
Guildhall School of Music & Drama Students' Union

Constitution

This constitution will take effect from 1st September 2013 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 air 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 things get done.

Section 3 – The Appendices

This section includes other regulations that the Union has to follow.

CONTENTS

Section 1 : The Articles

| Heading | Section |
|---------------------------------------|---------|
| Name and Status | 1 |
| Aims and Objectives of the Union | 2 |
| Membership of the Union | 3 |
| Union Parliament | 4 |
| Executive Committee | 5 |
| Clubs and Societies | 6 |
| Affiliation to External Organisations | 7 |
| Complaints Procedure | 8 |
| Union Finance | 9 |
| Minutes | 10 |
| Amending the Constitution | 11 |
| Indemnity | 12 |
| Referendum | 13 |
| Interpretation | 14 |

Page

Section 2 : The Schedules

| | | |
|-------|------------------------|----|
| One | Election Regulations | 9 |
| Two | Clubs & Societies | 14 |
| Three | Meetings Regulations | 16 |
| Four | Finance Regulations | 19 |
| Five | Insurance | 21 |
| Six | Use of School premises | 21 |
| Seven | Job descriptions | 22 |

Section 3 : The Appendices

| | | |
|-------|----------------------------------|----|
| One | Opting out | 28 |
| Two | Disciplinary Procedures | 29 |
| Three | Students' Union Code of Practice | 31 |

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 at the 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 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 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 for the year
 - ii) officially recognise any clubs and societies that have been formed
 - 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 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% of the Parliament members in post on the date of the meeting are in attendance. If 50% attendance 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 he/she can vote, then either the President or the Vice-President 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 and by referendum.
- 5.2 The Cabinet Executive Committee will be made up of the following Union Officers:
- i) the President (elected by a secret ballot using the Alternative Voting (AV) system, open to all members of the Union)
 - ii) the Vice-President (elected by a secret ballot using the AV system, open to all members of the Union)
 - iii) the **three** Cabinet Officers (elected by a secret ballot using the AV system, open to all members of the Union).
- 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 a written request of a majority of the Committee members to the President. The chair will be the President of the Union and the Vice-President 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 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. The decisions of the Cabinet Executive must be approved by the absent members of the Cabinet Executive (via circulation of the Minutes) before they can be acted upon (as 4.8 above).
- 5.8 Any member of the Cabinet 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 all members are notified of meetings at least one week before a meeting takes place.

6.0 Clubs and Societies

6.1 Clubs and societies may be recognised by the Cabinet Executive Committee and Union Parliament 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.

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 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. The first payment of funds will normally be made on or near the 1st August.

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**. The **Vice-President** will assist in financial decision making and ensure that spending is in line with the budget.

9.6 The **President** 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 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 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 in each financial year for approval, and made available to all students. 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, both 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.
- 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 amendments to the constitution and schedules. All amendments will be subject to the approval of the School before they can be implemented.
- 11.2 All amendments to the constitution or schedules will require the support of a minimum of two-thirds of the members present and entitled to vote at a meeting of the Union Parliament.
- 11.3 The constitution will be reviewed by the Union at least every 5 years from the date of the current document's implementation and approved by the School.

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, a copy of the policy to be lodged 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 s/he is handed a petition detailing the issue and containing the name, programme 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.

Schedule One – Election Regulations

This schedule outlines what to do for all elections.

1.1 Returning & Administrative Officers

- 1 The Returning Officer will be an appointed member of the School.
- 2 The Administrative Officer will be the current President of the Students' Union or, in the event of the President standing for re-election, the Vice-President or a Cabinet Officer.
- 3 The Returning Officer will ensure the good conduct of elections in accordance with the election regulations and has sole interpretation of the election regulations.
- 4 The Administrative 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 & Returning Officers will ensure the election follows the timetable described in this section.
- 2 If there are less than 2 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 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 and v) the election day.
- 4 The Election Timetable must be published not later than 28 days before the election date in at least one School venue to which all students have access.

1.3 Vice-President and Cabinet Officer Election Calendar

- 1 The Administrative & Returning Officers will ensure the election follows the timetable described in this section.
- 2 If there are less than 2 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 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 and v) the election day.
- 4 The Election Timetable must be published not later than 28 days before the election date in at least one School venue to which all students have access.

1.4 Standing for Election

- 1 These election regulations apply to the election for the office of President and Vice-President of the Students' Union and Cabinet Officers.
- 2 Any member of the Students' Union, having been successfully nominated, may stand as a candidate for election.

- 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 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 i) the student nominated, and ii) the first proposer and iii) 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, that nominee will be considered duly elected to the post.

1.5 Campaigning for the Election

- 1 The Administrative Officer will publish the list of candidates and their respective proposers within 48 hours of the closure of nominations in at least one School venue to which all students have access.
- 2 Each candidate must submit a Manifesto (this applies to President and Vice-President only) to the Administrative Officer before the publication of the List of Candidates. Each candidate's manifesto must be displayed in at least one School venue to which all students have access at anytime 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

- 1 There will be an open Question and Answer session/hustings on the Monday of the second week of campaigning for the Presidential and Vice-Presidential elections. Any candidate absent without apologies to the Administrative Officer in advance of the session will be considered to have withdrawn their candidacy.
- 2 Candidates may speak for a maximum of 10 minutes. Questions are directed to all candidates and each candidate will give an answer to each question.
- 3 The Question and Answer session/hustings will be chaired by a panel comprising one Chair and the candidates' representatives acting as Deputy Chairs. The Returning Officer will appoint the Chair whose decision will be final.

1.7 Annual Variation to Election Procedures

- 1 Each year the Administrative 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 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.
- 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 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.
- 7 Only postal votes with the correct password and name combination will be valid.
- 8 Proxy Voting will be permitted by prior arrangement only; all proxy votes must be registered with the Administrative Officer no later than 48 hours before the election.

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 (AV).
- 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 1 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 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.

1.10 By-elections

In the event of the President or the Vice-President 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 31 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 Vice-President. The Vice-President will assume the role of Acting-President until the result of the by-election is announced.
- 2 If the President's role becomes vacant after the 31 January there will be no by-election and the Vice-President will assume the role of Acting-President 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 President and Vice-Presidents, and their remuneration, will be agreed by the Cabinet Executive Committee in consultation with the School.

Vice-President

- 3 If the Vice-President's role becomes vacant before the 31 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.
- 4 If the Vice-President's role becomes vacant after 31 January there will be no by-election. The Union Parliament will either determine that there will be no Vice-President for the remainder of the year or appoint one of its number to serve in the capacity of Acting Vice-President.

Cabinet Officers

- 5 If a Cabinet Officer's role becomes vacant during the year, the Union Parliament may co-opt from amongst its number an individual to fulfil the vacant role.

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 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 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, after reviewing the evidence in relation to the election regulations and any Special Order items may halt elections, disqualify candidates, recommence the election process, or re-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 Programme/Year Representatives

- 1 The President of the Students' Union will invite nominations from the student body for programme/year representatives and will ensure that elections (if required) for programme/year 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.

Papers for the Election:

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

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 to be considered.
- 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 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:
 - 1. The name of the club or society
 - 2. The aims and objectives of the club or society (which will not be contrary to those of the Union)
 - 3. Regulations relating to membership eligibility
 - 4. The responsibilities of the committee

2.2 Money for Clubs and Societies

- i) The Executive Committee will earmark a sum in the Union budget which will be for grant aid of recognised clubs and societies.
- ii) To receive funding, an eligible club or society will submit a budget proposal to the President.
- iii) 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.
- iv) Any clubs or societies allocated monies will make all purchases through the President.

2.3 Meetings of Clubs and Societies

- i) It is the responsibility of the **Welfare** 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.

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.
- ii) The club or society will be responsible for promoting itself to encourage new membership but should also request support from the Executive Committee.
- iii) The chairperson of the club or society must report to the **Welfare** Officer or President 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 of 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.

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?

- 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.

3.3 Who may speak at Union Parliament?

- i) Any full member of the Union may attend the Union Parliament and speak with the permission of the meeting. 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?

- 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 How to get things done

- i) All items for debate will be submitted to the President two School days before the meeting. Proposals for amendments to the constitution and schedules must be submitted five School days before the meeting.
- ii) All debates, if deemed necessary by the President, will require the signatures of at least two full Union members. These will be known as the proposer and the seconder(s).

3.6 Who runs the meeting?

- i) The President will be responsible for 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.
- 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.

3.7 What is talked about at meetings?

- 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 the senior management team
 - Management 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 Cabinet Executive Committee
 - Reports from Extended Executive members (where relevant)
 - Budget and other reports
 - Executive question time
 - Debates
 - Discussion groups
 - Any other business.
- ii) The meeting will have the right to table the following items collectively as a consent agenda 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 Cabinet Executive Committee.
- iii) Any member may request that any item be discussed in full, provided that notice is given in advance of the meeting.
- iv) All debates will be run as follows:
 - 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:
 - The President
 - One Cabinet Officer to be nominated by the President (~~usually the Treasurer~~ **Vice-President**)
- ii) Cheques will be signed by the President or the nominated Cabinet Officer.
- iii) Cheques made payable to the President or the nominated Cabinet Officer should be signed by the other signatory.

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** ~~and the 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 Cabinet Executive Committee at the monthly meetings.

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 (ie maintenance contract on equipment), permission needs to be sort from the School before proceeding.
- ii) All contracts must have two signatories. Contracts will be signed by the President and 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 1 August to 31 July.
- ii) A draft budget will be drawn up for all areas of proposed expenditure in July by the incoming President. These areas will be determined by the President. The budget will then

be scrutinised by the new Cabinet 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 by the 1 October in any one financial year.
- iv) The President will provide the Cabinet Executive Committee with a financial statement once a term.
- v) The President will ensure that all bills, salaries, expenses and other financial liabilities incurred by the Union during his/her 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 will draw up a proposed entertainments budget for approval by the Cabinet 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 Cabinet Executive Committee or Extended Executive may receive expenses for costs incurred whilst on Union business only. The President must agree to pay these expenses before any costs have been incurred. Expenses for the President will be agreed at Cabinet Executive Committee meetings.

4.9 Petty Cash

- i) The petty cash limit will be £100. The President ~~and the Treasurer~~ 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 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, and
- Three Cabinet Officers: Events Officer, Administrative Officer and Welfare Officer.

A number of other positions form the Extended Executive Committee.

The Presidential term of office will be from the 1 August after election to the following 31 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 the School and other relevant School committees and report back to the Union,
- iii) lead delegations to NUS annual conference, regional conferences, and any area conference and report back to the Union,
- iv) be a cheque signatory to 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) participate fully in Cabinet Executive Committee meetings,
- viii) maintain all legal documentation relating to the Union, including constitution, the Union code of practice and all legal advice,
- ix) arrange any relevant training for the Cabinet Executive Committee, and the Extended Executive where relevant,
- x) ensure that a report is presented to the Union Parliament on the activities of the previous year,
- xi) be a member of Union Parliament and ensure that the decisions made are implemented
- xii) organise and publicise a variety of entertainment and other social events,
- xiii) be the key contact in respect of affiliated bodies, eg National Union of Students,
- xiv) **to 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) be responsible for drawing up and seeking approval for the Unions' 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 departments to deal with student concerns,
- xix) act reasonably and prudently in all matters, and in the best interests of the Union,
- 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.

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

The Vice-President will:

- i) assist, support and advise the President regarding any of the above descriptions and deputise for him/her in their absence,

- ii) 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,
- iii) 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,
- iv) ensure good liaison with the Residential Wardens and the Bar staff by collecting any reports that either have to the Cabinet Executive Committee,
- v) 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,
- i) **assist in financial decision making and the management of Union finances and to ensure that spending is in line with the budget.,**

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,
- vi) 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 Events Officer will:

- i) **Chair the Events Committee, who will 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,**
- iv) **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),**
- v) **handle effectively the Communications and Events budgets,**

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) 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,
- iii) support the President at the NUS annual conference, regional conferences, and any area conference and report back to the Union,
- 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 activities

EXECUTIVE COMMITTEE – EXTENDED COMMITTEE MEMBERS

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, or at least active in their specified role,
- v) to attend as many of the meetings of the Cabinet Executive Committee as possible or to send apologies where possible with any update to the relevant coordinator,
- vi) to attend the Student Parliament,
- vii) to deputise, as appropriate, for a named Cabinet Officer at a Cabinet 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,
- vix) to ensure the unity of the committee by supporting all decisions once voted upon,
- x) to ensure that their role is completed or if this is not possible to inform the relative coordinator, President and Vice-President,
- xi) to maintain regular Union hours of an hour a week.

Extended committee members shall be a member of either the Events Committee or the Welfare Committee and shall each decide upon a role within the appropriate committee which could include but should not be limited to the following roles:

Welfare 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 clubs and societies are set up and that the relevant people are given the correct amount of support and assistance,
- iii) organise a club and society planning session at the beginning of each semester and compile a club kit,
- iv) invite club and society leaders to attend Union executive meetings in order to report the clubs' and societies' progress and upcoming plans,
- vi) ensure that all club and society leaders submit a yearend report to the Union, and file these reports so that they are accessible for future club and society leaders,
- vi) 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.

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 International Officer will:

- i) be the main source of contact with International Students,
- ii) attend international meetings and promote integration of the international community at the School,
- iii) organise events that specifically target international students.

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

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,
- v)

Events Assistants will:

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

Technical Assistants will:

- i) assist the Technical Coordinator in the technical running of an event. 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 encouraging events across the Union.

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 the role of President, Vice-President, Cabinet Officer, or Extended Executive Committee member 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 a panel of three Union Parliament members (nominated by the Executive Committee) known as the disciplinary committee. This panel should elect its own chair.
- 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 disciplinary committee shall be convened within seven School days 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 disciplinary 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 Programme and Year 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 to the President, shall automatically be deemed to no longer hold office.
- 2.21 Any resignation should be made in writing to the President. Resignations shall take effect immediately, and be reported to the Union Parliament.
- 2.22 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.

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.

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. Students shall be informed annually by the School of the opting out procedure and of the consequences of doing so. 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, Societies and Groups

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 the Vice-President.
- 3.9.3 The President (or 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.