

Guildhall School of Music & Drama

Students' Union Constitution

This constitution will take effect from 1st September 2017 and invalidates all former constitutions of this Union.

This constitution will be subject to review by Union Parliament and the School at least every five years, in accordance with the Education Act 1994.

Part II of the Education Act 1994 requires institutions to 'take steps as are reasonably practicable to secure that any students' union for students at the establishment operates in a fair and democratic manner and is accountable for its finances.'

The School recognises Guildhall School of Music & Drama Students' Union as a democratically run organisation, committed to serving and representing the students of the School. The School will endeavour to ensure that the activities of the Union do not contravene the School's equal opportunities policy nor bring the School into disrepute.

The constitution is a legal document that sets out the activities and procedures of the Union.

It provides a framework for the Union by:

- Defining what the Union can or cannot do
- Indicating how the Executive can act on behalf of Union members
- Outlining how members can raise and seek redress for their concerns

The constitution is made up of three sections:

Section 1 – The Articles

This section defines the aims and objectives of the Union as well as setting out what can or cannot be done.

Section 2 – The Schedules

This section gives further operational details in relation to ~~how to get things done~~ the Union.

Section 3 – The Appendices

This section includes other regulations by which the Union has to ~~follow~~ abide by.

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Section 1 – The Articles

1.0 Name and Status

- 1.1 There will be a Students' Union in the name of the Guildhall School of Music & Drama Students' Union (throughout this document the organisation will be referred to as the Union).
- 1.2 The Union is an unincorporated association.
- 1.3 The Guildhall School of Music & Drama will be referred to as 'the School' throughout this document.

2.0 Aims and Objectives

- 2.1 To advance the education of its members and students of the School as a whole.
- 2.2 To represent the interests of its members and act as a channel of communication in dealing with the School and other bodies.
- 2.3 To promote and protect the welfare of its members.
- 2.4 To promote, encourage and co-ordinate student clubs, societies, sports and social activities.
- 2.5 These aims and objectives will be practised without discrimination on the grounds of age, sex, race, nationality, religion, creed, sexual orientation, disability or medical condition.
- 2.6 The Union will practice the above aims and objectives independent of any political party or religious organisation.

3.0 Membership of the Union

- 3.1 All students who are ~~registered~~ **enrolled** at the **Senior School, and are over the age of 16**, will be members of the Union, unless they have decided to give up their membership according to the 'Opting Out' regulations in Appendix One of this constitution.
- 3.2 Any sabbatical officer will be a full member of the Union.
- 3.3 All members will be entitled to use the facilities of the Union and take part in its educational, social, sporting and cultural activities.
- 3.4 Members will be allowed to attend Union Parliament and any other meetings held by the Union, except where the President deems it necessary to keep the meeting 'closed', in which case, a full reason will be given. If the member wishes to challenge this reason, then the member can appeal to the Executive Committee or to the Union Parliament. A referendum on the issue can only be held if there are at least fifty Union member signatories on the document of appeal.
- 3.5 Union members are allowed to nominate, to stand and to vote in Union elections, and to hold office in clubs and societies.

4.0 Union Parliament

- 4.1 The Union Parliament will be the supreme decision making body of the Union, except for a decision that is made in a referendum. It will also raise issues of concern to its members to the Senior Management Team of the School.
- 4.2 The membership of the Union Parliament will be made up of the following categories:
- i) ~~The programme and year~~ **Student Representatives**
 - ii) ~~The Cabinet~~ Executive Committee
 - iii) The Extended Executive Committee (where applicable in any given year).
- 4.3 The functions of the Union Parliament will be to:
- i) ~~Set~~ **Approve** the policy of the Union,
 - ii) Amend the constitution and schedules as appropriate, subject to the approval of the School,
 - iii) Instruct and hold accountable the members of the ~~Cabinet~~ Executive Committee on its work ~~in particular the President and Vice President~~
 - iv) Monitor and discuss the events and decisions of the formal School decision making bodies and to raise concerns of members to the members of the Senior Management Team,
 - v) Elect delegates to appropriate NUS conferences and councils,
 - vi) Approve financial reports from the ~~Cabinet~~ Executive Committee,
 - vii) Have the opportunity to raise issues to the ~~Cabinet~~ Executive Committee, and to give opportunity for suggestions on any subject involving either the School or the Union to be discussed.
- 4.4 The first meeting of the Union Parliament will be held in September/October and chaired by the President. This meeting will:
- i) Approve the Union budget **and financial policy** for the year,
 - ii) Officially recognise active clubs and societies,
 - iii) Approve the events and schedule of the first term,
 - iv) Confirm the date of the next meeting,
 - v) Elect the Chairperson for the year.
- 4.5 An ordinary Union Parliament meeting will be called ~~at least once~~ **twice** per term by the President, ~~but ideally twice~~.
- 4.6 An emergency Union Parliament meeting may be called by the President to discuss a particular issue or by written request signed by at least 50% of the Union Parliament members.
- 4.7 All Union Parliament meetings will be conducted according to Schedule Three (Meeting Regulations) of this constitution.
- 4.8 A meeting of the Union Parliament will be quorate when ~~50%~~ **one third** of the Parliament members in post on the date of the meeting are in attendance, **and when non-executive members of Parliament outnumber the Executive committee**. If quoracy is not achieved the meeting will proceed but the decisions of the Parliament must be approved by the absent members of the Union Parliament (via circulation of the Minutes) before they can be acted upon.

Any objections to a decision noted in the minutes must be made in writing (electronic or via letter) to the President within one week of the minutes being released, in the absence of an objection, the decision(s) as noted in the minutes will be taken as approved.

- 4.9 The President will be responsible for ensuring all members are notified of a meeting at least one week before the meeting takes place and an agenda will be released at the same time.
- 4.10 If the Chairperson is unavailable or has a conflict of interest in the meeting, or wishes not to be the Chairperson so that they can vote, then either the President or **one of the Vice-Presidents** or another elected member of the Parliament will chair the meeting.
- 4.11 The Chairperson will not be allowed a vote unless there is a tie in the voting, in which case the Chairperson may cast the deciding vote.

5.0 ~~Cabinet~~ Executive Committee

- 5.1 The ~~Cabinet~~ Executive Committee of the Union will run the Union on a day-to-day basis according to the terms of this constitution, its schedules and appendices, relevant legislation, and the decisions that have been made by Union Parliament or by referendum.
- 5.2 The ~~Cabinet~~ Executive Committee will be made up of the following **Union Executive Officers who will be elected by a secret ballot using the First Past the Post system:**
- i) The President
 - ii) The Vice-President (**Academic Affairs**)
 - iii) **The Vice President (Events)** ~~three Cabinet officers~~
 - iv) **The Vice-President (Welfare)**
 - v) **The Vice-President (Finance)**
- 5.3 The Officers of the ~~Cabinet~~ Executive Committee will be elected in the summer term to commence their duties from 1 August. These elections will take place according to the regulations contained in Schedule One (Election Regulations) of this constitution. They will serve as a member of the Executive Committee from the 1st August, and serve no more than twelve months, unless re-elected for a second term.
- 5.4 The role of the ~~Cabinet~~ Executive Committee will be to:
- i) Be the main representation of the Union,
 - ii) Make day-to-day decisions on issues relating to all aspects of the Union,
 - iii) Carry out the decisions made by the Union Parliament and by referendum,
 - iv) Act in the absence of the Union Parliament,
 - v) Act as a channel of communication between members of the Union, the School management, the School and other organisations,
 - vi) Be responsible for the direction of the Union through the implementation and development of the Union Strategic Plan,
 - vii) Fulfil any responsibilities as laid down in Schedule Seven (Job Descriptions) of this constitution.
- 5.5 ~~Cabinet~~ Executive Committee meetings will be called by the President and will meet at least once every 30 school days but ordinarily on a weekly basis. Further meetings may be called by written request by a majority of the Committee members to the President. The Chair will be the

President of the Union and **one of the Vice-Presidents** will sit as Chair in the President's absence, or if there is a conflict of interest in the issues to be discussed and the President vacates the Chair. The Chair may only vote in the event of a tie and will cast the deciding vote.

- 5.6 A member of the Extended Executive may attend a meeting of the ~~Cabinet~~ Executive Committee as an observer, or as a deputy for an absent ~~Cabinet~~ Executive Officer. Deputies will count towards meeting the quoracy requirements in 5.7 below, observers will not.
- 5.7 A meeting of the ~~Cabinet~~ Executive Committee will be quorate when 50% of the ~~Cabinet~~ Executive Committee members in post on the date of the meeting (or their deputies) are in attendance. If 50% attendance is not achieved the meeting will proceed but the decisions of the Executive Committee must be approved by the absent members of the Committee (via circulation of the Minutes) before they can be acted upon (as in 4.8 above).
- 5.8 Any member of the Executive Committee who fails to attend three consecutive meetings of the Executive Committee or Union Parliament, without giving apologies to the President, and who does not provide satisfactory reasons acceptable to the Executive Committee, will be considered to have resigned.
- 5.9 The President will be responsible for ensuring that all members are notified of meetings at least ~~one week~~ **three days** before a meeting takes place.
- 5.10 **Any Executive Officer wishing to step down must give two weeks' notice to the President and carry on in their duties during those two weeks. Any amendments to the Officer's stipend will be decided by the Executive committee.**

6.0 Clubs and Societies

- 6.1 Clubs and societies may be recognised by the ~~Cabinet~~ Executive Committee provided that they meet the requirements set out in Schedule Two (Clubs and Societies) of this constitution and do not breach the Union's aims and objectives. **Union Parliament will approve the requirements for Clubs and Societies for implementation by the Executive Committee.**

7.0 Affiliations to External Organisations

- 7.1 Any proposal to affiliate to an external organisation will be approved by Union Parliament.
- 7.2 The School and members of the Union will be informed of all new affiliations to external organisations. The notice will include the name of the organisation being affiliated to and the affiliation or subscription fee to be paid.
- 7.3 Details of all affiliations to external organisations, including the names of the organisations and each affiliation fee paid, will be included in the Union's annual report which will be made available to all Union members and the School.
- 7.4 In the event of an objection to a current affiliation to any particular external organisation, a petition signed by at least 50 members of the Union must be presented to the President and a referendum will be held on the issue. The referendum will be carried out in accordance with

clause 13.0 (Referendum) of this constitution. A further referendum on the same affiliation cannot be called in the same academic year.

8.0 Complaints Procedure

- 8.1 Complaints about an individual Officer, the Executive Committee or any member of the Union Parliament will be dealt with under the complaints procedure contained in Appendix Three (Code of Practice) of this constitution.

9.0 Union Finance

- 9.1 The financial year of the Union will run from 1st August to 31st July.
- 9.2 i) The Union will receive appropriate funds from the School to enable it to pursue effectively its aims and objectives. This annual allocation of funding will be negotiated with the School and the incoming and outgoing President in each academic year. **This budget must be approved by Parliament before funds are paid by the School.**
- ii) **An interim budget will be agreed between the Union and the School to cover time between the 1st of August and the first meeting of Parliament.**
- iii) **In exceptional circumstances, where the School wishes to amend its allocation of funding during the SU financial year, no decision will be taken without the School's representative first meeting with the President and the VP (Finance).**
- 9.3 The Union will be empowered, in pursuit of its aims and objectives, to open bank accounts in the name of the Union, lend monies, invest monies, offer its material assets as security and do all such other things that are necessary for the prudent conduct of its financial affairs.
- 9.4 The President will supervise all Union finances and ensure that proper books of account are maintained and that these books will be audited annually by a person qualified to undertake audited accounting.
- 9.5 The day-to-day running of the accounts will be undertaken by the ~~President~~ **Vice-President (Finance)**. The ~~Vice-President~~ will oversee financial decision making and ensure that spending is in line with the budget.
- 9.6 The ~~President~~ **Vice-President (Finance)** must ensure that the budget is brought to every Union Parliament meeting, and will speak to any amendments that have been made since the last meeting for an approval by the Parliament.
- 9.7 The ~~President~~ **Vice-President (Finance)** will keep the Union's annual spending within the limits of the annual budget and endeavour to keep the spending for specific items within the relevant budget line. Any alterations to a budget line in excess of ~~£250~~ **£500** must be approved by the Executive Committee.
- 9.8 A copy of the Union's budget and the audited accounts will be given to the School ~~by 1 October~~ **following the first meeting of Parliament** in each financial year for approval, and made

available to all students via the Intranet. The School will make the accounts available to the Chamberlain of London.

- 9.9 The organisation of the Union's finances and systems of control will be contained in Schedule Four (Finance regulations) of this constitution.

10.0 Minutes

- 10.1 At all meetings of the Union minutes will be taken and shall be circulated to the relevant members, and any necessary corrections made, within two days of the meeting. Confirmed minutes will be filed and made available to all students on the ~~Internet and~~ Intranet.
- 10.2 A copy of the constitution (including any amendments), a copy of the annual report and any plans for the Union's activities, including the budget, will also be made available to all students on the Intranet.
- 10.3 The regulations for the organisation of Union meetings will be contained in Schedule Three (Meeting Regulations) of this constitution.

11.0 Amending the Constitution

- 11.1 The Union Parliament ~~will be the only body permitted to~~ approve any **proposed** amendments to the constitution and schedules. All amendments will be subject to the approval of the School's **Senior Management Team and the Board of Governors** before they can be implemented.
- 11.2 All proposed amendments to the constitution or schedules will be subject to a vote as outlined in subsection 4.8.
- 11.3 The constitution will be reviewed by the Union at least every five years from the date of the current document's implementation and approved by **the Parliament**, the School **and the Board of Governors**.

12.0 Indemnity

- 12.1 Every Executive Officer and person approved to make decisions on behalf of the Union will be entitled to be indemnified out of the assets of the Union against all losses or liability which they may incur in or about the execution of their office or otherwise in relation thereto; and no Officer, appointee or member of staff will be liable for any loss, damage or misfortune which may happen to or be incurred by the Union in the execution of the duties of their office or in relation thereto; provided that nothing in this clause will affect their liability for the consequences of any negligent or unlawful act on their part.
- 12.2 The President of the Union will be responsible for organising indemnity insurance for officers of the Union, and lodging a copy of the policy with the School.

13.0 Referendum

- 13.1 A referendum, in which all members will be allowed to vote, will be held on any issue if the Union Parliament decides by a two-thirds majority to call a referendum. The President will call a

referendum if they are handed a petition detailing the issue and containing the name, ~~and~~ student ~~card~~ number and signature of at least 50 students who are members.

13.2 The President will be responsible for deciding the wording of the question on the referendum ballot paper.

13.3 The referendum will be supervised by the President. Polling stations will be open for one school day, one week's notice of the referendum taking place having been given to the student body.

13.4 The result of the referendum will take priority over any existing Union policy on the same issue.

14.0 Interpretation

14.1 In the event of a challenge to the interpretation of any part of this constitution, the ruling of the President will be sought.

14.2 In the event of a challenge to the President's ruling, the decision will be taken to Union Parliament. The decision of the Union Parliament is final.

15.0 The School's Board of Governors

15.1 The SU President (or one of the Vice-Presidents, subject to approval by the Board of Governors) will attend every Board of Governors meeting.

15.2 The nominated SU rep will present a report on the work of the SU at two Board of Governors' meetings each year.

Section 2 - The Schedules

Schedule One – Election Regulations

This schedule outlines ~~what to do~~ the protocol for all elections.

1.1 Returning & ~~Administrative~~ Election Officers

- 1 There will be a Returning Officer who will be an appointed member of the School.
- 2 The Returning Officer will ensure the good conduct of elections in accordance with the election regulations and has sole interpretation of the election regulations.
- 3 The ~~Administrative~~ **Election** Officer will be the current President of the Students' Union or, in the event of the President standing for re-election, another Executive Officer.
- 4 The ~~Administrative~~ **Election** Officer will ensure the good conduct of the elections in accordance with the election regulations and the proper provision for election procedures.

1.2 President Election Calendar

- 1 The ~~Administrative~~ **Election** and Returning Officers will ensure that the election follows the timetable described in this section.
- 2 If there are fewer than two nominations by the close of nominations, the nomination deadline will be extended to a date decided by the Returning Officer, which will be no later than 31st May of any year.
- 3 The ~~Administrative~~ **Election** Officer will publish an Election Timetable with the dates, times and venues for:
 - i) The closure of nominations,
 - ii) The publication of List of Candidates,
 - iii) The campaigning period,
 - iv) The Question and Answer session/hustings,
 - v) The Election Day.
- 4 The Timetable must be published no later than 28 days before the election date **on the Intranet and in student Common Rooms in at least one School venue to which all students have access.**

1.3 Vice-Presidents' and ~~Cabinet Officer~~ Election Calendar

- 1 The ~~Administrative~~ **Election** and Returning Officers will ensure that the election(s) follow(s) the timetable described in this section.
- 2 If there are fewer than two nominations for any one post by the close of nominations, the nomination deadline will be extended to a date decided by the Returning Officer, which will be no later than 30th June of any year.
- 3 The ~~Administrative~~ **Election** Officer will publish an Election Timetable with the dates, times and venues for:

- i) The closure of nominations,
 - ii) The publication of List of Candidates,
 - iii) The campaigning period,
 - iv) The Question and Answer session/hustings,
 - v) The election day.
- 4 The Election Timetable must be published not later than 28 days before the election date **on the Intranet and in student Common Rooms** ~~in at least one School venue to which all students have access.~~

1.4 Standing for Election

- 1 These election regulations apply to the elections for the offices of President and the Vice-Presidents of the Students' Union.
- 2 Any member of the Students' Union, having been successfully nominated, may stand as a candidate for election. **Students in their final year of study may stand for full time sabbatical roles (President) but will not be eligible to stand for part-time officer roles (Vice-Presidents).**
- 3 Each nomination must be supported by at least one first proposer and one second proposer who must be Students' Union members.
- 4 A separate Nomination Form must be completed for each nominee. The Nomination Form must be submitted to the ~~Administrative~~ **Election** Officer in accordance with the published Election Timetable for the election.
- 5 Each Nomination Form must include the names, signatures and student ID numbers of the student nominated, the first proposer and the second proposer.
- 6 Each candidate may nominate a representative for the duration of the election.
- 7 Current Officers of the Students' Union can stand for re-election after their first year in office, but can serve no longer than two years in total in any one role.
- 8 If only one nomination has been received by 12 noon on close of nominations, **the deadline will be extended by at least one week. If no other candidate is nominated, an election against RON will be held in accordance with Schedules 1.8.8 and 1.9.10.** ~~that nominee will be considered duly elected to the post.~~

1.5 Campaigning for the Election

- 1 The ~~Administrative~~ **Election** Officer will publish the list of candidates and their respective proposers within 48 hours of the closure of nominations **on the Intranet and in student Common Rooms.** ~~in at least one School venue to which all students have access.~~
- 2 Each candidate must submit a Manifesto to the ~~Administrative~~ **Election** Officer before the publication of the List of Candidates. Each candidate's manifesto must be displayed **on the Intranet and in student Common Rooms** ~~in at least one School venue to which all students have access~~ after the publication of the List of Candidates and before the question and answer session.

- 3 Each candidate may begin campaigning after the publication of the List of Candidates.
- 4 No campaigning is allowed in the same room as the ballot box.
- 5 All candidates, in the conduct of their campaign, will pay due regard to these regulations and to any additional arrangements in the Special Orders for that year.

1.6 Question and Answer Session (hustings)

- 1 There will be an open hustings on **a week day during the Monday of the second week of the campaigning period for the Presidential and Vice-Presidential elections. The details of the hustings will be publicised at least one week in advance.** Any candidate absent without apologies to the ~~Administrative Election~~ Officer in advance of the session will be considered to have withdrawn their candidacy. **The date of the Session will be agreed between the Election Officer and the candidates, with the Election Officer's decision being final.**
- 2 Candidates shall offer an opening presentation lasting ~~may speak for~~ a maximum of 10 minutes. **Subsequent** questions are directed to all candidates and each candidate will **be invited by the Chair** to give an answer to each question.
- 3 The Question and Answer session/hustings will be chaired by a panel comprising one Chair and, **if desired**, the candidates' **chosen** representatives acting as Deputy Chairs. The Returning Officer will act as Chair or appoint a Chair whose decision will be final.

1.7 Annual Variation to Election Procedures

- 1 Each year the ~~Administrative Election~~ Officer, in consultation with the Returning Officer, will publish a set of Special Orders which relate to election procedure details, legal and/or School operational constraints and requirements for that year.
- 2 Nothing in the Special Orders will override these Regulations except in respect of dates, times and venues.
- 3 The Special Orders will be published with the Election Timetable and have the force of election regulations for that election campaign.
- 4 The Special Orders will include but not be limited to:
 - a) Campaign budget limit for all candidates' campaigns.
 - b) Campaign invoice declaration and inspection procedures.
 - c) Specifications for posters and other media and their placing/volume or other characteristics which may compromise the fairness of the electoral process or the operational efficiencies of the School.
 - d) School and Union venues: uses and restrictions.

1.8 Voting

- 1 The ~~Administrative Election~~ and Returning Officers will ensure that voting takes place in a secure room on School premises with due regard to the Special Orders.

- 2 Voting will take place between 9am and 5pm.
- 3 Voting will be by secret ballot according to the Electoral Reform Society's guidelines for ~~Alternative Voting~~ First Past the Post.
- 4 All Student Union members can vote on production of a valid Student ID card with visible ID numbers.
- 5 Each voter will complete a Ballot Paper ~~stamped with the Union~~ stamp and cast their ballot paper into a sealed ballot box.
- 6 **The Election and Returning officers will decide whether online or postal voting is available each year and publish appropriate information about online or postal voting.** ~~Postal voting will be permitted by prior arrangement only; all postal votes must be registered with the Administrative Officer no later than 48 hours before the election. Only postal votes with the correct password and name combination will be valid.~~
- 7 Proxy Voting will be permitted by prior arrangement only; all proxy votes must be registered with the ~~Administrative~~ **Election** Officer no later than 48 hours before the election.
- 8 **Each ballot paper will list all candidates in alphabetical order, with the option to Re-open Nominations listed last.**

1.9 Counting & Declaration of Votes

- 1 The counting of votes will start immediately after the ballot has closed.
- 2 Candidates or their representatives may observe the count.
- 3 The Returning Officer will appoint the counters and monitor the count which will be conducted according to the Electoral Reform Society's most recently published guidelines in ~~Alternative Voting~~ **First Past the Post (subject to the provision of section 10 below).**
- 4 Ballot papers will be retained by the Students' Union in sealed form for a period of 4 months as evidence of the validity of the election.
- 5 The election result will be declared immediately after the completion of the count.
- 6 The election result will be published on School sites within one working day of the election. The Returning Officer will inform the School's senior management of the result.
- 7 The declared result following the count will be official and confirmed if no complaint or appeal has been lodged with the ~~Administrative~~ **Election** Officer before the end of counting.
- 8 In the event of a complaint, the result will be provisional and will become official and confirmed at 9am on the first working day after the ballot, provided that any complaint has been resolved.
- 9 In the event of an unresolved complaint, the Returning Officer may suspend confirmation of the result of the election, if necessary, until the complaint is resolved.

10 In the event of a RON vote being cast, nominations will re-open and follow the above regulations. All candidates will be permitted to re-submit their application.

1.10 By-elections

In the event of the President or **one of** the Vice-Presidents resigning or being removed under the Union's disciplinary code during their term of office the following procedures will apply.

President

- 1 If the President's role becomes vacant before the 31st January, a by-election will be held in accordance with the principles set out in 1.3 and 1.4 above. A modified timetable will be agreed by the Returning Officer and **one of** the Vice-Presidents. The Vice-Presidents will assume the role of Acting-President until the result of the by-election is announced, **with specific duties set out in Schedule 7.**
- 2 If the President's role becomes vacant after the 31st January there will be no by-election and the Vice-Presidents will assume the role of Acting-President (**e.g. (Welfare), (Events), etc.)** until 31 July. ~~The Union Parliament will appoint one or more Acting Vice Presidents to assist the Acting President.~~ The exact scope of the duties of the Acting Presidents **is set out in Schedule 7. Each Acting President's remuneration will be negotiated between the Executive Committee and the School, and approved by Parliament.**

Vice-Presidents

- 1 If **one of** the Vice-President's roles becomes vacant before the 31st January, a by-election will be held in accordance with the principles set out in 1.3 and 1.4 above. A modified timetable will be agreed by the Returning Officer and the President.
- 2 If **one of** the Vice-President's roles becomes vacant after 31st January there will be no by-election. The Union Parliament will either determine ~~that there will be no~~ that **that Vice-President role will be vacant** for the remainder of the year or appoint one of its number to serve in the capacity of Acting Vice-President. **In the first instance, the President will assume the duties of the missing Vice-President or appropriate duties to the other Vice-Presidents.**

1.11 Election Complaints

- 1 Complaints may be submitted by any full Students' Union member, candidate or their representatives.
- 2 Any challenge or complaint about the conduct or administration of the election may be submitted at any time during the campaign up to the beginning of counting to the ~~Administrative Election~~ Officer.
- 3 Any challenge or complaint during or after the end of counting can only relate to the count.

- 4 Any challenge or complaint will be heard and resolved within one working day by the ~~Administrative~~ **Election** Officer in the first instance and within two working days by the Returning Officer in the second instance.
- 5 In making a decision about any complaint, the Returning Officer, having reviewed the evidence in relation to the election regulations and any Special Order items, may halt elections, disqualify candidates, recommence the election process, or schedule an entirely new election.
- 6 The decisions and the rulings of the Returning Officer will be final, subject only to a successful appeal to the Senior Management Team of the School in accordance with 3.9.4 of the complaints procedure in the Code of Practice (Appendix 3) of this constitution.

1.12 Vote of No Confidence

- 1 A vote of no confidence may be presented to the President or the Chair of Student Parliament regarding any of the Vice-Presidents in the form of a petition signed by 50 members of the Union. In this instance a referendum for impeachment will be arranged in accordance with article 13 above. A vote in favour of impeachment will lead to a by-election as set out in regulation 1.10 above.
- 2 A vote of no confidence may be presented to one of the Vice-Presidents or the Chair of Student Parliament regarding the President in the form of a petition signed by 50 members of the Union. In this instance a referendum for impeachment will be arranged in accordance with article 13 above except it will be supervised by one of the Vice-Presidents. A vote in favour of impeachment will lead to a by-election as set out in regulation 1.10 above.

1.13 ~~Programme and Year~~ Student Representatives

- 1 The President of the Students' Union will invite nominations from the student body for ~~programme and year~~ **Student** representatives and will ensure that elections (if required) for Student representatives take place by the end of September.
- 2 The conduct and administration of these elections will be agreed between the President and the School, notably representatives from the Music and Drama offices and the Academic Registrar
- 3 The President will inform relevant parties of any changes to Student Representatives and make this information available on the O Drive and Intranet.
- 4 The President will assist the Quality Assurance Officer and Student Life Officer in the organising of induction and training for Student Representatives.

1.14 Papers for the Election:

The following papers will need to be agreed upon and displayed by the Election officer:

- 1 Election Timetable
- 2 Special Orders
- 3 Nomination Form
- 4 List of Candidates
- 5 Ballot Paper

Schedule Two – Clubs and Societies

2.0 There may be Clubs and Societies of the Union.

2.1 Setting up a Club or Society

- i) No club or society may receive funds from the Union or use the Union's facilities without recognition in each academic year by the Executive Committee.
- ii) To be considered for recognition, the club or society will lay before the Executive Committee a completed Clubs and Societies application form for consideration.
- iii) No club or society will be recognised if its objectives conflict with those of the Union.
- iv) Any club or society that wishes to be recognised by the Union will present to the Union President:
 - a) A list of ~~10~~ 5 signatures of members unless this is deemed unnecessary by the President.
 - b) The proposed membership fee (if any)
 - c) A constitution of the club or society to include:
 - d) The name of the club or society
 - e) The aims and objectives of the club or society (which will not be contrary to those of the Union)
 - f) Regulations relating to membership eligibility
 - g) The responsibilities of the committee

2.2 Money for Clubs and Societies

- i) The Executive Committee will allocate funds within the Union budget which will be for grant aid of recognised clubs and societies.
- ii) **To receive funding from the Union, a Club or Society must present a list of 10 signatures of members of the Union to the Clubs and Societies Officer (or one of the Vice-Presidents if no Clubs and Societies Officer is in place)**
- iii) **To receive funding, an eligible club or society will submit a budget proposal to the ~~President~~ Clubs and Societies Officer (or Vice-President (Finance) if no Clubs and Societies Officer is in place).**
- iv) The Executive Committee will meet and allocate the funds. Allocations will be based on level of activity within the club or society, the number of members it has, and any special equipment considerations.
- v) **Any clubs or societies allocated monies will make all purchases through the ~~President~~ Executive Committee.**

2.3 Meetings of Clubs and Societies

- i) It is the responsibility of the ~~Welfare Officer~~ **Clubs and Societies Officer** and the Chairperson of the club or society to ensure that meetings are occurring and to encourage the club or society to remain ~~intact~~ **active**.

2.4 Responsibilities of Clubs and Societies

- i) No-one from a club or society may commit either the club or society or the Union to any expenditure without prior authorisation of the ~~President~~ **Executive Committee**.
- ii) The club or society will be responsible for promoting itself to encourage new membership but may also request support from the Executive Committee.
- iii) The Chairperson of the club or society must report to the ~~Welfare~~ **Clubs and Societies Officer** or **one of the Vice-Presidents** at the end of each term to report on the club or society's progress and activities.
- iv) The Chairperson of the club or society will be responsible for the smooth running of any social events and activities and will be responsible for convening general meetings.
- v) Failure to abide by these regulations and the Union constitution may result in suspension of the club or society from association with the Union.
- vi) **A club or society will be deemed to be inactive if they fail to report any meetings or activity for two consecutive terms.**

Schedule Three – Meeting Regulations

Meeting regulations will apply in full to all Union Parliament meetings. They will apply to all committee meetings of the Union in terms of the conduct of meetings.

3.1 Union Parliament

- i) The business of Union Parliament will be divided into two parts:
 - a) **School Business:** to discuss any matters relating to members as students of the School associated with their education and other School issues.
 - b) **Union Business:** to discuss all other issues of interest to members of the Union.

3.2 ~~Who can attend the Union Parliament?~~ Attendance

- i) All members of the Union Parliament (see clause 4.2 of the articles of the constitution) will be expected to attend all meetings of the Union Parliament. Any member of the Union Parliament who fails to attend three consecutive meetings without giving apologies to the President will be considered to have resigned.
- ii) Any full member of the Union may attend Union Parliament meetings in accordance with clause 3.3 of the articles of the constitution. Any individual/s who are not members of the Union

who wish to attend must receive permission by submitting a request to the President, who will then take a vote on whether the individual/s may attend.

- iii) Staff representative(s) may attend to give reports and answer questions regarding School business, subject to leaving the meeting upon conclusion of School business.

3.3 ~~Who may speak at Union Parliament?~~ Speaking at Parliament

- i) Any full member of the Union may attend the Union Parliament and speak with the permission of the ~~meeting~~ Chair. ~~Members of the School Senior Management Team may attend and speak at the School business part of the meeting but must submit a request to the President at least a week in advance, and the member will not be entitled to attend the Union business part of the meeting.~~
- ii) Any member wishing to speak must raise their hand. The Chair of the meeting will decide the order of speaking.

3.4 ~~Who may vote at Union Parliament?~~ Voting

- i) Only members of the Union Parliament who are present at the meeting will be entitled to vote.
- ii) The Chair of the Union Parliament may not vote unless the vote is tied, in which case they will have the casting vote.

3.5 Organisation and Chairpersonship

- i) The President will be responsible for **preparing and circulating** the agenda and publicising the meeting.
- ii) The President will take the Chair of the first meeting of the academic year. There will be an election for a Chairperson at this meeting. **The elected Chairperson should not be on the Executive committee. The Chairperson should meet with the President and Student Life Officer for a briefing session about their role.**
- iii) In the event of any situation arising not being covered by the meeting regulations then the Chair will rule on the procedure to be adopted. Such a ruling will be subject to approval of Union Parliament.
- iv) In the event of the Chair being in conflict or alleged to be in conflict with the item under discussion, the Chair should be replaced for the duration of the item under discussion. If there is disagreement whether the Chair is in conflict, then the matter will first be put to the vote.

3.6 ~~What is talked about at meetings?~~ Agenda

- i) The agenda of meetings will normally be taken in the following order:
 - a) *School business:*
 - Welcome from the Chair
 - Checking minutes from the previous meeting for accuracy
 - Matters arising from business of last meeting

- Reports from staff representative(s)
- Staff question time
- Education issues

b) *Union business:*

- Checking minutes of the previous meeting for accuracy
- Matters arising from the minutes of last meeting
- Reports from the Cabinet Executive Committee
- Reports from Extended Executive members (where relevant)
- Budget and other reports
- Executive question time
- Debates
- Discussion groups
- Any other business.

iii) The Executive Committee will have the right to table the following items collectively provided that written reports and minutes are distributed in advance:

- Checking minutes from the previous meeting for accuracy
- Matters arising from the minutes of the last meeting
- Reports from the Executive Committee.

iv) Any member may request that any item be discussed in full, provided that notice is given in advance of the meeting.

v) All debates will be run as follows:

- A matter for discussion is on the agenda (as per 3.6.iii) or arises from discussion, , presented by a member of Parliament, the Chair or one of the Executive Committee
- The Chair will oversee the efficient nature of the debate, choosing who speaks and ensuring balance and flow in the discussion
- If no natural conclusion is reached during discussion, the Chair will oversee a vote.

~~• The proposer of the debate will make a speech~~

~~• Any changes to the debate will be raised according to clause 3.8 of this constitution~~

~~• The chair will invite a speech against the debate~~

~~• The chair will balance the number of speeches for and against the debate~~

~~• The chair will invite any questions or statements relating to the debate~~

~~• The proposer of the debate will have the right to sum up~~

~~• The vote will be taken.~~

~~• 3.8 General Rules~~

~~•~~

~~• i) Every debate will have a proposer and a seconder.~~

~~•~~

~~• ii) Any motion may only be withdrawn with the consent of the meeting.~~

~~•~~

~~• iii) Debates will require a simple majority to be decided except where otherwise specified within this constitution.~~

~~•~~

- ~~iv) Emergency debates may only be discussed if they deal with matters that have arisen since the date for submission of debates, and if a two thirds majority vote for the discussion of this debate. The debate should be submitted in writing to the chair before the start of the meeting.~~

Schedule Four – Finance Regulations

4.1 Bank Accounts

- i) There will be a bank account held in the name of the Union. There will be two signatories to the bank account:
 - 1. The President
 - 2. One ~~Cabinet~~ Executive Officer to be nominated by the President (usually the ~~Treasurer~~ Vice-President (Finance))
- ii) ~~Cheques will be signed by the President or the nominated Cabinet Officer. Payments will be made via BACS, with invoices required from any recipients.~~
- iii) ~~Cheques made payable to the President or the nominated Cabinet Officer should be signed by the other signatory. Payments made by Executive officers will be reimbursed by BACS following an invoice.~~
- iv) Any cash payments made must be fully recorded by the Vice-President (Finance)

4.2 Collection of monies

The collection of all money due to the Union will be the responsibility of the President and the Vice-President (Finance) ~~Treasurer~~.

4.3 Limits on payments

- i) All expenditure on student activities over £250.00 must be approved by the ~~cabinet~~ Executive Committee.
- ii) The President will have the power to authorise expenditure on activities, goods or services up to £250.00.
- iii) The internet banking limit will be set at £250.00 for expenditure that has not been approved by the ~~Cabinet~~ Executive Committee.
- iv) The President will be responsible for the operation of the petty cash account and will present a record of transactions to the Executive Committee at the monthly meetings.
- v) Expenditure over £250.00 for previously agreed subscriptions prior to the first meeting of Parliament need not be approved by the Executive Committee.
- vi) Expenditure during Freshers week will be taken from the initial advanced budget and money from ticket sales. This expenditure need not be approved by Parliament in advance.

4.4 Contracts

- i) No financial agreement (i.e. a leasing contract) may normally be entered into which involves a financial commitment beyond the term of office of the President. Where a beneficial rate is only achievable via longer term commitment (e.g. maintenance contract on equipment), permission needs to be sought from the School before proceeding.
- ii) All contracts must have two signatories. Contracts will be signed by the President and a Vice-President.
- iii) No contract will be signed without the approval of the ~~Cabinet~~ Executive Committee.

4.5 Budgets and Financial Statements

- i) The financial year will run from 1st August to 31st July.
- ii) A draft budget will be drawn up for all areas of proposed expenditure in July by the incoming President and **Vice-President (Finance)**. These areas will be determined by the President. The budget will then be scrutinised by the new Executive Committee in the first meeting of the new academic year.
- iii) The budget and the audited financial statements will be given to the School **following approval at the first Union Parliament**. ~~by 1st October in any one financial year.~~
- iv) The President will provide the Executive Committee with a financial statement once a term.
- v) The President **and Vice-President (Finance)** will ensure that all bills, salaries, expenses and other financial liabilities incurred by the Union during ~~his/her~~ **their** term of office are cleared by the end of the financial year.

4.6 Security ~~and Insurance~~

- i) The Union will be responsible for maintaining proper security at all times for stock, stores, furniture, equipment, cash etc. under its control.

4.7 Events

- i) All events undertaken by the Union must be costed and budgets prepared.
- ii) In the first month of a new academic year, the President and Vice-President (**Finance**) will draw up a proposed entertainments budget for approval by the Executive Committee. This will form the basis of all entertainments expenditure.
- iii) Records of all expenditure for events will be kept. The President is responsible for ensuring that agreed budgets are not exceeded.

4.8 Expenses to Union Members

- i) Any member of the Executive Committee or Extended Executive may receive expenses for costs incurred whilst on Union business only. The President or Vice-President (**Finance**) must agree to

pay these expenses before any costs have been incurred. Expenses for the President will be agreed at Executive Committee meetings.

4.9 Petty Cash

- i) The petty cash limit will be £100. The President and Vice-President (**Finance**) must ensure that petty cash stays at or below this limit and that a record is kept of all advances and expenditure.

4.10 Donations

- i) The Union will not make donations or affiliations to any organisation outside the aims and objectives of the Union. The Union may allow for its facilities to be used for special events which raise money for a specific charity or cause. Only the net profit from such events may be passed to the charity.

Schedule Five – Insurance

- 5.1 It is required that the Union holds adequate public and products liability insurance, employer's liability insurance and insurance for any equipment owned. The Union should provide to the School, on an annual basis, details of all insurance cover held, and the School will make this information available to the Chamberlain of London's Insurance Officer.
- 5.2 The payment of insurance is the responsibility of the President, and should always be accounted for in the annual budget.

Schedule Six – Use of School premises

- 6.1 The School will make available to the Students' Union space in which it can carry out the legitimate work of the Students' Union for the benefit of the wider School student community.
- 6.2 **The President will be responsible for ensuring that use of the space is consistent with the guidelines set out by the School's Facilities Office.**

~~The President will be responsible for ensuring that use of the space is consistent with the code of conduct issued annually on 1 August by the School's Facilities Office. The Code of Conduct will include, but will not be limited to:~~

- ~~• The permitted activities allowed in each space/room~~
- ~~• Any permissions or notifications required for specified activities~~
- ~~• The Technical Handbook. The handbook must be kept up to date (eg wiring diagrams for all technical equipment/Risk Assessments for all activities. Storage and maintenance of equipment etc).~~

Schedule Seven – Job Descriptions

Cabinet Executive Committee

The ~~Cabinet~~ Executive Committee will comprise the senior officers of the Union, namely

- The President,
- The Vice-President (**Academic Affairs**)
- **The Vice-President (Events)**

- The Vice-President (Welfare)
- The Vice-President (Finance)
- ~~Three Cabinet Officers: Events Officer, Administrative Officer and Welfare Officer~~

A number of other positions form the Extended Executive Committee.

The afore-mentioned jobs will incorporate, but are not limited to, the following job descriptions.

The President

The Presidential term of office will be from 1st August after election to the following 31st July.

The President will:

- i) Be the prime representative of the Union and seek to involve as many students in the Union as possible,
- ii) Attend relevant School committees and report back to the Union,
- iii) Lead delegations to NUS annual conference, regional conferences, and any area conferences and report back to the Union,
- iv) ~~Be a cheque signatory to~~ **Supervise** the Union bank account,
- v) ~~Be the prime representative of the Students' Union to~~ Liaise with the School over any matters affecting students,
- vi) Meet with the Returning Officer and ensure that elections happen in accordance with the Union constitution,
- vii) **Organise and** participate fully in ~~Cabinet~~ Executive Committee meetings,
- viii) Maintain all legal documentation relating to the Union, including the constitution, the Union code of practice and all legal advice,
- ix) Arrange any relevant training for the Cabinet Executive Committee and the Extended Executive Committee,
- x) Ensure that a report is presented to the Union Parliament on the activities of the ~~previous year~~ **Executive committee**,
- xi) Be a member of Union Parliament and ensure that its decisions are implemented,
- xii) Supervise the organisation and publicity of a variety of entertainment and other social events,
- xiii) Be the key contact in respect of affiliated bodies e.g. The National Union of Students,
- xiv) Oversee finances and keep up to date with the financial situation of the Union, regulating expenditure of the Union in such a way as to maximise Union activities,
- ~~xv) Supervise the Vice-Presidents in their work, be responsible for drawing up and seeking approval for the Union's annual budget and for ensuring that the Union budget is spent effectively and money is not wasted~~
- xvi) Be responsible for gathering discounts available to the students and publicising them,
- xvii) have access to the Union debit card and be responsible for ensuring that bills are paid promptly, that all Union money received is banked within one week, that no more than £100 is in the office at any time (with the exception of Freshers Week), and that the Union accounts are audited annually,
- ~~xviii) Liaise with the Student Affairs and Facilities~~ **representatives from School** departments to deal with student concerns,
- xix) Act reasonably and prudently in all matters, and in the best interests of the ~~Union~~ **students**,
- xx) Not be in full-time employment and hold office at the same time. If the President accepts full-time employment they will be deemed to have resigned.

- xxi) Assist in the recruitment and engagement of student representatives,
- xxii) Advise the Senior Management Team on matters of Student interest and be the prime representative of the Student Voice,
- xxiii) Engage with and report to the Board of Governors as outlined in Article 15.2.

The Vice-Presidents

A Vice-President's term of office will be from 1st August after election to the following 31st July.

The general duties of a Vice-President will include:

- i) To assist, support and advise the President and other Vice-Presidents regarding any of their work,
- ii) To represent the interests of the Union membership and not their own personal interests (unless those interests should coincide with those of the Union),
- iii) To act in consideration of recommendations made by other Officers of the Union,
- iv) To be an active participant in the implementation of Union policies and programmes,
- v) To attend all meetings of the committee or send a replacement from the relative sub-committee
- vi) To attend the Student Parliament and report on the activities of the Union
- vii) To be a member in good standing of any Union or School committee they may be a part of and attend all meetings of said committees,
- viii) To ensure the unity of the Executive Committee by supporting all decisions once voted upon,
- ix) To deputise for the President where necessary, where any jobs are not defined by the detailed job descriptions,
- x) To assist the President in deputising for other Vice-Presidents where necessary.

~~CABINET OFFICERS~~

~~A Cabinet Officer's term of office will be from the 1 August after election to the following 31 July.~~

~~The duties of a Cabinet Officer will be:~~

- ~~i) —to keep informed of the views and interests of the Union membership,~~
- ~~ii) —to represent the interests of the Union membership and not one's personal interests (unless those interests should coincide with those of the Union),~~
- ~~iii) —to act in consideration of recommendations made by other Officers of the Union,~~
- ~~iv) —to be an active participant in the implementation of Union policies and programmes,~~
~~to attend all meetings of the committee or send a replacement from the relative sub-committee or department,~~
- ~~vi) —to attend the Student Parliament,~~
- ~~vii) —to be a member in good standing of any Union or School committee they may be a part of and attend all meetings on said committees,~~
- ~~viii) —to ensure the unity of the committee by supporting all decisions once voted upon,~~
- ~~vix) —to maintain regular Union hours of at least 2 hours per week.~~

~~In addition, there will be role specific duties as follows:~~

The Vice-President (Academic Affairs) will:

- i) Attend Academic Board, Music Programme Board and Drama Programme Board alongside or instead of the President, or send a suitable deputy,
- ii) Liaise with Student Representatives to ensure that the student voice is heard and encourage good attendance at relevant meetings,
- iii) Assist the President in bringing any course-related issues to the attention of Heads of Department or the Senior Management Team,
- iv) Keep abreast of Student opinion and advise the School where appropriate,
- v) Attend disciplinary hearings or appeal processes or arrange a suitable deputy.

- ~~1. assist, support and advise the President regarding any of the above descriptions and deputise for him/her in their absence,~~
- ~~2. work a minimum of 8 hours per week, which they will be accountable for to receive their bursary. Hours sheets submitted must be signed by the President for each week,~~
- ~~3. deputise in any other officer role in case of that particular's absence — where that officer's role is vital to the effective running of the committee at the time of absence,~~
- ~~4. ensure good liaison with the Residential Wardens and the Bar staff by collecting any reports that either have to the Cabinet Executive Committee,~~
- ~~5. be flexible to incorporate some of the jobs that are involved in other parts of the committee where the role or duty has not been filled,~~
- ~~6. assist in financial decision making and the management of Union finances and to ensure that spending is in line with the budget.,~~

The Vice-President (Events) will:

- ii) Chair the Events Committee, and be responsible for the organisation and smooth running of all events, including publicity, decoration and other preparations, and for liaising with the Technical Coordinator (a paid member of staff who will be recruited by the President in liaison with the Facilities department before the start of the academic year),
- iii) Ensure that all members of the Events Committee are carrying out their assigned tasks in a safe and timely manner,
- iv) Deputise for members of the Events Committee in the event of their absence or excessive workload,
- v) Be responsible for poster distribution, flyer distribution and digital advertising and ensure that the job is adequately undertaken in good time, either by the Events Officer or another suitable person(s),
- vi) Work with the Vice-President (Finance) to draw up an appropriate Events Budget,
- vii) liaise with the Bar manager and Residential Wardens on any relevant events-related matter pertaining to the Union,
- viii) Ensure that a member of the Executive Committee or a suitable deputy is on duty for big events in the Basement bar (normally Friday nights, but others may be necessary as agreed with the Bar Manager and Designated Premises Supervisor).

~~The Events Officer will:~~

- ~~i) Chair the Events Committee, and be responsible for the smooth running of all events, including publicity, decoration and other preparations, and for liaising with the Technical Coordinator (a paid member of staff who will be recruited by the President in liaison with the Facilities department before the start of the academic year).~~

- ~~(ii) ensure that all members of the Events Committee are carrying out their assigned tasks in a safe and timely manner,~~
- ~~iii) fill in any of the posts of the Events Committee in the event of their absence or excessive workload,~~
- ~~iii) be responsible for poster distribution, flyer distribution and digital advertising and ensure that the job is adequately undertaken in good time, whether undertaken by the Events Officer or whether assigned to a suitable person(s), Finance~~
- ~~iv) handle effectively the Communications and Events budgets,~~

The Vice-President (Finance) will:

- i) Work with the President to agree an annual budget with the School and provide closing accounts to the School,
- ii) Ensure that this budget is clearly explained to and approved by Student Parliament,
- iii) Work with the other Vice-Presidents on their budgeting throughout the year,
- iv) Liaise with the Technical Manager or equivalent(s) regarding the purchase and maintenance of technical equipment,
- v) Assist the President in the management of the Union bank account,
- vi) Ensure the timely paying of any moneys owed,
- vii) Bank any cash received in a timely manner,
- viii) Manage the Union's external financial resources such as Yapsody, Paypal etc.

The Vice-President (Welfare) will:

- i) Chair the Welfare Committee, and be responsible for organising charity events and awareness raising/student engagement activities,
- ii) Attend the Staff Student Liaison Committee or send a suitable deputy,
- iii) Attend the Sustainability Steering Group or send a suitable deputy,
- iv) Liaise with Student Affairs to raise awareness of student welfare issues, for example health and well-being, money management and international student life,
- v) Be aware of national and local campaigns that relate to any aspect of student life and keep students informed and involved,
- vi) Handle effectively the Welfare budget, working with the Vice-President (Finance),
- vii) Garner student priorities in terms of fundraising and charitable giving, and liaise with the President and Events Officer to facilitate such fundraising,
- viii) Oversee the Union's environmental campaigns and initiatives, working with the Student Life Officer and the President
- ix) Ensure that students are aware of a platform for expressing pastoral issues, and that any pastoral issues that arise are dealt with or passed on accordingly.

~~The Administrative Officer will:~~

- ~~i) be responsible for taking minutes at all Union meetings (excluding subcommittee meetings),~~
- ~~ii) be responsible for the distribution of the minutes (to the Principal, members of the Union, and the student population) to ensure that these are posted on the Union website and intranet page within forty-eight hours of the meeting,~~
- ~~iii) be responsible for filing the minutes in a binder in the Union Office,~~
- ~~iv) be responsible for the collection and distribution of mail to respective Union members (includes postal, electronic and voice mail),~~
- ~~v) be responsible for all distribution of mail addressed to clubs and societies,~~

- ~~vi) — be responsible for maintaining a task list: a list of all pending tasks of the Executive members to be posted in the Union office and brought to each meeting to remind Executive members of current events or tasks,~~
- ~~vii) — be responsible for maintaining Union files in order,~~
- ~~viii) — assist the President with the upkeep of the Union computer,~~
- ~~vix) — assist the President in checking Union email on a weekly basis.~~

The Welfare Officer will:

- i) and be a representative of the Union at all relevant School committees and report back to the Union,
- ~~ii) — liaise with President to ensure student representation on all committees and to recruit and assist student reps,aa~~
- ~~v) — liaise with Student Affairs to raise awareness of student welfare issues, for example health and well-being, money management and international student life,~~
- ~~vi) — be aware of national and local campaigns that relate to any aspect of student life and keep students informed and involved,~~
- ~~vii) — handle effectively the Welfare budget,~~
- ~~viii) — Chair the Welfare Committee, who will be responsible for organizing charity events and awareness raising/ student engagement activitiesfacilitate~~

Extended Executive Committee

An Extended Committee Member's term of office shall be from the 1 August after election to the following 31 July. Extended Committee Members will be identified by self-nomination.

The duties of Extended Committee Members will be:

- i) To keep informed of the views and interests of the Union membership,
- ii) To represent the interests of the Union membership and not one's personal interests (unless those interests should coincide with those of the Union),
- iii) To act in consideration of recommendations made by other Officers of the Union,
- iv) To be an active participant in the implementation of Union policies and programmes, particularly with regard to their specified role,
- v) To attend meetings of the Executive Committee or to send apologies and provide an update to the relevant coordinator,
- vi) To attend the Student Parliament,
- vii) To deputise, as appropriate, for a named ~~Cabinet~~ Executive Officer at an Executive Committee meeting,
- viii) To be a member in good standing of any Union or School committee they may be a part of and attend all meetings on said committees,
- ix) To ensure the unity of the committee by supporting all decisions once voted upon,
- x) To ensure that their assigned tasks are completed or if this is not possible to inform the relative coordinator, President or Vice-President,
- xi) To maintain regular Union hours of an hour a week.

Extended Committee members, with the exception of the Clubs and Societies Officer, will normally be members of either the Welfare or Events Committee, though exceptions to this may be approved by the Executive Committee.

The Clubs and Societies Officer will:

- i) Be responsible for general Union liaison with, and administration of, clubs and societies,

- ii) Be active in Freshers' Week to ensure that clubs and societies are set up **and given appropriate support and assistance**, ~~that the relevant people are given the correct amount of support and assistance~~
- iii) Invite club and society leaders to attend Union executive meetings in order to report the clubs' and societies' progress and upcoming plans,
- iv) Ensure that all club and society leaders submit a year-end report to the Union, and file these reports so that they are accessible for future club and society leaders,
- v) ~~Be available to chair some of the clubs' and societies' initial meetings or to step in if their chair is unavailable to attend a particular meeting.~~ **Offer support and guidance to society leaders throughout the year,**
- vi) **Offer guidance and support to anyone wishing to form a new society,**
- vii) Report new societies to The Executive Committee for approval according to the guidelines approved by Student Parliament.

~~The Coordinator of Student Development and Advocacy will:~~

- i) ~~act as a liaison with and provide support to existing projects (leadership projects, communication skills, careers, etc),~~
- ii) ~~be responsible for organising leadership activities and workshops for the student body and club and society leaders (career fair, leadership training, first aid training, etc),~~
- iii) ~~be responsible for identifying student needs in the School through at least one survey per semester, and other means such as contacts (e.g. Student Reps etc),~~
- iv) ~~develop new projects and programmes in conjunction with Student Affairs to respond to these needs,~~
- v) ~~provide counsel and assistance to students seeking advice on academic grievances and affairs,~~
- vi) ~~be able to direct these grievances to the appropriate staff/body should the issue be beyond the jurisdiction of the Union,~~
- vii) ~~be responsible for informing the membership of all Union policies and programmes,~~
- viii) ~~be responsible, in conjunction with the Executive Committee, for the allotment of funds to students who wish to partake in educational trips or conferences,~~
- ix) ~~work closely, along with Student Affairs, with service clubs and societies such as student ambassadors etc,~~
- x) ~~work towards nurturing a strong sense of community within the School,~~
- xi) ~~act as a liaison with outside affairs which may be of use to the students.~~

The Welfare Committee

The International Officer will:

- i) Be ~~the main~~ a point of contact for International Students,
- ii) attend international student meetings and promote integration of the international community at the School,
- iii) **Work with the Vice-President (Events) and the Student Life Officer to organise events that specifically target international students,**
- iv) **Keep up-to-date with international current affairs which may be relevant to international students.**

Welfare Assistants will:

- i) Assist the Welfare Officer in the planning and execution of welfare activity in the School,

- ii) Help to promote the Students Affairs pastoral support to students,
- iii) Take an active part in promoting welfare activity in the School

The Health and Well-being Officer will:

- i) — be responsible, in conjunction with Student Affairs, for organising educational activities and workshops for the student body (e.g. alcohol awareness week, healthy relationships week, etc.);
- ii) — promote healthy living through such means as a healthy diet, eating habits, physical activity, alcohol and other drug awareness, sex education, and stress management in coordination with the Health & Welfare Manager;
- iii) — promote physical activity by advertising existing and new sports events in coordination with the sports clubs;
- iv) — work towards nurturing and strengthening a strong sense of community within the School;
- v) — be responsible for identifying areas in the School that could negatively impact on student health (chairs, noise levels (ear-plugs), lighting, room allocation, temperature, manual handling etc.);

The Charities, Volunteering and Social Justice Officer will:

- i) — establish and maintain contact with selected charities. These must be presented to the Executive Committee for approval;
- ii) — encourage the organisation of Union fundraisers and the occasional donation of profits from Union events, to selected charities;
- iii) — develop a partnership with a charity or organisation in London (e.g. Crisis) for which a series of efforts can be organised throughout the year;
- iv) — identify volunteering opportunities for students (possibly with the charity with which a partnership has been established) and publicise in conjunction with the Welfare Officer
- v) — meet the Student Life Officer once a month;
- vi) — be a resource person for the charity and fundraising clubs and societies;
- vii) — act as a liaison between Clubs and Societies Officer and those clubs;
- viii) — be responsible for organising an annual RAG week;
- ix) — be the Chairperson of the RAG Committee;
- x) — be a member of the Sustainability Steering group;
- xi) — in matters of social justice, ensure to be at the forefront of representation.

The General Music Programme Representative will:

- i) — encourage the committee to act in the interests of the students from the music programme;
- ii) — ensure that all music students are given as equal opportunity as their colleagues in other departments of the School;
- iii) — hold meetings, surveys and to be in regular contact with the music department;
- iv) — bring concerns of music students to the attention of the committee;
- v) — contribute to the committee as an all purpose member and to aid any other member where possible.

The General Acting Programme Representative will:

- i) — encourage the committee to act in the interests of the students from the acting programme;
- ii) — ensure that all acting students are given as equal opportunity as their colleagues in other departments of the School;
- iii) — hold meetings, surveys and to be in regular contact with the acting department;
- iv) — bring concerns of acting students to the attention of the committee;
- v) — contribute to the committee as an all purpose member and to aid any other member where possible.

~~The General Technical Theatre Programme Representative will:~~

- ~~i) — encourage the committee to act in the interests of the students from the technical theatre programme,~~
- ~~ii) — ensure that all technical theatre students are given as equal opportunity as their colleagues in other departments of the School,~~
- ~~iii) — hold meetings, surveys and to be in regular contact with the technical theatre department,~~
- ~~iv) — bring concerns of technical theatre students to the attention of the committee,~~
- ~~v) — contribute to the committee as an all purpose member and to aid any other member where possible.~~

Events Committee

Events Assistants will:

- i) Assist in the running of an event. This will involve but is not limited to decorating, planning, and marketing,
- ii) Assist in obtaining the relative materials or other requirements for an event,
- iii) Take an active part in promoting events across the Union.

Technical Assistants will:

- i) Assist the Technical ~~Coördinator~~ **Manager** in the technical running of an event **and the upkeep of the rig**. This will principally involve sound and lighting,
- ii) Be well-educated in the equipment available to them and to treat it correctly,
- iii) Take an active part in promoting and supporting events across the Union.

~~The Broadcasting Officer(s) will:~~

- ~~i) — take responsibility for the Guildhall Radio Station (which will be a weekly podcast of 15 – 30 minutes to be made available on the www.gsmdsu.com and the gsmdsu facebook site).~~
- ~~ii) — have the programme approved with the **Events Officer** and President before publication by Sunday evening for release each Monday.~~

~~The Newsletter Designer/Producer(s) will:~~

- ~~i) — take responsibility for the Guildhall Students' Union Newsletter and ensure its fortnightly publication,~~
- ~~ii) — design, edit and collect contributions for the Newsletter working closely with the Internet Communications Officer to ensure unity in style and information,~~
- ~~iii) — submit a copy to the President or Vice-President and the **Events Officer** at least two days before publication for it to be approved,~~
- ~~iv) — organise printing and distribution of the newsletter effectively, and to ensure any newsletters not taken are recycled,~~

~~The Internet Communications Officer will:~~

- ~~i) — design and be responsible for www.gsmdsu.com, including keeping it up to date,~~
- ~~ii) — update the GSMD SU facebook page at regular intervals,~~
- ~~iii) — work closely with the Newsletter Designer to ensure unity in style and information,~~
- ~~iv) — ensure uploading of the Guildhall Radio Station podcast every week,~~

Section 3 – The Appendices

Appendix One – Opting Out

- 1.1 Any student shall be able to relinquish their right of membership of the Union.
- 1.2 A student who opts out of the Union shall not be able to participate in the democratic and decision-making function of the Union. This includes not being able to stand for any Executive Committee or Extended Committee roles as contained in the Union constitution.
- 1.3 A student who opts out of the Union shall continue to have the right to attend Union-run events and participate in the activities of clubs and societies.
- 1.4 A student wishing to opt out must indicate this within four weeks of the start of their programme in writing to the Union.
- 1.5 A student who has opted out who wishes to become a member of the Union shall notify the President in writing. If the application falls within 21 School days of nominations opening for a Union election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.

Appendix Two – Disciplinary Procedure

- 2.1 Clubs, societies and members of the Union shall be expected to abide by this constitution and its schedules at all times, as well as the Union's equal opportunities policy.
- 2.2 The Union's disciplinary policy applies in any of the premises managed by the Union, at any Union activities, including the activities of any Union club or society, and in relation to any misconduct which takes place outside Union premises, but is connected with the Union and is likely to affect the reputation of the Union.
- 2.3 If a student or a club or society is deemed to have breached the rules of the Union their conduct shall be examined by the Executive Committee. **An allegation of misconduct may be passed on to the School if deemed necessary.**
- 2.4 No person shall sit on the Union disciplinary or appeals committees if they are a witness, potential witness, the complainant, or directly connected with the student or society or club being charged.
- 2.5 The Executive Committee shall be convened within seven school day-s of the alleged offence occurring. The student shall be given written notification of the time, date and place of the hearing, together with written notification of the alleged breach, at least three days before the hearing.
- 2.6 In cases involving the misuse of Union facilities or resources or behaviour likely to cause potential danger or offence to students, staff or other persons, the student or club or society may be suspended from the use of particular Union facilities or resources until the Executive Committee has reached a decision.

- 2.7 The person bringing the charge or their representative shall call witnesses to give evidence as appropriate. They shall ask questions of the witnesses. The student or their representative may also ask questions of the witnesses.
- 2.8 The student or their representative may call their own witnesses to give evidence and present any relevant documents to the panel. They may ask questions of the witnesses. The person bringing the charge or their representative may also ask questions of the witnesses.
- 2.9 The committee may ask questions of any witnesses, the person bringing the charge or their representative, the student or club or society or their representative. The Chair shall be wholly responsible for the conduct of the hearing, and shall have the power to suspend proceedings in the event that it becomes necessary to preserve order. In this event, the Chair shall ensure that all parties are advised of the date and time of any resumed hearing either at the time of suspension or as soon as practicable thereafter. The Chair may rule on the appropriateness of any question asked in the hearing. The Disciplinary Committee shall determine the admissibility of, or weight to be given to, any material before it.
- 2.10 The disciplinary committee shall then deliberate in private on the matter and decide on the appropriate action to be taken. The committee shall base its decision on evidence presented and examined in the presence of the person bringing the charge and the student, club or society being charged. Evidence of any earlier misconduct shall not be presented until after the decision has been reached on the facts of the case, but then may be admitted and considered in deciding on any punishment. The ultimate sanction shall be the suspension of Union membership for a period of time.
- 2.11 The Union committee may refer any matter to the School disciplinary committee.
- 2.12 The disciplinary committee must inform the person of their right of appeal and that any appeal should be made in writing to the President within five School days.
- 2.13 If the student is unhappy with the decision of the disciplinary committee, they may appeal to the appeals committee made up of three students appointed by the Executive Committee. The student shall be notified in writing at least five School days in advance of the meeting.
- 2.14 The appeals committee shall elect its own chair. The Chair shall be wholly responsible for the conduct of the hearing, and shall have the power to suspend proceedings in the event that it becomes necessary to preserve order. In this event, the Chair shall ensure that all parties are advised of the date and time of any resumed hearing either at the time of suspension or as soon as practicable thereafter. The Chair may rule on the appropriateness of any question asked in the hearing. The Disciplinary Committee shall determine the admissibility of, or weight to be given to, any material before it.
- 2.15 The appeals committee shall hear the reason for the appeal and the rationale behind the original decision. They shall also hear any new evidence that has emerged since the disciplinary meeting. The matter shall be put to a vote and the decision shall be final.
- 2.16 The hearing shall normally take place in private. However the subjects of any charge may request that the hearing is made in public. A record shall be kept for use in any appeal. The decision of

the disciplinary or appeals committee will be posted on a Union notice board if requested by the subject of any charge.

- 2.17 The Executive Committee Officers may be removed from office:
- i) By a two thirds majority vote at a Union Parliament meeting
 - ii) By a referendum of the members of the Union
 - iii) If the Officer is excluded from the School.
- 2.18 Student representatives may be removed from office:
- i) By a two thirds majority vote at a Union Parliament meeting,
 - ii) If the representative is excluded from the School.
- 2.19 The regulations for a ballot to remove a member of the Executive from office shall be determined by the President and Returning Officer, within the limits of this constitution.
- 2.20 Any member of the Union Parliament or any other committee who has been absent from at least three successive ordinary meetings, without submitting apologies shall automatically be deemed to no longer hold office.
- 1.12 In the case of a vacancy arising for the position of President or Vice-President, any by-election shall be held in accordance with Schedule One (Election Regulations) of this constitution.

~~Any resignation should be made in writing to the President. Resignations shall take effect immediately, and be reported to the Union Parliament~~

Appendix Three – Students’ Union Code of Practice

This code of practice is approved by the School in accordance with the requirements of clause 22 (3) of the Education Act 1994 which requires that the School shall take such steps as are reasonably practicable to ensure that the Union operates in a fair and democratic manner and is accountable for its finances. The code of practice should be read in conjunction with the constitution, schedules, and appendices.

3.1 Constitution

- 3.1.1 The Union shall have a written constitution, approved by the School and reviewed at intervals of not more than five years. Any amendments to the constitution shall be approved by the School and Board of Governors.

3.2 Elections

- 3.2.1 Appointment to major Union offices shall be by election in a secret ballot, in which all members of the Union are entitled to vote, in accordance with clause 5 and Schedule One (Election Regulations) of the constitution.
- 3.2.2 The School shall agree the appointment of an independent Returning Officer to conduct the elections, and shall satisfy itself that the elections to major Union offices are fairly and properly conducted.

3.3 Sabbatical Officers

- 3.3.1 No person shall hold sabbatical Union office, or paid elected Union office, for more than two years in total in the same role.

3.4 Membership

- 3.4.1 All registered students of the School, over the age of sixteen, shall be members of the Union unless they choose to relinquish their rights of membership in accordance with the opt out regulations contained in Appendix One of the constitution. A student opting out of the Union shall not be unfairly disadvantaged with regard to the provision of services or otherwise by reason of their having done so.
- 3.4.2 The consequences of opting out of membership shall be:
- i) A student may not participate in any of the democratic processes of the Union,
 - ii) A student shall not hold office in any club or society of the Union,
 - iii) A student will not be represented by the Union.

3.5 Finances

- 3.5.1 The financial affairs of the Union shall be properly conducted in accordance with clause 9 and Schedule Four (Financial Regulations) of the constitution and include appropriate arrangements for the approval of the Union's budget and the monitoring of expenditure by the School.
- 3.5.2 The annual accounts of the Union shall be made available to the School and to all students.

3.6 Allocation of Resources to Clubs and Societies

- 3.6.1 The procedures of allocating resources to clubs, societies and groups shall be fair in accordance with clause 6 and Schedule Two (Clubs and Societies) of the constitution and shall be made available in writing to all students.

3.7 Affiliation to External Organisations

- 3.7.1 Any decision to affiliate to an external organisation shall be published, stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid, and any donation made or proposed to be made to the organisation and any such notice shall be made available to all students, in accordance with clause 7 of the constitution.
- 3.7.2 The Union shall, on an annual basis, publish a list of the external organisations to which the Union is currently affiliated and details of subscriptions or similar fees paid or donations made to such organisations in the past year, which shall be made available to the School and all students.
- 3.7.3 The Union Parliament shall approve annually the list of affiliations. At least 50 members of the Union may, at intervals of not less than one year, by a signed requisition delivered to the President, call for a secret ballot of all members on the continuation of an affiliation to a particular organisation in accordance with clause 7.4 of the constitution

3.8 Freedom of Speech

- 3.8.1 The Union and its members are bound to observe the School's code of practice in relation to freedom of speech as required by section 43 of the Education (No.2) Act of 1986.

3.9 Complaints

- 3.9.1 The following complaints procedure shall be made available to all students or groups of students who are dissatisfied in their dealings with the Union or claim to be unfairly disadvantaged by reason of their having exercised their right to opt out of membership of the Union.
- 3.9.2 Any complaint about the Union shall be addressed to the President. In any circumstances where complaints relate to the President, it shall be addressed to **one of the Vice-Presidents**.
- 3.9.3 The President (or a Vice-President) shall make a written reply within ten school days.
- 3.9.4 If the complainant is not satisfied with the response they may appeal to the Senior Management Team of the School via their programme leader, who will respond to the complainant within ten school days.
- 3.9.5 If the complainant remains unsatisfied with the response provided by the Senior Management Team, the School shall appoint an independent person to consider and resolve the complaint.
- 3.9.6 Members who complain will also be referred to the mechanisms of the constitution to remove Officers and change the policy of the Union.