as spokesperson and figure head for and on behalf of Worcester Students' Union on all suitable internal and external bodies.

Be a Student Councillor and as such attend Student Council meetings.

Work actively to achieve the aims outlined in Strategic Plan, the Constitution, and other organisational operating plans.

Be responsible for bringing to the attention of the Executive Committee, University of Worcester and Worcester Students' Union in general, those issues affecting the RAG function within the student body.

Liaise with departments to ensure that RAG opportunities are offered by the University of Worcester and Worcester Students' Union.

Gather information from RAG at other institutions and from our student body, collate and identify problems and opportunities. Act on these findings.

In conjunction with the relevant members of the Executive Committee look at methods of increasing RAG contribution to the campus community.

Encourage students to join the RAG function.

Establish and maintain contact with charitable organisations on behalf of the union.

Organise RAG Day and find and promote the charities involved.

Liaise with the Welfare Officer regarding awareness days for health related charities.

Organise said awareness days and promote diversity within RAG

Carry out student research on RAG causes and impacts that RAG makes on communities.

9. Representation officer

Be an officer of the Union and sit on the Executive Committee.

Act as spokesperson and figure head for and on behalf of Worcester Students' Union on all suitable internal and external bodies.

Be a Student Councillor and as such attend Student Council meetings.

Work actively to achieve the aims outlined in Strategic Plan, the Constitution, and other organisational operating plans.

Be responsible for bringing to the attention of the Executive Committee, University of Worcester and Worcester Students' Union in general, those issues affecting representation within the student body.

Liaise with departments to ensure that the services offered by the University of Worcester and Worcester Students' Union meet the needs of representation within the student body.

Gather information from Students on the subject of representation, collate and identify problems and opportunities. Act on these findings.

In conjunction with the relevant members of the Executive Committee look at methods of increasing Student representation in the University.

Encourage students to voice their views and opinions within the Committees and Forums of Worcester Students' Union.

To work with the Vice President Education to ensure there is a suitable, supported representation network for the students at the University of Worcester.

10. Sustainability Officer

Be an officer of the Union and sit on the Executive Committee.

Act as spokesperson and figure head for and on behalf of Worcester Students' Union on all suitable internal and external bodies.

Be a Student Councillor and as such attend Student Council meetings.

Work actively to achieve the aims outlined in Strategic Plan, the Constitution, and other organisational operating plans.

Inform students with tips on how to save energy and dispelling 'energy myths'

Actively Campaign to students on what can and can't be recycled

Contribute to basic monitoring, and reporting on energy use within the Students Union

Contribute to the development of energy saving plans, recycling plans and other environmental initiatives such as the Green Impact Award

Give feedback to students, on energy use and results of energy saving campaigns, recycling rates and other environmental campaigns in the Students Union

Positively promote the role of the University's Eco-Reps, work alongside them and be available as a first point of contact for students on environmental related issues

Help to organise environmental promotional events in the Students Union

Post signs to encourage students and staff to utilise energy saving features of equipment and act in an 'energy friendly' manner, recycling or reduce or reuse products

Report on environmental issues to the General Manager and the President

Identify new opportunities for saving energy, recycling or other environmental initiatives

Contribute to written material on energy saving, recycling etc in The Voice

Liaise with the President on any project and attend committee meetings as required.

11. RETURNING OFFICER (NON-EXEC)

The Returning Officer (NUS Regional Organiser)(or their nominated deputy or the Union Chief Executive) shall:-

Be an unpaid officer of the Union whilst acting as the Returning Officer

Be familiar with the Constitution and the Elections' Standing Orders.

Be responsible for the maintenance of storage files covering all Elections' Committee business, definitive lists of all posts held should be kept in the Students' Union Office and for Elections.

Be responsible for maintaining definitive lists of the Electoral Roll by close liaison with University of Worcester Registrar.

Be responsible for organising elections with the Elections' Committee.

12. STUDENT COUNCIL CHAIRPERSON

The Student Council Chairperson shall:-

Be an unpaid officer of the Union, elected in the penultimate Student Council meeting of the academic year for the forthcoming year.

Chair all Student Council Meetings and the Union General Meeting and maintain order.

Be familiar with the Constitution and the Meetings Standing Orders of the Constitution.

Be responsible along with the Administration Supervisor for the maintenance of storage files covering all meeting business.

Be responsible along with the Administration Supervisor for maintaining definitive copies of the Constitution for the Students' Union Office, updating the document with direction from Student Council.

Byelaw two

Meeting Standing Orders

General

These Standing Orders shall apply to every meeting of the Students' Union.

These Standing Orders may only be amended by a proposal to a normal Union Council meeting and requires a two-thirds majority.

Any amendments to these Standing Orders passed at a Union Council meeting shall apply immediately.

Any specified Standing Order may be suspended for a stated reason and duration of time, by a two-thirds majority.

Procedures relating to the Union General Meeting

The Union Council Chairperson must call a Union General Meeting in the first semester of the academic year and advertise appropriately.

The Union Council Chairperson must give at least 14 days' notice that he/she is ready to receive proposals for the Agenda of the Union General Meeting.

Proposals for the Agenda must be received by the Union Council Chairperson or the President 10 days prior to the Union General Meeting.

All items on the Agenda must be published throughout the College by the Steering Committee 8 days prior to the Union General Meeting.

Amendments to 'items on the Agenda' must be received by the Union Chairperson or the President 6 days prior to the Union General Meeting.

All 'Amendments to items on the Agenda' must be published throughout the College by the Steering Committee 4 days prior to the Union General Meeting.

Should there be two or more motions related to the same subject matter, the Steering Committee shall meet with the proposers no later than 9 days prior to the meeting, in order to form one 'composite' motion.

The 'composite' motion, (or if one is not formed, the motions involved in the composite) will be published as usual 8 days prior to the Union General Meeting.

Proposal Rights

Any Committee of the Students' Union or any full-time or part-time member of the Students' Union are entitled to propose or second a motion.

A motion put forward by a committee shall assume its Chairperson as the proposer, and the committee as its seconders.

A motion proposed by a member requires 4 seconders.

Attendance

All full-time, part-time, Associate, Temporary and Honorary members of the Students' Union may attend Union General Meetings.

All full-time and part-time members of the Students' Union may speak and vote at Union General Meetings.

Associate, Temporary or Honorary Members of the Students' Union, or any visitor may speak at a Union General Meeting, at the discretion of the meeting.

Quorum

The quorum for the Union General Meeting shall be the number equivalent to 2% of the number of full-time members of the Students' Union.

If the quorum is not achieved within 15 minutes of the advertised time of commencement, the chair has the power to ask those present for an extension of 15 minutes to the time required to reach quorum. A simple majority is needed.

If 'tellers' are required to establish the quorum, two shall be selected by the chair, from the Steering Committee.

Once quorum is reached the meeting will continue unless someone challenges quorum.

[This may only occur at the end of each item on the Agenda, i.e. between motions].

If challenged successfully and the meeting is no longer quorate. All business discussed once a meeting has been ruled as inquorate is not official.

The Chair

Meetings shall be chaired by the Union Council Chairperson and if he/she is absent or has to relinquish the chair, it shall be taken by any member of the Steering Committee.

The Chair may only concern him/herself with the procedure of the meeting, shall not partake in any debatable material, and thus shall not vote.

Whenever the Chair speaks, he/she shall be heard in silence and any other member shall cease from speaking at once.

All debate should be addressed through the Chair.

The Chair shall decide who shall speak; members to "catch the eye of the chair" to gain permission to speak.

The Chair shall limit each speaker to 4 minutes, or longer at the discretion of the meeting.

The Chair shall confine each speaker to discuss the motion at hand, and refrain each speaker from unnecessary or defamatory remarks.

Minutes

Two Minuting Secretaries shall minute the meeting independently and shall be responsible for presenting the Union Council Chairperson with a composite version no later than two days after the meeting.

The Union Council Chairperson must publish the minutes one week after the meeting. Any dispute to the minutes must be raised as a proposal to the next Annual General Meeting.

Procedure at the Annual General Meetings / Emergency General Meetings

The order of speeches on a motion must be as follows:-

Proposal speech;

Speech against motion;

Speech for the motion;

Speech against

continue speeches for an against until three people have spoken for and against the motion or procedural Motion A, B, E. or G is passed, whichever is quicker. This can be increased at the discretion of the Chair.

The right of reply, followed by the vote.

Before any proposal is voted on, the proposer is entitled the final speech - the 'right of reply'. Such a reply shall not include any new subject matter.

The order of speeches on a motion, to which amendments have been proposed, must be as follows:

Proposal speech for main motion;

Proposal speech for the amendment;

Speech against amendment;

Speech for amendment ... continuing speeches, for and against the amendment until three people have spoken for and against the motion or procedural motion A, B, E or G is passed whichever is quicker. This can be increased at the discretion of the Chair.

Any other amendments are duly treated in turn as in ii), iii), iv) and v) above.

Proposal speech for the substantive - that left after amendments have been considered.

Speech against the substantive.

Continuing speeches for and against the substantive until three people have spoken for and against the motion or procedural motion A, B, E or G is passed whichever is quicker. This can be increased at the discretion of the Chair.

Right of reply by proposer of substantive followed by the vote.

In a debate considering a motion with amendment(s), the proposal for the substantive and the right of reply for the substantive, shall first fall to the proposer of the main motion. This right may be relinquished to the proposer of any of the amendments. Both these speeches must be used in favour of the motion.

Procedural Motions.

The following procedural motions may be proposed at the Annual General Meeting, thereby affecting the procedure of the meetings provided the proposer is seconded by 4 members.

The motion is tabled.

After proposing this procedural motion and gaining four seconders, the proposer must then speak for the procedural motion, a speech against the procedural motion may be heard, the proposer then has a right of reply, followed by the vote.

If passed: the motion under debate is dropped.

If defeated: the debate continues from where it was interrupted.

The motion be put to a vote.

After proposing this procedural motion and gaining four seconders, the proposer must then speak for the procedural motion, a speech against the procedural motion may be heard, the proposer then has a right of reply followed by the vote.

If passed: the proposer of the motion under debate shall have the right of reply followed by the vote.

If defeated: the debate continues from where it was interrupted.

A challenge to the Chairperson's ruling.

This can only be proposed after a point of order has been raised.

After proposing this procedural motion and gaining four seconders, the Chair shall be relinquished to a member of the Steering Committee. The proposer must then speak to inform the meeting what the Chairperson's ruling should have been. The defending Chairperson may then speak against the procedural motion. The proposer then has a right of reply followed by the vote.

If passed: The defending Chairperson shall retake the Chair and accept the meeting's ruling.

If defeated: The defending Chairperson shall retake the Chair and his/her ruling shall stand.

A vote of no confidence in the Chairperson.

This can only be proposed after a point of order has been raised.

After proposing this procedural motion and gaining four seconders the Chair shall be relinquished to a member of the Steering Committee. The proposer must then speak to inform the meeting why they should have no confidence in the Chairperson. The defending Chairperson may then speak against the procedural motion. The proposer of the procedural motion then has the right of reply, followed by the vote.

If passed: The defending Chairperson shall not take the Chair at the meeting again, and the new Chairperson shall continue the debate from where it was interrupted.

If defeated: The defending Chairperson shall retake the Chair and continue the debate from where it was interrupted.

The motion be remitted to a named committee.

After proposing this procedural motion and gaining four seconders, the proposer must speak for the procedural motion, a speech against the procedural motion may be heard, the proposer of the procedural motion then has the right of reply, followed by the vote.

If passed: The motion is remitted to the named committee at the first opportunity, who shall in turn inform Union Council of its decision. The meeting will continue with the next item on the Agenda

If defeated: The debate continues from where it was interrupted.

Named Standing Order(s) (are) suspended for a said time.

All suspensions must terminate at the end of the meeting.

After proposing this procedural motion and gaining four seconders the proposer must speak for the procedural motion stating: what should be suspended, for how long, and for what reason. A speech may be heard against the procedural motion. The proposer of the procedural motion then has the right of reply, followed by the vote, where a two-thirds majority is required.

If passed: The meeting shall continue from where it was interrupted, taking into account the suspended Standing Order(s). The Chairperson should notify the meeting of when a suspension has terminated.

If defeated: The meeting shall continue as normal from where it was interrupted.

The motion, or the amendment under debate, is taken to the vote in parts.

A motion or amendment may only be taken in parts once.

After proposing this procedural motion and gaining four seconders, the proposer must speak for the procedural motion, defining the parts and stating the reasons for this action.

A speech may be heard against the procedural motion. The proposer of the procedural motion then has the right of reply followed by each vote.

If passed: Each part shall be voted upon, after a speech for, a speech against and a right of reply has been heard.

If defeated: The debate shall continue from where it was interrupted.

The motion be taken to secret ballot.

After proposing this procedural motion and gaining four seconders, the proposer must speak for the procedural motion, stating the reason for this action. A speech may be heard against procedural motion. The proposer of the procedural motion then has the right of reply followed by a vote.

If passed: The secret ballot will be undertaken.

If defeated: Reversion to normal voting procedure.

Procedural motions may not be proposed while a member is speaking, or during the act of voting, with the exception of C and D.

Only one Procedural Motion may be considered at any time.

Asking Questions

Only two types of questions may be asked, as identified in Standing Orders 42 and 43.

A Point of Order: If a member feels that the Chairperson is not conducting the meeting correctly, the member may interrupt any part of the meeting by shouting 'ORDER! On gaining the Chairperson's attention, the member should ask the Chair:- "Is it in order that..."

A Point of Information: If a member wishes to ask a speaker a question the member should 'catch the eye' of the Chairperson and wait until the speaker finishes or 'gives way'. Once this has occurred the member may ask one question at a time, and include no debate when asking. (Should the speaker 'give way.' the clock shall be stopped until the Point of Information has been answered).

Voting

At the conclusion of a debate for a motion, an amendment, a part of a motion or an amendment, or a procedural motion, the meeting shall resolve any dispute by taking a vote. The outcome of a vote requires a simple majority unless otherwise stated in the Constitution. Voting shall be by a show of N.U.S. Cards.

The outcome of the vote shall be determined by the Chair 'looking for' the appropriate majority, after asking to see 'those for', 'those against' and any abstentions.

In the event of a dispute over the Chair's determination of the outcome of a vote, the Chair shall appoint two tellers from the floor, who shall count 'those for', 'those against' and 'those abstaining' independently, and give the numbers to the Chairperson who shall average the figures. Any objection to the appointed tellers should be brought to the attention of the meeting.

In the event that the number of members abstaining is greater than the sum of members voting for and against, the motion shall be tabled.

Vote of No Confidence and Censure

A motion proposing 'No Confidence' or 'Censure' in a Students' Union Officer or officers may be put to any normal Union Council Meeting.

A vote of 'No Confidence' or 'Censure' requires a two-thirds majority, to be passed.

Policy

Any 'policy' agreed by Union General Meeting for an indefinite period of time, shall have a policy lapse of three years. After three years, the Steering Committee shall bring the motion to a Union General Meeting, proposing whether the policy should lapse or not (as they feel appropriate).

All decisions taken at a Union General Meeting shall be binding, unless rescinded by another Union General Meeting.

All decisions made at Union General Meetings cannot be heard again for the duration of the semester in which they were submitted.

Procedures relating to all other Committee Meetings

These Standing Orders shall apply to all meetings of Union Council, its Sub Committees and Standing Committees.

Notice

The date and time of the next meeting should be decided at the end of each meeting.

Emergency meetings may only be called by the appropriate Chairperson giving 24 hours notice.

The Chair

Only the appropriate Chairperson may chair the meeting unless a deputy is identified in the Constitution, or, unless the circumstances under Appendix Two, Standing Order No. 8 are in operation.

If the Chair or the identified Deputy is not available, only the President or Vice President(s) may take the Chair.

A proposal from the Chair does not need to be seconded.

The Chair shall only have a casting vote.

The Chair shall, at all possible times, chair the meeting impartially. Should the Chair feel unable to do so then he/she must relinquish the Chair until the item under discussion has finished. The meeting may nominate a new Chair for the duration of this period.

Attendance

A quorum of 50% +1 is required for all committees.

Elected members of a committee should attend all meetings.

A member who is unable to attend should send apologies to the Chairperson before the meeting commences.

A member who is absent three times consecutively without adequate apologies, shall be reported to Union Council by the Chairperson. Union Council are then at liberty to remove that member from office.

Anybody may observe committee meetings provided the Chairperson is consulted beforehand, who may wish to leave the decision to the discretion of the committee.

The committee may co-opt full-time or part-time members of the Students' Union at their discretion, but co-opted members shall not vote or be counted in the quorum.

If the President or Vice Presidents attend meetings where they are not committee 'members', their status shall be 'observers with speaking rights'.

Proposals and Voting

Any member of a committee may make a proposal to the committee; the proposal requires a seconder to stand, unless it is made by the Chairperson.

Any differences shall be resolved by a vote, each member having one vote, except Chairperson, who only has a casting vote if he/she so wishes.

All votes for, against and abstentions shall be carefully recorded.

Minutes

Minutes of all business should be taken carefully at every meeting.

The minutes of the last meeting shall be checked and then signed as a true record, at every meeting.

The minutes of all committee meetings must be made available to the Union Secretary no longer than 2 days after the meeting.

The minutes of all Students' Union Committee must be presented to Union Council at the first opportunity.

The normal Agenda for meetings shall be:

- Attendance
- Apologies
- Minutes of Last Meeting
- Matters Arising from Last Meeting's Minutes
- Officers' Reports
- Any Other Business
- Time of Next Meeting

Finance

Any funds kept in the name of the committee shall be spent at the discretion of the committee.

Only the Chairperson and the appointed Treasurer (where applicable) are signatories to the funds.

The Chairperson and Treasurer will ensure that Ultra Vires regulations are not contravened.

Union Council

It is within the power of Union Council to either refer matters back to a committee, or overrule a decision of a committee.

Bye Law 3

Student Council

1. Composition

Student Council shall be composed of the following;

1.1 President

1.2 Vice President Student Experience

1.3 Vice President Education

1.4 Diversity officer

1.5 Mature Students' Officer

1.6 International Officer

1.7 Sustainability Officer

1.8 Campaigns and Events Officer

1.9 Representation Officer

1.10 Two students elected by those students who attend Diversity Committee*

1.11 Two students who shall be mature students as defined by the University of Worcester and shall attend the Mature Students Committee*

1.12 Two students who shall be non UK students elected by the international committee*

1.13 Two students who shall be elected of the Sustainability Committee*

1.14 Two students elected by the Campaigns and Events Committee*

*The committees referred to in this section is the group formed by the appropriate officer and may consist of a representative sample of the student community or of all those interested in an area of the unions work pertaining to that group. This means that a committee may consist of as few as 5 people or with no upper limit on the numbers attending

1.15 Two representatives from the sports clubs

1.16 Two representatives of the societies

1.17 One representative from the volunteering section

1.18 Four Academic Student Councillors comprising of one first year, one second year, one third year and one postgraduate student. These four councillors will be elected from within the Students Academic Representatives by means of a year by year election. The elections committee shall identify all the first years' representatives and email them asking for those StARs who wish to nominate themselves to let themselves be known. All first year StARs will then be given the opportunity to vote for their preferred candidate in a process decided by the elections committee. This shall be repeated for each year of study.

1.19 Six Independent student councillors who may be co-opted by a simple vote of council.

1.20 Two Independent councillors will be from partner colleges to the University of Worcester and shall be co-opted by a simple vote of council

1.21 Council shall be chaired by the Chair of Student Council who shall have the casting vote in the event of a tied vote on any issue

1.22 Councillors will remain in post from the date they take up office until the end of the academic year or in the case of executive members, until their period of office is finished.

1.23 Non-Student Trustees of Worcester Students' union may attend Student Council and have speaking rights but not voting rights. Meetings shall be open to all Full Members who shall be accorded speaking rights but not voting rights.

1.24 Changes to the composition of Student Council shall be considered annually as part of a review of Student Council, to be conducted by the President. Such changes shall not be considered as policy motions at meetings of Student Council.

2. Conduct and proceedings of Student Council

2.1 There shall be a Clerk to the Student Council who shall be a member of WSU staff. The clerk shall maintain a list of members and attendance as well as take minutes of the meetings with particular reference to recording the outcome of votes. The clerk shall be appointed by the Chief Executive.

2.2 Conduct and proceedings of Student Council meetings shall be as follows

These Standing Orders shall apply to all meetings of Union Council, its Sub Committees and Standing Committees.

2.3 Notice

The date and time of the next meeting should be decided at the end of each meeting.

Emergency meetings may only be called by the appropriate Chairperson giving 24 hours notice.

2.4 The Chair

2.41 Only the appropriate Chairperson may chair the meeting unless a deputy is identified in the Constitution, or, unless the circumstances under byelaw2, Standing Order No. 8 are in operation.

2.42 If the Chair or the identified Deputy is not available, only the President or Vice President(s) may take the Chair.

2.43 A proposal from the Chair does not need to be seconded.

2.44 The Chair shall only have a casting vote.

2.45 The Chair shall, at all possible times, chair the meeting impartially. Should the Chair feel unable to do so then he/she must relinquish the Chair until the item under discussion has finished. The meeting may nominate a new Chair for the duration of this period.

2.5 Attendance

2.51 A quorum of 50% +1 is required for all committees.

2.52 Elected members of a committee should attend all meetings.

2.53 A member who is unable to attend should send apologies to the Chairperson before the meeting commences.

2.54 A member who is absent three times consecutively without adequate apologies, shall be reported to Union Council by the Chairperson. Union Council are then at liberty to remove that member from office.

2.55 Anybody may observe committee meetings provided the Chairperson is consulted beforehand, who may wish to leave the decision to the discretion of the committee.

2.56 The committee may co-opt full-time or part-time members of the Students' Union at their discretion, but co-opted members shall not vote or be counted in the quorum.

2.57 If the President or Vice Presidents attend meetings where they are not committee 'members', their status shall be 'observers with speaking rights'.

2.6 Proposals and Voting

2.61 Any member of a committee may make a proposal to the committee; the proposal requires a seconder to stand, unless it is made by the Chairperson.

2.62 Any differences shall be resolved by a vote, each member having one vote, except Chairperson, who only has a casting vote if he/she so wishes.

2.63 All votes for, against and abstentions shall be carefully recorded.

2.7 Minutes

2.71 Minutes of all business should be taken carefully at every meeting.

2.72 The minutes of the last meeting shall be checked and then signed as a true record, at every meeting.

2.73 The minutes of all committee meetings must be made available to the Union Secretary no longer than 2 days after the meeting.

2.74 The minutes of all Students' Union Committee must be presented to Union Council at the first opportunity.

2.75 The normal Agenda for meetings shall be:

- Attendance
- Apologies
- Declarations of Interest
- Minutes of Last Meeting
- Matters Arising from Last Meeting's Minutes
- Officers' Reports
- Motions
- Any Other Business
- Date and Time of Next Meeting

2.8 Finance

2.81 Any funds kept in the name of the committee shall be spent at the discretion of the committee.

2.82 Only the Chairperson and the appointed Treasurer (where applicable) are signatories to the funds.

2.83 The Chairperson and Treasurer will ensure that Ultra Vires regulations are not contravened.

3. Student Council shall have the following powers:

3.1 to amend the constitution and its bylaws in line with the provisions stated elsewhere in the constitution

3.2 to receive reports from any body within the Union and remit matters to these bodies as appropriate.

3.3 to formulate the Policy of the Union in accordance with the Constitution.

3.4 to question, censure or pass a motion of no confidence in any officer or representative of the Union.

4. Student Council will have the following responsibilities:

4.1 to hold the Executive Committee accountable.

4.2 to ensure the Union is acting in accordance with previously agreed policies, plans and budgets.

4.3 to ensure representatives of the Union are appointed to University bodies, as and when required.

4.4 to hold its own members to account for their activities on behalf of the Union.

4.5 to actively promote all Union Policy and to review policies as appropriate.

4.6 to appoint members to Union bodies as and when required.

4.7 to appoint Councillors to the Elections Committee.

5 Removal of Councillors.

Councillors who fail to attend two consecutive meetings without reasonable excuse, as decided by council, may be removed as councillors by a vote of council with a 2/3 majority. Officer Councillors will be deemed to have resigned from council if they no longer hold office.

Bye-Law 4

Student Activities

This Bye-Law sets out the principles for establishing and running student activity groups that are constituted and supported as part of the Students' Union. Student Activities broadly covers Societies, Sport, Volunteering and RAG.

Definition

1. The Activities are broken down into the following categories, determined by the members of the groups themselves:
 - 1.1. Societies;
 - 1.2. Sports;
 - 1.3. Volunteering
 - 1.4. RAG (Raising and Giving)
2. The Student Activities of Worcester Students' Union, with the exception of RAG which is a Coordination Committee under these Bye-Laws, are comprised of student groups formed and coordinated under the direction of the Students' Union.
3. All ratified student groups shall be considered constituent parts of Worcester Students' Union and are subject to the rulings of the Executive Committee, Student Council, Referenda and the Board of Trustees.
4. All student groups shall have a constitution which incorporates the provisions laid out in the sample constitution issued by Worcester Students' Union and which must not be amended counter to the spirit and objects of the Union.
5. Full membership of student groups shall be open to Members of Worcester Students' Union subject to the definitions laid out in Bye-Law (MEMBERSHIP).
6. The Executive Committee reserve the right to deny membership of a student group to any Member of the Union subject to that member's right of appeal in accordance with Bye-Law (CODE OF CONDUCT).
7. Only full members shall be permitted to hold office on a committee within the group as outlined in the Constitution and Bye-Law (MEMBERSHIP).
8. Student groups shall be eligible to receive financial assistance from the Union during the semester in which they have been ratified through the processes laid out in the Handbook available from the Union.
9. Groups must use Worcester Students' Union's Finance Office for all financial transactions and must abide by the Union's financial procedures.
10. Groups may not hold any external bank account.

Sponsorship and Advertising

11. Worcester Students' Union's student groups shall be entitled to seek sponsorship from external organisations to supplement their income, but in doing so such groups must take care to ensure that other external contracts held by the Union are not infringed.
12. Worcester Students' Union's student groups must consult the Sports and Societies Coordinator or Vice President Student Experience before entering into any contract for sponsorship to ensure they adhere to the above. The Trustee Board shall have the final say on any contracts entered into by the Union or by ratified Union groups.
13. Worcester Students' Union's student groups must not directly or indirectly promote organisations that are prohibited by Union policy.
14. Any Worcester Students' Union affiliated group or organisation wishing to undertake fundraising activities, whether to generate income for themselves or to raise funds for another charity, must do so only with the prior consent of the Vice President Student Experience.

Formation of Activities

15. Formation and ratification applications may be completed at any time, through the processes laid out in the Handbook.
16. Activity formation applications must be presented to the Vice President Student Experience or President for consideration by the Executive Committee at their next quorate meeting.
17. Applications for formation should state the name, aims and objectives of the proposed group and include the name, student number, email address, postal address and signatures of the Chair, Treasurer and Secretary.
18. Applications for formation should outline how the aims and objectives of the proposed student group would meet a demand from members that is not filled by an existing student group.
19. Once ratified, a student group must gain a minimum of 12 official, paid-up members during the semester in which it is ratified, otherwise its activities and funds will be frozen. If, after six months, the student group still has fewer than 12 members, it will no longer be recognised as a student group of Worcester Students' Union.
 - 19.1 The only exception to this shall be where a student group believes that there is a convincing reason why their membership does not and is unlikely to reach 12, which they may present to the Executive Committee and a vote shall be held to approve their continuation with a smaller number of members.

- 20. Where a student group has been ratified and established, if in any academic year it has fewer than 12 members on 30th November, it will be dissolved unless the procedure under 18.1 above has been followed and the Executive Committee has voted to approve the group's continuation.
- 21. Upon dissolution, all assets and monies of the group will revert to Worcester Students' Union.
- 22. Any data held by the Union about student groups and their membership will be treated according to Worcester Students' Union Data Policy and the Data Protection Act. Procedures for communications are laid out in the Handbook.

Societies

- 23. Societies must have a Chair, Secretary and Treasurer in office, who shall be elected by members of the society annually.
 - 23.1 Newly ratified societies should hold their first elections before the end of the semester during which they are ratified as a society.
- 24. The Chair of the society is responsible for ensuring that the Union has up-to-date details of the committee and must provide Worcester Students' Union with information as required.
- 25. Society committee members shall be held accountable for the actions of their group members and may be subject to disciplinary measures at the discretion of the Societies Committee in cases of misconduct.
- 26. The Union shall check online membership lists in order to assess groups' viability. This information and the financial records of student groups will not be disclosed to any third party, in line with Worcester Students' Union's Data Policy.

Sports

- 27. Clubs must have an elected Chair, Secretary and Treasurer in office, who shall be elected by members of the club annually.
 - 27.1 Newly ratified clubs should hold their first elections before the end of the semester during which they are ratified as a club or by the date specified in the Handbook.
- 28. The Chair of the club is responsible for ensuring that the Union has up-to-date details of the committee and must provide Worcester Students' Union with information as required.
- 29. Club committee members shall be held accountable for the actions of their club members and

may be subject to disciplinary action in line with the provisions of Bye-Law (Code of Conduct) at the discretion of the Executive Committee.

30. The Union shall check online membership lists in order to assess clubs' viability. This information and the financial records of sports clubs will not be disclosed to any third party, in line with Worcester Students' Union's Data Policy.

Worcester Students' Union Volunteering

31. The purpose of Worcester Students' Union Volunteering shall be to encourage and enable students to be actively engaged with their local community through volunteering.
32. All volunteering projects must have a Coordinator, Secretary and Treasurer, who shall be elected by the project members on an annual basis.
33. Committee positions can only be held by student members.
34. All volunteering projects must be ratified by Worcester Students' Union each year, adhering to the Volunteering Constitution, completing a risk assessment and maintaining an equipment list.
35. The project coordinator is responsible for maintaining up-to-date records of all project members.
36. Project committee members shall be held accountable for the actions of the group.
37. All projects will be expected to fundraise in order to generate income to support a proportion of their activities.
38. There shall be a Volunteering Committee which shall be the decision-making body of Worcester Students' Union Volunteering, as defined in Bye-Law (COORDINATION COMMITTEES).
 - 38.1 The committee shall be chaired by the Vice President Student Experience and shall include the coordinators of each of the ratified projects
39. Absence without apologies at two consecutive committee meetings shall be considered a resignation.
40. Decisions by the committee shall require a majority vote.

RAG (Raising and Giving)

41. The purpose of Worcester Students' Union RAG shall be to encourage and enable students to engage in fundraising activities.

42. There shall be a RAG committee which shall be the decision-making body of Worcester Students' Union RAG, as defined in Bye-Law (COORDINATION COMMITTEES)
- 42.1 The RAG Committee shall consist of at least the RAG Officer, a Vice-Chair, Secretary and Treasurer, with other positions decided upon by the committee on the basis of necessity.
43. All members of the RAG committee are responsible for:
- 43.1 Distributing publicity for RAG events
- 43.2 Stewarding RAG events
44. The RAG Committee shall identify up to four beneficiary charities, through an annual application process and poll of its members.
45. RAG may also fundraise for one-off events such as humanitarian disasters, Children in Need etc
46. Worcester Students' Union Volunteering shall be a permanent beneficiary.
47. Applications from charities wishing to be nominated as beneficiary will need to provide evidence of registration with the Charity Commission. The RAG Officer may decide not to consider applications from charities whose objects are not compatible with those of Worcester Students' Union.
48. All RAG fundraising activities must comply with guidance on *Ultra Vires* issued by the Union in line with Charity law.

Byelaw Five

ELECTIONS STANDING ORDERS

General-

1. These Standing Orders shall apply to every Election of the Students' Union.
2. The Returning Officer (or the Deputy) shall be responsible for the proper running of all Students' Union elections. The person in charge must not propose or second the candidates.

Procedure Prior to an Election

3. At least 7 days before polling day nominations must be invited. Notices inviting nominations must list the nature of the posts, the number to be elected, time and date nominations close, place nominations can be received and date and time of polling. (Also the date and time of Hustings, where applicable).

4. NOMINEE; Any full-time or part-time member of the Students' Union without any prior Students' Union disciplinary record may stand for one Students' Union post. Once the nomination is accepted the nominee is a CANDIDATE.

Deferred Students may stand in the summer elections for the posts for the next academic year. This is providing they meet with the regulations in the Constitution, section 3.2.4. iii.

5. PROPOSER; Any full-time or part-time member of the Students' Union may propose a nominee pertaining appropriate categories.

6. SECONDER: Any full-time or part-time member of the Students' Union may second a nominee pertaining appropriate categories.

7. In any Students' Union election, a candidate, a proposer, or a seconder shall not be allowed to propose or second more candidates than there are posts in the same election.

8. Nominations must be on an official form prepared by the Returning Officer and are only valid with 2 passport photographs of the candidate.

9. Any Nominee for a Union Council post (except Union Council Secretary) must hand in a self-produced Manifesto of approx. 200 words with the Nomination Form.

NOTE: These Manifestos are to be photocopied and displayed in designated areas, to be decided by the Returning Officer, including the election box, on polling day.

10. On receipt of the Nomination Form, the Returning Officer must check to ensure the Nominee, Proposer and Secunder are eligible and that all other regulations are adhered to.

11. All nominations must be received by the date and time advertised, and nominations received after this time shall be considered null and void. This includes Manifestos, where applicable.

12. On reaching the closing time for nominations, the Returning Officer shall publish the names of all candidates within 24 hours. This includes Manifestos where applicable.

Hustings

13. Hustings shall be held for candidates nominated for all of the Executive Posts.

14. Hustings is a meeting giving Executive candidates an opportunity to speak and answer questions on their policies and suitability for the post.

15. Hustings shall be chaired by the Returning Officer, or Deputy when applicable - or, if neither are available, any member of the Steering Committee who has not proposed or seconded any of the Candidates.

16. When the Chairperson speaks he/she shall be heard in silence.

17. The Chairperson has the right to overrule any questions or comments he/she thinks are inappropriate.

18. The meeting shall proceed, taking each part in turn and allowing each candidate 5 minutes to speak at the start of the meeting.

19. Any written questions, cannot be directed to candidates as individuals, only to their nominated office. Questions from the floor may, however, be so directed.

20. The candidates will take it in turn to answer questions first.

21. The first questions to be heard shall be those questions in writing received by the Returning Officer before Hustings commence.

22. Questions shall then be heard from the floor.

23. The candidates shall be allowed 2 minutes each to answer questions.

24. Hustings shall not be governed by the meeting Standing Orders contained in this constitution.

Campaigning

25. Campaigning shall not be defamatory and shall not take place in the immediate vicinity of the Ballot Box, nor shall it contravene the health and safety policy of the College. It should also be carried out in the manner laid down by the Returning Officer with all rules and regulations of the time being adhered to.

Voting

26. Voting shall normally take place from 10.00 am to 6.30 pm for at least two days. Nomination Forms and Manifestos shall be placed on a notice board within eyesight of the elections desk on the day prior to the election day.

27. Voting shall be by secret ballot, using the appropriate voting system as set out in 6.1.2 and a sealed box used to collect votes.

28. A Poll Clerk shall be a full-time or part-time member of the Students' Union who shall be ratified by Elections Committee to assist with the distribution and collection of ballot papers.

29. No candidate, proposer, or seconder in the election may be a Poll Clerk.

30. The ballot box and ballot papers must be situated in a central public place, and be controlled by at least two Poll Clerks.

31. The voting procedure shall be as follows:

i. The voter shall present his/her N.U.S. Card or any valid College ID when required by the Poll Clerk.

ii. The Poll Clerk shall check off the voter's name from the nominal roll.

- iii. The Poll Clerk shall officially stamp a ballot paper and give it to the voter.
- iv. The voter should read the instructions on the ballot paper, vote, and place the ballot paper in the ballot box.
- v. The Poll Clerk will punch a hole in NUS Card at No.1. Where No.1 has already been used, an alternative number will be determined by the Returning Officer.

32. If the voter spoils the ballot paper, he/she may obtain a replacement from the Poll Clerk in exchange for the spoiled ballot paper that shall be destroyed.

33. A voter may only vote once for each post in an election.

34. A voter who will be absent on the Election Day or is a U.C.W student at another Institution is entitled to a Proxy Vote, or postal vote.

35. The absentee may obtain a proxy vote from the Returning Officer or the President by presenting his/her N.U.S. Card or any valid College ID and the person who will carry the proxy vote.

36. The proxy carrier must then present the proxy vote to the Poll Clerk at the Ballot Box, who can then follow the normal procedure for the absentee.

37. A postal vote is available from the Returning Officer.

Counting

38. Counting shall take place at a place designated by the Returning Officer.

39. A teller shall be a full-time or part-time member of the Students' Union, shall be ratified by Elections Committee to assist the Returning Officer in counting the poll and the ballot papers. Any objections to the appointed tellers should be brought to the attention of the Returning Officer.

40. No candidate, proposer, or seconder in the election may be a teller.

41. Those present at the count shall be the Returning Officer, the Elections Committee, the Tellers and any member who writes and informs the Returning Officer of his/her intention to observe, before the ballot box has opened.

42. The procedure at the count shall be as follows:-

- i. Ballot papers will be distributed amongst the tellers, who shall count the votes according to either the STV or simple majority voting system, under the supervision of the Returning Officer (as appropriate according to Appendix Three: voting: Number 28).

ii. Any ballot paper from which it is not clear a first preference can be ascertained, shall be deemed spoilt. This is at the discretion of the Returning Officer.

iii. In the event of a tie or dead heat the discretion of the Returning Officer shall be observed. The decision of the Returning Officer (or Deputy) shall be final.

43. Ballot papers shall be kept secure for 28 days after the count, after which they should be destroyed.

44. Any candidate may request one recount at the count, and if still not satisfied must immediately state dissatisfaction and the intent to notify Union Council, through the President. The Union Council Chair may also order a recount.

Unopposed

45. Any candidate may be returned unopposed for any post, with the exception of the Sabbaticals and Executive who must gain a vote of confidence.

Returning the Result

46. Whenever possible the candidates should be notified of the result immediately, although they may be told this in confidence until the Returning Officer wishes it to be made public.

47. The basic results of all elections should be announced to the Students' Union members on the evening of the election day, whenever possible.

48. The basic results of all elections should be publicised to the Students' Union members on the following weekday whenever possible.

49. The detailed results of all elections should be publicised to the Students' Union members and the College Registrar within one week of the result being known.

50. The plans for an election, the detailed results of an election, and a summary of the conduct of the election should all be reported to Union Council at the first opportunity.

51. A record of all nominations, with photographs (and Manifestos where appropriate) shall be monitored by the Elections Committee for 5 years and shall be available to any member of the Students' Union.

BYE LAW 6

THE STUDENTS' UNION BAR Regulations

1. NAME

1.1. The name of the Bar shall be “The Students’ Union Bar”.

2. OBJECTIVES

2.1. The objectives of the Bar shall be the promotion and encouragement of a safe and inclusive social environment for the membership.

2.2 The Bar shall be operated in accordance with the rules and regulations laid down by the Licensing authority.

3. MEMBERSHIP

3.1. All those holding membership with Worcester Students' Union as outlined in section 11 of the main Constitution shall be entitled to use the Students' Union Bar.

3.2 Any attendees of an officially organised conference, fundraising or training event held within the grounds of the College shall be considered as temporary members of the Union Bar.

3.3. Any student that holds an NUS Card from any other institution may use the Bar, but may not sign in guests.

3.4. People entering the Students' Union Bar must provide one of the following:

- Current University of Worcester Registration card
- Current NUS Card.
- Valid Temporary Membership Card,
- Associate Membership Card.
- Honorary Membership Card.
- Conference Delegate Card/Fundraising event id.

3.5 All members and their guests must be over the age of eighteen to access the Students' Union bar and may be asked to produce acceptable photographic evidence as proof of age at any time. In the event of member bringing children in to the bar, the member should enquire at the bar to gain appropriate permission. A child should not approach the bar and the member is responsible for the behaviour of the child throughout their visit. No child shall be admitted after 7pm unless with written prior consent

3.6. The Disciplinary Committee shall have the power to limit or suspend the introduction of guests or Temporary, Associate, and Honorary members of the Bar on any special occasion, or at any time as the Committee sees fit.

3.7. Where tickets are sold for an event to be held in the Union Bar all Purchasers must produce a valid membership card at the time of the purchase. Entry to the Union Bar shall only be permitted upon showing a valid ticket, or by purchasing a ticket.

4. SIGNING IN GUESTS

4.1. Any full member is entitled to sign two guests into the Students' Union bar, provided that no suspended member shall be allowed into the Bar premises. This right does not extend to associate, honorary or temporary members.(except in the case of those with a disability who require assistance; they may sign in one person who should not be under disciplinary action)

4.2. The member introducing the guest shall enter the name and address of the guest, together with his/her own name, in a book kept on the Bar premises for that purpose. All guests must be signed in as such BEFORE they may consume any saleable goods.

4.3. An entrance fee must be paid by the guest and a receipt issued.

4.4 Any member signing in guests shall automatically assume responsibility for their actions and both the member and their guests may be subject to any subsequent disciplinary action.

5. VISITING TEAMS

5.1. On the occasion of inter club events, or on the occasion of a bona fide sporting contest taking place, the Licensee shall have the power to admit to the Bar premises, any persons, who are members or guests of the visiting or competing club. The Chairperson or Captain of the home teams shall notify the Licensee upon entry and be responsible for the visiting team whom shall be considered as temporary members.

5.2. Should any home or visiting team contravene the Disciplinary Policy or House Rules, the whole team may be referred to disciplinary procedures.

6. SUSPENSION

6.1. The Students' Union bar shall have a Designated Premises Supervisor who shall have the power to remove any person from the bar. The DPS has further powers to refuse entry to any person and is responsible for ensuring there is no;

6.1.(i) disorderly conduct on licensed premises

6.2. (ii) *Sale of alcohol to a person who is drunk*

6.3. (iii) *Allowing the sale of alcohol to children*

6.2. The Disciplinary Committee may withdraw or suspend any member. A suspension may be made for any period of time that the Committee sees fit in accordance with the Disciplinary Procedures in Appendix Six.

7. LICENSED HOURS

7.1. The permitted hours for sale or supply of intoxicating liquor on or off the premises shall be as laid down by the Licensing Authorities, including where a Special Order of Exemption is obtained.

8. CHANGES TO THE BAR CONSTITUTION

8.1. Any changes to this Bar Regulations must be passed by a two thirds majority of the Union Council, and then notified to the Justices' Clerk & Court as it is a legally binding document which is the basis on which the Bar Licence exists and is maintained.

BYE LAW 7

COMPLAINTS PROCEDURE

1. SCOPE AND PURPOSE

1.1 This complaints procedure is available to all registered students and groups of students at University of Worcester who:-

(i) are dissatisfied in their dealings with the union; or

(ii) claim to be unfairly disadvantaged by reason of having exercised their rights not to be members of the union or to signify that they do not wish to be represented by a representative body.

1.2 The purpose of the procedure is to enable such complaints to be dealt with promptly, thoroughly and fairly. Any complaints about the University of Worcester itself, rather than the union, will not be dealt with under this procedure.

2. INFORMAL COMPLAINTS

It should be possible to resolve most complaints informally. The complainant should first approach an elected officer of the union other than the President and explain the problem. The officer may be able to deal with the situation there and then. If not, the officer should explain what action (if any) will be taken and give an indication of the time scale for such action. The time scale should not normally be longer than 2 weeks with a maximum of 4 weeks if there is a delay for any reason, the officer should explain the delay and give an indication of the revised time scale.

3. FORMAL COMPLAINTS

3.1 If, in the complainant's view, the informal approach has not provided a satisfactory response within 4 weeks, a formal complaint should be made in writing to the President of the union within 2 weeks. For ease of understanding, the officer has a maximum of 4 weeks to reply to the informal complaint. Should this not be dealt with satisfactorily by the end of the 4 weeks then the complainant has two weeks to write to the president to make the complaint formal.

3.2. The complaint should explain the problem and set out any action that the complainant wishes the Union to take.

3.3. The complaint will be acknowledged within five working days of its receipt by the President.

3.4. The President will arrange for the matter to be investigated and, if appropriate, may consult with the University of Worcester Registrar.

3.5. A response to the formal complaint will be sent by the President to the complainant within 4 weeks of the receipt of the formal complaint by the President. The response should include any details of any proposed action arising from the complaint and the likely timetable for any such action.

3.6. If the President concludes that the complaint is not justified, the response should include the reasons for the conclusion reached.

4. INDEPENDENT INVESTIGATION

4.1. If the complainant remains dissatisfied after five weeks(that's one week for the receipt of the complaint to be acknowledged and 4 weeks for the investigation and response) of the receipt by the President of the formal complaint, the complainant may apply to the President to have the matter independently investigated.

4.2. The President will consult with the University of Worcester Registrar in relation to any such application and they will arrange for the matter to be investigated by the Independent Person appointed by the UoW Board of Governors.

4.3. The independent investigation should take place within four weeks of the application being received by the President. The independent person will be asked to provide a written report on the investigation, which should also include recommendations as to whether the complaint should be upheld and, if so, any action which should be taken. Unless the UoW Registrar otherwise decides, the recommendations of the independent person will be final and binding on the complainant and the Union.

BYE LAW 8

Code of Discipline and Behaviour (Code of Conduct)

Members of Worcester Students' Union are expected to act appropriately and conduct themselves as respectful citizens of both the University and the local community. It is expected therefore that our members are seen as positive ambassadors for the Union. As such the following actions, whether occurring on Union premises or elsewhere, are examples of conduct which are not acceptable to the Students' Union, and may lead to the invoking of formal Union Disciplinary Procedures:

- 1 Conduct which constitutes a criminal offence including:
 - 1.1 Assault
 - 1.2 sexual misconduct
 - 1.3 any form of hate crime
 - 1.4 theft, fraud, deceit, deception or dishonesty

- 2 .Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language.
- 3 The use, possession or supply of illegal drugs.
- 4 Unacceptable behaviour arising from excessive consumption of alcohol and/or drugs.
- 5 Damage or vandalism to property.
- 6 Misuse or unauthorised use of Union premises.
- 7 Action likely to cause injury or to impair Health and Safety procedures.

- 8 Any form of bullying or harassment.
- 9 Virtual actions (i.e. social network sites, blogs, e-mail, SMS messages etc) within the context of elections, course representatives, clubs and societies or any other Students' Union sponsored activity, that are deemed as:
 - 9.1 The harassment or victimisation of a member, or
 - 9.2 Making slanderous claims against a member of the Union, or
 - 9.3 Bringing the Union into disrepute.
- 10 Failure to respect the rights of others to freedom of belief and freedom of speech.
- 11 Disruption of, or improper interference with, the democratic, administrative, sporting, social or other activities of the Students' Union.
- 12 Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff, or visitor of the Students' Union.
- 13 Failure to disclose personal details to a member of staff of the Students' Union in circumstances in which it is reasonable to require that such information be given.
- 14 Breaches of any codes, policies or regulations adopted by the Students' Union.
- 15 Any Behaviour which brings the Students' Union into disrepute.

The Students' Union has excellent relationships with police. Where an informal approach has not been effective or where offences are more serious or repeated, a criminal investigation may be deemed necessary; where this is the case, the Students Union will fully support this action or instigate it if appropriate.

The Students' Union will discuss matters with the University to ensure the University Student Code of Conduct is adhered to and that the reputation of the University is not damaged by the actions of members of the Students' Union or its committees

Bye Law 9

DISCIPLINARY PROCEDURE

1. INTRODUCTION

1.1. The Students' Union is a body legally constituted under the patronage of the University of Worcester.

1.2. The Union is an un-incorporated association (members club), holds a liquor licence on behalf of its members and occupies property (the Union Building) under the auspices of an agreement held

with the University of Worcester. The union provides services for students in areas such as clubs and societies, course representatives, welfare advice and volunteering (this list is neither exclusive nor exhaustive)

1.3. In pursuance of the above (1.2.), the Union has a policy on student behaviour and discipline. This procedure operates separately from, but in conjunction with, the University of Worcester.

1.4. The scope of the procedure relates to:

- i) Behaviour within the Union
- ii) Union sponsored activity (including club and society activity), individual or group.

1.5. The Union will publish a general statement of expectation on customer behaviour and discipline (Worcester Students' Union Code of Discipline and Behaviour). This will be posted in prominent places in the Union Building.

1.6. Penalties are imposed at the discretion of the Disciplinary Committee and can be altered according to the specifics of an incident.

1.7. In pursuance of this procedure, the Students' Union will maintain a database and hard copy file of students who offend.

1.8. Offences are aggregated, repeat offences will invoke increased punishments, failure to pay fines and/or failure to comply with the procedure will be seen as offences in themselves and treated accordingly.

1.9. The lead officer administering the procedure on behalf of the Union will be the Vice president Education.

1.10. 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 Act 1988. These powers will include inter alia, exclusion and temporary suspension of membership.

2. TYPES OF HEARING

2.1. Once an offence has been alleged, an incident report form will be completed and forwarded to the Vice President Education and Chief Executive. Those will, normally, fall into the following categories:

- i) Summary offence to be dealt with informally
- ii) Discipline/ Club Committee
- iii) Institution: More serious offences such as staff harassment, persistent offenders will be forwarded to the University for consideration.
- iv) Police: Violence, drug etc.

(This definition is not an exhaustive or mutually exclusive list)

3. SPECIFIED OFFENCES

3.1 Once the incident report form has been filed, the member will have rights of entry into the Students' Union suspended pending Disciplinary Hearing.

3.2. Upon acknowledgement of identity and alleged offence, a disciplinary hearing will be convened, punishment will be levied and, once settled, rights of entry to the Students' Union returned with full membership reinstated.

4. DISCIPLINE PROCEDURE

4.1. Membership of the committee shall include :

1 Sabbatical Officer (in the Chair who is not the President)

Chief Executive

Two members of the Student Council, who may be members of the executive.

4.2. All meetings of the Discipline Panel shall be chaired by one of the Sabbatical team. He/she shall have a casting vote only and shall ensure the fair and proper conduct of the meeting.

4.3. Any member of the Executive Committee who is able to give evidence or personally interested in a case shall declare an interest and may not sit on the panel.

4.4. If any member alleges that a member of the panel has a conflicting interest in the case then the matter is decided by the Chair, whose decision may not be challenged.

4.5. If the Chair has, or is deemed to have, an interest, another Sabbatical Officer will be nominated as Acting Chair.

4.6. A quorum shall be the Chair and two members.

4.7. The Discipline Committee shall meet no sooner than five days and no later than twelve days from the date it was called.

4.8. The Chair shall, within five days of the referral, inform the defendant in writing of:

i) the date, time and venue of the meeting of the Discipline panel

ii) the details of the complaint as specified

iii) all relevant reference to Discipline in the Constitution, Bi-Laws and thereto

iv) any interim measures taken by the Executive Committee

v) availability of the Chair, if required, to advise the member on procedure

vi) the membership of the Discipline Panel

4.9. The Chair shall invite the defendant to submit written comments on the alleged offence.

- 4.10. The Chair shall obtain, wherever possible, written statements from witnesses to the alleged offence and shall circulate these as soon as practically possible to the defendant
- 4.11. All written matter relevant to the case shall be circulated as soon as practically possible to the members of the Discipline Panel.
- 4.12 The Chief Executive (or appointed deputy) shall act as secretary to the Committee for the purposes of preliminary matters. S/he shall be present at all meetings of the Panel and shall record its proceedings.
- 4.13. The record of the proceedings shall be available, if required, to an appellate body, but shall remain otherwise confidential to the Committee.
- 4.14. All records shall remain within the possession of the Chief executive.
- 4.15. The Panel shall investigate the complaint notwithstanding the non-appearance of the member against whom the complaint is made, unless adequate reason for non-appearance has been given to the Chair. If such reason has been given, the Chair shall immediately notify the member against whom the complaint is made of a time and date for the Panel to meet again as soon as convenient.
- 4.16. The member may be accompanied by a friend/ representative who shall be a full member of the Students' Union.
- 4.17. The case against the member shall be presented by the Panel Chair. Witnesses shall be subject to examination, cross-examination and re-examination by the panel.
- 4.18. The member shall then present his/her case in the same fashion. Alternatively, the member's friend/ representative may present their case and the member may give evidence as a witness. The member or their representative will have the right to address the Committee last.
- 4.19 The hearing shall be held in Closed Session.
- 4.20. If the Chair decides that it is not reasonably possible for a witness to attend, a written statement from that witness shall be admissible as evidence. Such statement may be challenged by the member against whom the complaint is made. If a statement is challenged, and the challenge is accepted by the committee, the statement shall not be admitted as evidence.
- 4.21. If, for any reason, it is necessary to adjourn the proceedings of the Panel, the Chair shall at the adjourned meeting, set and immediately notify the member against whom the complaint is made of a time and date for continuing proceedings as soon as conveniently may be, having regard for the adjournment.
- 4.22. When all of the evidence has been heard the Panel shall consider in Closed Session whether the complaint is substantiated. With the exception of the Chair every member of the Panel has a vote and there shall be no abstentions. If the panel finds the complaint substantiated, it shall decide what action is to be taken, if any, by a simple majority.

4.23. Written notice shall be sent by the Chair to the member against whom the complaint is made, within two days of the decision of the Panel. The notice shall state that the decision of the Panel and if relevant draw attention to the member's right to appeal.

4.24. Any appeal must be submitted to the president within five working days. The grounds for appeal are as follows

- i) The facts of the case were incorrect and thus the committee made the wrong decision
- ii) New evidence has come to light which may have affected the outcome
- iii) The sentence of the Discipline Panel was too harsh given the evidence in the case.

4.25. This appeal will be to the Discipline Appeal Panel whose decision will be final.

5. PROCEDURE OF DISCIPLINE APPEALS PANEL WHEN HEARING APPEALS

5.1. Membership of the committee shall include :

President (IN THE CHAIR)

Two members of the Executive Committee (who did not sit on the original panel)

Two members of Union Council (who did not sit on the original panel)

5.2. All meetings of the Discipline Appeals Panel shall be chaired by the President. He/she shall have a casting vote only and shall ensure the fair and proper conduct of the meeting.

5.3. Any member of Union Council or Executive Committee who is able to give evidence or personally interested in a case shall declare an interest and may not sit on the panel.

5.4. If any member alleges that a member of the panel has an interest in the case they may challenge the makeup of the panel then the matter is decided by the Chair, whose decision may not be challenged.

5.5. If the Chair has, or is deemed to have, an interest, another Sabbatical Officer will be nominated as Acting Chair.

5.6. A quorum shall be the Chair and three members.

5.7. The Discipline Appeals Panel shall meet no sooner than five days and no later than twelve days from the date it was called.

5.8. The Chair shall, within five days of the referral, inform the defendant in writing of:

- i) the date, time and venue of the meeting of the Discipline Appeals Panel
- ii) the details of the complaint as specified
- iii) all relevant reference to Discipline in the Constitution, Bi-Laws and thereto
- iv) any interim measures taken by the Executive Committee
- v) availability of the Chair, if required, to advise the member on procedure
- vi) the membership of the Discipline Appeals Panel

- 5.9. The Chair shall invite the appellant to submit written comments on the alleged offence.
- 5.10. The Chair shall obtain, wherever possible, written statements from witnesses to the alleged offence and shall circulate these as soon as practically possible to the appellant.
- 5.11. All written matter relevant to the case shall be circulated as soon as practically possible to the members of the Discipline Appeals Panel.
- 5.12 The Chief Executive (or appointed deputy) shall act as secretary to the Committee for the purposes of preliminary matters. S/he shall be present at all meetings of the Panel and shall record its proceedings.
- 5.13. The record of the proceedings shall be available, if required, to an appellate body, but shall remain otherwise confidential to the Committee.
- 5.14. All records shall remain within the possession of the Chief Executive.
- 5.15. The Panel shall investigate the appeal notwithstanding the non-appearance of the member who brought the appeal, unless adequate reason for non-appearance has been given to the Chair. If such reason has been given, the Chair shall immediately notify the member who brought the appeal of a time and date for the Panel to meet again as soon as convenient.
- 5.16. The member may be accompanied by a friend/representative who shall be a full member of the Students' Union.
- 5.17. The case against the appeal shall be presented by the Chair of the Discipline Panel or deputy. Witnesses shall be subject to examination, cross-examination and re-examination by the panel and the Chair of the Discipline panel shall have the right to address the Appeals Panel last.
- 5.18. The member shall then present his/her case in the same fashion. Alternatively, the member's friend/ representative may present their case and the member may give evidence as a witness.
- 5.19 The meeting shall be held in Closed Session.
- 5.20. If the Chair decides that it is not reasonably possible for a witness to attend, a written statement from that witness shall be admissible as evidence. Such statement may be challenged by the member against whom the complaint is made. If a statement is challenged, and the challenge is accepted by the committee, the statement shall not be admitted as evidence
- 5.21. If, for any reason, it is necessary to adjourn the proceedings of the Panel, the Chair shall at the adjourned meeting, set and immediately notify the member of a time and date for continuing proceedings as soon as conveniently may be, having regard for the adjournment.
- 5.22. When all of the evidence has been heard the Panel shall consider in Closed Session whether the appeal is substantiated. With the exception of the Chair every member of the Panel has a vote and there shall be no abstentions. If the panel agrees with the appellant it may then consider what

action to take. If the Panel does not agree with the grounds for appeal then the original decision will stand.

6. TIME PERIODS

6.1 The time periods as set out in the procedure are for guidance only and may be subject to extension, particularly outside academic term time when quoracy at relevant committees may not be reached.