



YORK ST JOHN STUDENTS' UNION

CONSTITUTION

(updated December 2008)

Contents

	Page
1. Name and Status.....	3
2. Interpretation.....	3
3. Objects.....	3
4. Membership.....	3
5. Governance.....	4
6. Executive Officers.....	5
7. Board of Trustees.....	5
8. Union Council.....	6
9. Steering Committee.....	7
10. Committees of the Union.....	7
11. Clubs and Societies.....	8
12. Finance and Autonomy.....	8
13. Discipline.....	8
14. Elections.....	8
15. Complaints.....	9
16. National Union of Students.....	9
17. Staff of the Union.....	9
18. Interpretation of the Constitution.....	9

Schedules

1. Membership.....	10
2. Governance.....	12
3. Sabbatical Officers.....	19
4. Board of Trustees.....	21
5. Union Council.....	23
6. Steering Committee.....	28
7. Committees and Collectives.....	30
8. Clubs and Societies.....	33
9. Finance.....	38
10. Elections.....	41
11. NUS.....	47
12. Staff.....	48

Appendices

1. Definitions.....	49
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York St. John Students' Union Constitution

Section 1: Name and Status

- 1.1 The name of the Students' Union is "York St John Students' Union, hereinafter called "the Union".
- 1.2 The Union is an autonomous unincorporated association and is an exempt charity by virtue of the provisions of the Education Reform Act 1996 and the Charities Act 1992.

Section 2: Interpretation

- 2.1 The interpretation of this constitution shall be in accordance with all relevant charters, statutes and ordinances of the Board of Governors of the University of York St. John. It shall also be in accordance with the relevant clauses of the Education Act 1994 and the Charities Acts.
- 2.2 Definitions of key terms used throughout the constitution can be found in Appendix 1.

Section 3: Objects of York St John Students' Union

- 3.1 The Union's objects are the advancement of education of students at the University of York St John for the public benefit by:-
 - 3.1.1 Promoting the interests and welfare of students at the University of York St John during their course of study and representing, supporting and advising members.
 - 3.1.2 Providing social, cultural, sporting and recreational activities for members.
 - 3.1.3 Promoting and encouraging contact and co-operation between students.
 - 3.1.4 Being the recognised representative channel between students and the University of York St John and any other external bodies.

Section 4: Membership

- 4.1 The categories of membership are as follows:
 - Full Membership
 - Honorary Life Member
 - Reciprocal Member
 - Associate Member

4.2 Full Membership

- 4.2.1 All full/part time students registered as pursuing a course of study at York St. John University shall be entitled to full membership of the Students' Union, unless they choose to opt out under the Education Act 1994.
- 4.2.2 Full Members are entitled to:
 - Participate in the governance of the Students' Union.
 - Access all activities run by the Students' Union.
 - Use all services and/or facilities available through the Students' Union.
 - Stand as candidates and vote in elections as defined by the schedules.
 - Call for a referendum on policy, schedules or sabbatical officer conduct, in accordance with the schedules governing referenda and sabbatical discipline.
 - Access all relevant financial and strategic evidence governing Students' Union affairs.

4.2 Other Categories of Membership

- 4.2.1 Other persons may apply for or be offered Honorary Life, Reciprocal or Associate Membership of the Union. The benefits of such membership are outlined in Schedule 1.
- 4.2.2 Only Full Members may participate in the governance of the Union. Other members may participate in certain activities and use facilities provided by/for the Union.

4.3 Rights and Obligations of Membership

- 4.3.1 Each category of membership carries the rights and benefits described for that category in Schedule 1. Membership is subject to the terms of this Constitution and all members shall observe this at all times. All members must observe the policies of the Union, in particular the Equal Opportunities Policy.
- 4.3.2 Membership of the Union and/or any rights or benefits of membership of any member may be suspended or withdrawn in accordance with the Schedules and the Disciplinary Policy.

4.4 Opted Out Students

- 4.4.1 Any student has the right not to be a member of the Union if they wish. No student will be unfairly disadvantaged for having exercised that right. Further details regarding opted out students are given in Schedule 1.

Section 5: Governance

5.1 Annual General Meeting (AGM)

- 5.1.1 The AGM shall be convened by the President of the Union, it is expected that it should fall at the end of term 1.
- 5.1.2 The AGM shall be an open forum for all full members to discuss and guide the work of the Union.
- 5.1.3 The annual budget for the Union and the audited accounts for the previous financial year shall be standing items on the AGM's agenda.
- 5.1.4 Notice of the AGM must be published at reception of the Union and posted on the Union's website at least 15 working days prior to the AGM.
- 5.1.5 Papers for the AGM must be published at reception of the Union and posted on the Union's website at least 5 working days prior to the AGM.
- 5.1.6 Any amendments to the agenda or motions must be submitted by 12 noon, one working day prior to the AGM. They shall be submitted either to Reception in the Union building or by e-mail to the Union President.
- 5.1.7 All further rules and regulations governing AGM's may be found in Schedule 2.

5.2 Emergency General Meetings (EGM)

- 5.2.1 An EGM shall only be convened at the request of a minimum of 50 full members of the Union. This shall be done by submitting a formal request in writing to the Reception of the Union with 50 signatures of full members attached.
- 5.2.2 The business of an EGM should be the issue for which it was convened. However, if further motions are submitted and items raised for discussion these may also be considered before the EGM.

- 5.2.3 Notice of and papers for an EGM must be published at Reception of the Union and posted on the Union's website at least 5 working days prior to the EGM.
- 5.2.4 Any amendments to the agenda or motions of the EGM must be submitted by 12 noon, one working day prior to the EGM. They shall be submitted either to Reception in the Union building or by e-mail to the Union President.
- 5.2.5 All further rules and regulations governing EGM's may be found in Schedule 2.

5.3 Referenda

- 5.3.1 From time to time policy and/or strategic issues may arise that require consultation and decision making with the entire student body. These shall be put to referenda.
- 5.3.2 All referenda shall be carried out in accordance with Schedule 2.
- 5.3.3 Any Union member may call for a referendum, they must have at least 150 signatures of full members to request a referendum.

Section 6: Executive officers

- 6.1 The Executive Officers shall be:
 - 6.1.1 The President of the Union
 - 6.1.2 The Vice President Student Activities, who shall be, jointly, deputy President;
 - 6.1.3 The Vice President Education and Welfare, who shall be, jointly, deputy President.
- 6.2.1 The Executive officers shall be responsible for the day to day operational functioning of the students' union.
- 6.3 To be eligible to stand for any of the sabbatical positions candidates must:
 - 6.3.1 be a registered student at the University;
 - 6.3.2 Not have been one of the sabbatical officers for a period exceeding two years.
- 6.4 The sabbatical officers shall be expected to sign and work to an agreement detailed in the schedules.
- 6.5 The sabbatical officers shall receive remuneration from the Union for any work they undertake on behalf of the Union. This shall be reviewed annually by the Finance Committee and ratified by Union Council.
- 6.6 Sabbatical officers shall be expected to hold office for a period of 12 months, starting in the last week of June and finishing in the 1st week of July the following year.
- 6.7 In the event of the resignation, death or removal of a sabbatical officer a by-election shall be held in accordance with the schedules to fill this position.
- 6.8 Elections to the posts of sabbatical officers shall be carried out by the returning officer, who shall be approved by Union Council, with the returning officer's decision being final, not withstanding right of appeal to the Board of Trustees.

Section 7: The Board of Trustees

- 7.1 The members of the Board shall be Trustees as defined by the Charities Act. The voting membership shall be as follows:
 - a) the President of the Union, who shall be chairperson of the board.
 - b) the Vice President Student Activities.

- c) the Vice President Education & Welfare.
 - d) two external, selected Trustees.
- 7.2 At meetings of the board, the chairperson shall have casting vote only. Members of the board shall be elected or selected in accordance with all relevant regulations governing election and selection of the Trustees.
- 7.3 The Board shall have the following responsibilities:
- a) to ensure the Union has an appropriate vision, strategy and objectives.
 - b) ensure that the Union has effective long term financial stability and meets the financial requirements of the Charities Act.
 - c) consult with and take guidance from the membership to ensure effective strategy that meets student needs.
 - d) ensure that staff of the Union effectively implement the vision, strategy and objectives set out by the Board.
- 7.4 Members of the Board shall make themselves available for questioning at the AGM.
- 7.5 All Trustees shall be reimbursed for out of pocket expenses.
- 7.6 No Trustee shall be liable for any loss, damage or misfortune which may be incurred by the Union in the execution of his/her duties as a trustee. Trustees shall not be indemnified for any liability they incur as a consequence of acting outside of the specific objects of the Union, or through negligent or fraudulent acts on their part.
- 7.7 Any further regulations governing the Board of Trustees may be found in Schedule 4.

Section 8: Union Council

- 8.1 Union Council shall consist of 15 voting members and the Chair of Council who shall be elected directly from the student body (see Schedule 5).
- 8.2 The sabbatical officers of the Union shall sit on Union Council in an Ex officio capacity.
- 8.3 Any student is entitled to attend and speak at Union Council; they are also welcome to submit motions. However, they do not have a right to vote.
- 8.4 The role of Union Council shall be to:
- 8.4.1 Act on implementing the mission, vision and values set by the Board of Trustees. These are guided by the following:
 - a) **Representation:** promoting the views and interests of students internally and externally at University local and national levels.
 - b) **Participation:** encouraging diversity through involvement in activities and development opportunities.
 - c) **Recreation:** creating a safe, friendly, open and non-judgemental social environment catering for all needs and orientations.
 - d) **Advice:** delivering a professional independent service for students' educational and welfare needs.
 - e) **Services:** providing quality services of the highest possible, cost effective standards.
 - 8.4.2 Scrutinise the activity of the Students' Union and hold the Sabbatical officers to account for the work they do.
 - 8.4.3 Be responsible for offering advice and policy to the Trustee Board and receive recommendations from the Trustee Board.

- 8.4.4 Hear all complaints regarding members of the Union and the Union itself.
- 8.4.5 Act in accordance with all relevant schedules governing Union Council, its members and its role.

Section 9: Steering Committee

- 9.1 Steering Committee shall be responsible for the day to day operational functioning of the students union.
- 9.2 The membership of the Steering Committee shall consist of the following:
 - 9.2.1 The President of the Union, who shall also be Chairperson of the Steering Committee and have casting vote only;
 - 9.2.2 The Vice President Student Activities;
 - 9.2.3 The Vice President Education and Welfare.
 - 9.2.4 The Chair of Union Council shall also be a member of Steering Committee, for the purposes of representing the views of Union Council and to ensure scrutiny of the sabbatical officers of the Union.
 - 9.2.5 The General Manager of the Union shall sit in an ex-officio capacity on the Steering Committee to act as secretary and advisor.
- 9.3 The responsibilities of the Steering Committee are as follows;
 - 9.3.1 To act on implementing the mission, vision and values set by the Board of Trustees. These are guided by the following:
 - a) **Representation:** promoting the views and interests of students internally and externally at University local and national levels.
 - b) **Participation:** encouraging diversity through involvement in activities and development opportunities.
 - c) **Recreation:** creating a safe, friendly, open and non-judgemental social environment catering for all needs and orientations.
 - d) **Advice:** delivering a professional independent service for students' educational and welfare needs.
 - e) **Services:** providing quality services of the highest possible, cost effective standards.
 - 9.3.2 To make recommendations for amendments to schedules as and when necessary, to empower the Students' Union to achieve its objects, as detailed in this constitution. These schedules will be read and interpreted in conjunction with this constitution, and shall not be interpreted in any manner that may conflict with this constitution.
 - 9.3.3 To affiliate with external organisations, after a period of publicity of no less that 10 working days (on official notice boards and YSJSU.com), and provided no official objection is lodged with the President in this period. If an objection is lodged the affiliation must be put before Union Council for discussion and resolution, where it must be passed by a 2/3^{rds} majority.

Section 10: Committees and Collectives of the Union

- 10.1 There shall be 10 formal and constant committees/collectives who shall be representative of the Union and its membership. These committees/collectives are detailed in Schedule 7.
- 10.2 There shall be the following standard committees of the Union which are detailed in Schedule 7:

- 10.2.1 Finance Committee
- 10.2.2 Legal Compliance Committee
- 10.2.3 Staffing Committee
- 10.2.4 Elections Committee
- 10.2.5 Committee of Enquiry

10.3 Other committees of the Union shall be formed as and when it is deemed necessary to address the business of the Union.

Section 11: Clubs and Societies

- 11.1 Sports clubs and societies shall be governed by the Sports and Societies Committee.
- 11.2. All sports clubs and societies shall be run in accordance with Schedule 8.
- 11.3 All sports clubs and societies shall conform to the relevant policies.

Section 12: Finance and Autonomy

- 12.1 Subject to the provisions of this Constitution, the Union shall be entitled to act independently of the University; and the University, its officers and employees, shall have no authority to intervene in the conduct of the affairs of the Union or management of its services and activities.
- 12.2 Subject to the provisions of this Clause, the Union shall be entitled to determine the use of its own funds.
- 12.3 Subject to the provisions of this Clause and the terms of any lease, licence or other agreement between the Union and the University, the Union shall have full authority to manage and control the use of all premises of the Union.
- 12.4 An annual budget for all activities of the Union and its company shall be prepared by the Union Officers, and submitted to Union Council for consideration. Union Council may then make amendments and shall submit a budget to the Trustee Board for approval. Any amendment to the budget subsequently made in accordance with the schedules shall be submitted as soon as practicable to the Trustee Board for approval.
- 12.5 Annual audited accounts of the Union and its company shall be presented to the Trustee Board for approval, and subsequently shall be presented to Union Council and the University's Governing Body.
- 12.6 The Union shall take any action required by the University to comply with the Education Act 1994 or any subsequent amendment of that Act.

Section 13: Discipline

- 13.1 All disciplinary action shall be carried out in accordance with the Discipline Policy.
- 13.2 All principle (sabbatical) officers are bound by the sabbatical code of conduct. They will be subject to disciplinary action if they do not conform to their code of conduct.

Section 14: Elections

- 14.1 All rules and regulations governing elections are set out in Schedule 10.
- 14.2 Union Council shall be responsible for approving the returning officer for the sabbatical elections who shall be responsible for all matters relating to the conduct of these elections.

- 14.3 Any decision the returning officer makes is open to appeal through Union Council and the Trustee Board.

Section 15: Complaints

- 15.1 Any complaint regarding any matter concerning the Union (except for those relating to Clubs and Societies) shall be dealt with under the regulations outlined in the Complaints Policy.
- 15.2 Complaints relating to Clubs and Societies shall be dealt with under Schedule 8.

Section 16: National Union of Students

- 16.1 The regulations relating to the relationship of the Union with the National Union of Students (NUS) are outlined in Schedule 11.

Section 17: Staff

- 17.1 Staff and terms and conditions of members of staff shall be dealt with under the regulations outlined in Schedule 12

Section 18: Amendments

- 18.1 Amendments to the Constitution of the Union can only be approved by General Meeting or the Annual General Meeting.
- 18.2 Amendments to schedules and policies can only be approved by Union Council.
- 18.3 All amendments require a 2/3rds majority to stand.
- 18.4 Amendments to financial procedures can only be made after referral to the Finance Committee.
- 18.5 The Legal Compliance Committee has the right to veto any amendments that may cause the Union to act illegally, or have negative legal implications.
- 18.6 All amendments must be presented as a motion, regardless of how they are voted upon.
- 18.7 This constitution must be reviewed no less than once every 5 years, by the Board of Governors. They are responsible for making recommendations to amend the constitution to the Board of Trustees.

SCHEDULE 1: MEMBERSHIP

1.1 Full Membership

1.1.1 The benefits of Full Membership are outlined in the Constitution.

1.1.2 Full Membership shall be valid for one academic year.

1.2 Associate Membership

1.2.1 The following are all entitled to associate membership of the Students' Union, providing they are at least 18 years of age at the commencement of the academic year:

- Permanent staff (for the duration of their employment)
- Temporary staff (for the duration of their employment)
- University staff (for the academic year, to be renewed yearly)
- Past Full Members (for an annual subscription fee to be set by Union Council)
- Spouses/Partners of Full Members (for an annual subscription fee set by Union Council)
- Such persons as Union Council deems necessary to nominate, as and when required
- Members of partner organisations

1.2.2 Associate members are entitled to:

- Access all activities run by the Students' Union.
- Use all services and/or facilities available through the Students' Union.

- Associate Members are not entitled to run for elected positions within the Students' Union.
- Associate members have no voting rights

1.3 Reciprocal Membership

1.3.1 Reciprocal membership is extended to any member of another Students Union, Guild, Association or similar group from other HEI's (Higher Education Institution).

1.3.2 Reciprocal Membership entitles the person to access all facilities and activities run by the Students' Union, but restricts them from voting in Union elections and Referenda, or standing for any elected position.

1.4 Honorary Life Membership

1.4.1 Honorary life membership may only be conferred by Union Council. Any Full member may nominate someone for honorary life membership.

1.4.2 The maximum number of honorary life memberships available each year shall be limited to four. This means that Union Council must consider the merits of each application based on the nominees' contribution to the Students' Union.

1.4.3 Honorary life membership confers the same rights as Associate membership.

1.5 Opting out of Membership

1.5.1 Any student can exercise their right to opt out of Students' Union membership, under the 1994 Education Act, without affecting their rights of access to the Union and its facilities.

1.5.2 Any student wishing to opt out must state their intentions, in writing, to the President of the Students' Union. The decision to opt out is valid only for a single academic year. A student who has chosen to opt out may at any time change their mind, but again must notify the Students'

Union President in writing. However, no student shall be allowed to nullify their wish to opt out for 20 working days either side of the opening of any nominations for Union positions.

- 1.5.3 Students choosing to opt out still have the right to join any existing club or society, but must pay the increased membership fee charged to associate members. There shall also be no distinction between opted out students and members of the Union in relation to accessing welfare services.
- 1.5.4 There shall be no distinction between opted out students and members of the Union in accessing Union commercial services. However, non members are not entitled to use the Union bar unless they are signed in as a guest by a full member.
- 1.5.5 Opted out students have no right to:
 - vote in any elections or referenda.
 - stand for elected positions.
 - nominate or second any candidates standing for Union elections.
 - attend any Union meetings.

SCHEDULE 2: GOVERNANCE

GENERAL MEETINGS

1. Role

- 1.1 To discuss and guide the work of the Union.
- 1.2 To hold the Union Officers accountable.
- 1.3 To consider proposals for referenda.
- 1.4 To make recommendations on lapsed policy.
- 1.5 To receive the Annual Audited Accounts and Budget of the Union.

2. Organisation of Meetings

- 2.1 An Annual General Meeting shall be held during the first term of the academic year on a date determined by the Sabbatical Officers.
- 2.2 Emergency General Meetings shall be convened by the President on receipt of a petition from 50 full members.
- 2.3 The President shall publish notice of a General Meeting outlining the business to be considered no later than five working days prior to the meeting.

3. Annual Accounts and Budget

- 3.1 The Union Council shall submit the Annual Audited Accounts of the Union for the previous year for ratification by the Annual General Meeting.
- 3.2 The Union Council shall submit a proposed Budget for the current financial year for approval by the Annual General Meeting.
- 3.3 The Union Accounts and Budget shall be published five working days prior to the meeting.

4. Referendum Proposals

- 4.1 General Meetings shall consider any proposals for referenda submitted by petition of 100 Full Members.
- 4.2 Such proposals shall be submitted at least ten days prior to a General Meeting and shall be published with papers for that Meeting.
- 4.3 Amendments to any such proposals may be submitted by petition of 50 members no later than two working days prior to the Meeting.
- 4.4 All referendum proposals should conform with the requirement of this Schedule.
- 4.5 Any referendum proposal which receives the support of two-thirds of members present shall be submitted by the President for consideration in a referendum to be held at a date agreed by the Sabbatical Officers which shall not normally be later than twelve weeks following the meeting.

5. Union Councillors

- 5.1 The Union Councillors shall present a report on their work to the Annual General Meeting, which shall be open to questioning by members present.
- 5.2 Reports of the Union Councillors shall be submitted in writing and published five working days prior to the meeting.
- 5.3 There shall normally be a period for questioning the Union Councillors on their work at any other General Meeting convened by petition of members.
- 5.4 Any meeting may pass a resolution arising from the reports and questions to Union Officers, but such resolutions will not be considered binding.

6. Agenda

- 6.1 The President or Chair of the meeting shall prepare an agenda, outlining the order of business, which may only be amended at the start of the meeting. In determining the order of motions, priority shall be given to those submitted by petition of students. Motions submitted by petition shall be ranked in order of the number of signatures submitted.
- 6.2 The Chairperson shall, at the time of closure of the meeting, move to the summation speech and vote on the matter under discussion, providing that opportunity has been given for an equal number of speeches to be heard on both sides of the debate.

7. Standing Orders

7.1 Order of Speeches

- 7.1.1 The order of speeches on a motion shall be:
 - a speech proposing the motion;
 - a speech against the motion;
 - an even number of speeches for and against the motion;
 - a speech summing on the motion.
- 7.1.2 Where an amendment has been submitted there shall be the following order of speeches, taken immediately following the speech proposing the motion:
 - a speech proposing the amendment;
 - a speech against the amendment;
 - an even number of speeches for and against the amendment;
 - a speech summing on the amendment.
- 7.1.3 This procedure shall be followed for any other amendments. After all amendments have been debated, there shall be:
 - a speech against the motion;
 - an even number of speeches for and against the motion;
 - a speech summing on the motion.
- 7.1.4 If an amendment substantially changes the effect of the motion, the Chair shall rule that it has become the motion and speaking rights shall transfer to the proposer of the amendment.

7.2 Opening the Meetings

- 7.2.1 The Chairperson shall ensure that a quorum is present before opening the meeting.
- 7.2.2 The Chairperson may at his/her discretion delay opening the meeting by up to ten minutes.
- 7.2.3 At the opening of the meeting the Chairperson shall announce the time of closure.

7.3 **Quorum checks**

- 7.3.1 The quorum for meetings shall be 10% of the first 1000 active Full Members plus 5% of the subsequent membership
- 7.3.2 A quorum count can only take place at the request of a Full Member.
- 7.3.3 In the event of a count revealing less than a quorum present the Chairperson shall close the meeting immediately, without considering any outstanding business.

7.4 **Inquorate Meetings**

- 7.4.1 If a meeting fails to achieve a quorum, or is declared inquorate, under procedures outlined above, the Chair shall inform members that the meeting cannot reach any decision, but that members may remain to discuss business informally.
- 7.4.2 The Chair shall inform the meeting that all members, including Union Councillors and the Chair are not required to remain and shall give them the opportunity to leave.

7.5 **Speeches**

- 7.5.1 Unless the meeting decides otherwise all speeches shall be given by Full Members.
- 7.5.2 Speakers shall be entitled to speak for 2 minutes on speeches for and against the motion/amendment and for one minute on the summation.
- 7.5.3 The proposer of the motion, or amendment in accordance with Clause 7.1.4, shall have the right to make or waive the summation speech. The summation speech shall contain no new information and may be given immediately before the vote.
- 7.5.4 Points of information may be requested by Full Members from speakers, but shall be taken at the discretion of the speaker and may not be made on procedural motions. These shall contain only matters raised in the speech.
- 7.5.5 Points of order may be made by Full Members and shall concern one of the following:
 - a ruling from the Chair;
 - a breach of the Constitution, Bye-Laws or other regulations;
 - the conduct of the meeting.

7.6 **Conduct of the Chair**

The Chair shall be taken by the Chair of Union Council or the President. If they are absent or decline the Chair, or are removed by motion of no confidence, the Chair shall be taken by a Union Councillor so that a temporary Chair may be approved by the meeting. The Chair shall:

- 7.6.1 be heard in silence when s/he is speaking;
- 7.6.2 be impartial and shall not participate in the debate;
- 7.6.3 ensure the debate is orderly, conducted in accordance with the standing orders and may suspend debate for 5 minutes if the meeting becomes disorderly;
- 7.6.4 require all speakers to address the meeting from a designated position;
- 7.6.5 call for Full Members to speak for and against the proposition but shall not call the same speaker twice on a motion or amendment except to sum up;

- 7.6.6 be required to rule on any part of the Constitution or Bye-Laws relating to the conduct of the meeting;
- 7.6.7 be competent to move procedural motions alone when there is no dissent;
- 7.6.8 advise the meeting, where necessary, of the protocol regarding employees or disciplinary provisions;
- 7.6.9 not permit more than one motion or amendment to be placed before the meeting concurrently;
- 7.6.10 vacate the Chair, when his/her ruling has been challenged or a motion of 'no confidence' in his/her ability to Chair is being considered;
- 7.6.11 advise the meeting on the law relating to student unions, the Constitution and Bye-Laws, and on the implications of Procedural Motions, as appropriate.

7.7 Presentation of Reports to General Meetings

- 7.7.1 Reports may be submitted by the Officers or Committees of the Union.
- 7.7.2 The Chair shall determine the arrangements for debating reports, subject to Union Council.
- 7.7.3 There shall be a speech introducing each report, followed by questions from Full Members for the period allotted in the agenda. Procedural motions may be moved relating to the report. After the time allotted the mover of the report shall sum up and there shall be a vote to accept the report, providing that the entire report has not already been rejected.

7.8 Procedural Motions

- 7.8.1 A procedural motion may be moved between speeches by one Full Member if supported by 25% of the quorum. There shall be one speech, of not more than one minute, for and against all procedural motions followed by a vote. Procedural motions may not be moved after the summation speech has taken place.
- 7.8.2 Procedural motions shall have priority over all other business. No procedural motion may be moved while a procedural motion is being considered.
- 7.8.3 The following procedural motions shall require a simple majority to be effected:
 - (a) that the meeting move immediately to the summation and the vote on the main motion or amendment;
 - (b) that the matter be not discussed, and the next item be considered;
 - (c) that the motion or question be referred to a named body, Official or Officer of the Union for consideration;
 - (d) that specified points of an item or motion be debated and/or voted on in parts;
 - (e) that specified sections of a report be rejected and/or referred back to be re-written and re-submitted to the next General Meeting;
 - (f) that the meeting move into closed session with named individuals invited to remain;
 - (g) that a guest speaker be invited to address the meeting for a specified period at a specified point in the meeting.

(h) that a specified number of extra speeches be taken for and against the proposition;

7.8.4 The following procedural motions shall require a two-thirds majority to be effected:

(i) that the agenda be amended to take a specified item on the agenda at a specified point (This procedural motion may only be moved at the start of the meeting, prior to discussion of any business);

(j) that the meeting challenges the Chair's ruling, which shall be reconsidered so that the Chair may take the speech against;

(k) that the discussion or debate on an item be extended for a period not exceeding 10 minutes except that this shall not go beyond the closing time of the meeting;

(l) that a speech be extended for a specified period of time except that this shall not go beyond the closing time of the meeting. (This cannot be moved on the summation speech);

(m) that this meeting has no confidence in the Chair and that s/he shall therefore be removed from the chair for the remainder of the meeting.

(n) that the guillotine of the meeting be moved.

8. Voting

8.1 Voting shall take precedence over everything except a point of order concerning the vote. Each Full Member present shall have only one vote.

8.2 The Chair shall have a casting vote only, which shall be used when a vote remains tied after a recount.

8.3 A member shall vote by raising his/her membership or voting card.

8.4 Unless stated otherwise a simple majority shall be required in all matters decided by vote.

9. Minutes

9.1 The President shall ensure that proper minutes are taken, including the text of all motions and amendments, decisions taken, voting figures for all counts, and details of any procedural motions that are moved.

9.2 All General Meeting minutes shall be available from the President's office and shall be generally published within seven days of the meeting.

REFERENDA

10. Organisation of a Referendum

- 10.1 The President should be responsible for organising a referendum when instructed:
- 10.1.1 By a petition of 150 Full Members.
 - 10.1.2 By a decision of a General Meeting taken by a two-thirds majority of those present.
 - 10.1.3 By a decision of Union Council taken by a two-thirds majority of those present.
- 10.2 The Referendum shall be held not sooner than 10 working days and not later than 20 working days following the decision of the General Meeting or Union Council, or receipt of the petition, or at such other time as may be mutually agreed by the proposers of the referendum and the President.
- 10.3 The referendum shall be arranged in accordance with the following timetable (of working days prior to the first day of voting):
- 10 days: Publish the proposal and date(s) for the referendum, seeking any alternative or related proposals and statements for and against the proposals.
 - 5 days: Cease accepting alternative or related proposals.
 - 4 days: Publish the proposal, with any alternative or related proposals, and the arrangements for meetings required to debate it.
- 10.4 An alternative or related proposal shall be considered on receipt of a petition of 50 Full Members. It shall be worded so that it can stand alone from, or alongside, the original proposal.
- 10.5 In the case of any dispute regarding the wording of proposals, or if it deems necessary, Union Council shall be empowered to revise the wording of proposals in order to ensure that those voting in referenda are presented with clear choices and decisions.

11. General Arrangements

- 11.1 Any decision or petition for a Referendum shall specify a single proposal or separate proposals each of which shall not exceed 100 words, except in the case of Constitution or Bye-Law amendments.
- 11.2 In the case of proposed amendments to the Constitution or Bye-Laws the full wording of the amendments shall be clearly displayed adjacent to the Polling Station.
- 11.3 Union Council shall determine the financial arrangements for publicising referenda. Such arrangements shall ensure that all referenda held within each academic year receive equal funding.
- 11.4 Prior to the Referendum, it shall be the responsibility of the President to organise at least one meeting, open to all Full Members, to debate the proposal.
- 11.5 A minimum of 10% of the Full Members shall be required to cast votes in the Referendum for the decision to be binding.

11.6 The Returning Officer shall actively seek statements for and against referenda proposals to assist those voting to consider the issues involved. If more than one statement is submitted, the Returning Officers shall decide upon which one is published, or may prepare a new statement combining different statements.

11.7 The proposers and opponents of a referendum shall be entitled to produce a statement of not more than 200 words, and proposers and opponents of alternative or related proposals a statement of not more than 100 words, for publication.

12. Conduct of the Referendum

12.1 The Referendum shall be conducted by means of a ballot open to all Full Members.

12.2 Polling shall be held on at least one day for at least 5 hours in the Union Building, and at least 2 hours in such academic areas and halls of residence as may be determined by Union Council.

12.3 The Referendum shall be conducted in accordance with the general regulations covering cross-campus ballots, as laid down in the Schedules.

SCHEDULE 3: SABBATICAL OFFICERS

1.1 General Duties of Sabbatical Officers

- 1.1.1 Immediately following their election, successful candidates shall be deemed to be Sabbatical Officers-elect and shall be invited to become non-voting members of Union Council and the committees on which they shall be members when they assume office.
- 1.1.2 Any Sabbatical Officer who is unable to carry out her/his duties due to absence may appoint one of the other Sabbatical Officers to act for her/him. The Acting Officer shall assume all responsibilities of that post for the period specified by the post holder.
- 1.1.3 Sabbatical Officers shall also be responsible for the duties specific to their position below.

1.2 Powers of Sabbatical Officers

- 1.2.1 During the University vacations, and any exceptional circumstances, the Sabbatical Officers shall be empowered to take decisions on behalf of Union Council, subject to ratification by Union Council at the first opportunity.
- 1.2.2 If it appears to the Sabbatical Officers that any committee, club or society is failing to fulfil its responsibility or is acting contrary to the interests of its members or the Union, they shall be empowered to take such action as they consider necessary, subject to ratification by Union Council at the first opportunity.

2 Duties of Individual Officers

2.1 The President shall:

- 2.1.1 Co-ordinate and promote the work of Union Council Officers, ensuring that they fulfil the duties outlined in the relevant Schedules.
- 2.1.2 Be responsible for co-ordinating Union publications.
- 2.1.3 Be responsible for internal communications.
- 2.1.4 Be the public representative of the Union, and be responsible for all liaisons with the media.
- 2.1.5 Organise Union elections in accordance with Schedule 10.
- 2.1.6 Be responsible for disciplinary matters in accordance with the Disciplinary Procedures.
- 2.1.7 Be responsible for liaison with the National Union of Students and NUS Services Ltd, acting as the leader of the Union's delegation to the NUS Annual Conference and NUSSL Convention.
- 2.1.8 Oversee the staffing, financial and commercial activities of the Union.
- 2.1.9 Chair meetings of the Staffing Committee and the Finance Committee.
- 2.1.10 Represent the Union at Governing Body, and any other University Committees that fall within his/her responsibilities.
- 2.1.11 Oversee the production of the Union's Annual Operating Statement.
- 2.1.12 Provide advice and support to Officers with the following remits: Campaigns, Communications, Council Chair, Ethics & Environment, Volunteering and Halls Representatives. This shall involve the close mentoring of such Officers.

2.1.13 Co-ordinate General Meetings and the Annual General Meeting, in accordance with Schedule 2.

2.2 The Vice President Education and Welfare shall:

2.2.1 Support individual students on academic and welfare issues.

2.2.2 Co-ordinate and support student representation across the University and its academic committee structure.

2.2.3 Be responsible for training and supporting Programme Representatives.

2.2.4 Co-ordinate the Union's provision of a welfare service, with particular reference to issues of health, safety, childcare, student finance, and accommodation.

2.2.5 Be responsible for all matters related to the welfare of students living in University residences.

2.2.6 Research education and welfare issues.

2.2.7 Represent the Union at Academic Board and other University Committees that fall within her/his responsibilities.

2.2.8 Provide advice and support to Officers with the following remits: Equality & Diversity, Part Time, Independent and Mature Students, International, Faculty Representatives. This shall involve the close mentoring of such Officers.

2.3 The Vice President Student Activities shall:

2.3.1 Act as Executive Secretary to the following Committees and Groups: Entertainment, RAG, Sports and Societies Committee, Clubs and Societies Association, and START.

2.3.2 In fulfilling these duties the Vice President Student Activities shall:

- Execute tasks on behalf of these Committees as delegated to them.
- Provide close mentoring of the Officers responsible for each of these committees.
- Facilitate any promotional and marketing materials that are needed by these groups.
- Provide any other necessary support to aid the success of these groups.

2.3.3 Be responsible for organising and overseeing the funding of clubs and societies.

2.3.4 Provide advice and support to Officers with the following remits: Entertainments, RAG, Sports & Societies Chair, Halls Representatives. This shall involve the close mentoring of such Officers.

2.3.5 Liaise with the following external bodies: BUCS and other bodies associated with student activities as appropriate.

2.3.6 Develop and support student projects within University and the wider community that falls within his/her responsibility.

2.3.7 Establish and co-ordinate Summer Ball Committee.

2.3.8 Be responsible for co-ordinating Old John's Weekend.

2.3.9 Represent the Union at relevant University Committees that fall within her/his responsibilities.

2.3.10 Be responsible for co-ordinating the Annual Dinner.

SCHEDULE 4: BOARD OF TRUSTEES

1 Trustees

1.1 The trustees of York St John Students' Union shall be:

1.1.1 3 paid Sabbatical Officers, elected by cross campus ballot;

1.1.2 2 External trustees, chosen through process of interview

2 Roles of Trustees

2.1 The statutory duties of a trustee shall be:

- a) To ensure that the Union complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- b) To ensure that the Union pursues its objects as defined in the Constitution.
- c) To ensure the Union uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- d) To contribute actively to the board of trustees' role in giving firm strategic direction to the Union, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- e) To safeguard the good name and values of the Union.
- f) To ensure the effective and efficient administration of the Union.
- g) To ensure the financial stability of the Union.
- h) To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- i) To appoint the General Manager and monitor his/her performance.

Other duties of a Trustee shall be:

- j) In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:
 - Scrutinising board papers
 - Leading discussions
 - Focusing on key issues
 - Providing guidance on new initiatives
 - Other issues in which the trustee has special expertise

3 Roles of the Sabbatical Team

3.1 The responsibilities of the Sabbatical team include:

- a) Leading political representatives of the organisation.
- b) Fulfil democratic mandates.

- c) Communicate and consult with students both formally and informally.
- d) Be a campaigner for positive change.
- e) Encourage and celebrate diversity.
- f) Encourage environmental good practice.
- g) Full time paid trustee of the Charity as defined by law.

See also schedule 3 for the portfolio roles that sabbatical officers undertake in addition to their Trustee and sabbatical team duties.

SCHEDULE 5: UNION COUNCIL

1. Membership

1.1 The Campaigns Officer who shall be elected via cross campus ballot.

1.1.1 Their role shall include:

- Attending all meetings of Union Council and all other events where Union Councillors are expected to attend.
- Submitting written activity reports to all Union Council meetings.
- Supporting the work of other Union Councillors, where appropriate.
- Recruiting committee members and ensuring there are sufficient volunteers to successfully run campaigns.
- Supporting other Union Councillors who wish to run campaigns.
- Being responsible for organising and planning campaigns designated by the sabbatical officers.

1.2 The Communications Officer who shall be elected via cross campus ballot.

1.2.1 Their role shall include:

- Attending all meetings of Union Council and all other events where Union Councillors are expected to attend.
- Submitting written activity reports to all Union Council meetings.
- Supporting the work of other Union Councillors, where appropriate.
- Editing the Saint.
- Recruiting sufficient committee members to ensure that there are enough articles for The Saint and that the website and other communication tools are kept up to date.
- Making sure that deadlines for Union publications are met.
- Informing the members of the Union about up and coming events.

1.3 The Chair of Union Council who shall be elected via cross campus ballot.

1.3.1 Their role shall include:

- Attending and Chairing all meetings of Union Council
- Attending all other events where Union Councillors are expected to attend.
- Submitting written activity reports to all Union Council meetings.
- Supporting the work of other Union Councillors, where appropriate.
- Constructing, with the President, the agenda for Union Council meetings.
- Ensuring that all Union Council meetings are conducted in a fair and proper manner.
- Act as returning officer for Union Council elections unless he or she declares an interest.
- Attending Steering Committee meetings.

1.4 The Entertainments Officer who shall be elected via cross campus ballot.

1.4.1 Their role shall include:

- Attending all meetings of Union Council and all other events where Union Councillors are expected to attend.
- Supporting the work of other Union Councillors, where appropriate.
- Submitting written activity reports to all Union Council meetings.
- Convening and chairing meetings of the entertainments committee.
- Recruiting committee members and ensuring there are sufficient volunteers to support the work of the entertainments committee.
- Planning and organising the summer ball, welcome week and refreshers week, alongside the Vice president Student Activities.

1.5 The Equality and Diversity Officer who shall be elected via cross campus ballot.

1.5.1 Their role shall include:

- Attending all meetings of Union Council and all other events where Union Councillors are expected to attend.
- Submitting written activity reports to all Union Council meetings.

- Supporting the work of other Union Councillors, where appropriate.
- Making sure the Union abides by its equal opportunities policy.
- Representing minority student groups, where appropriate.
- Raising student awareness of equality and diversity issues.
- Convening and chairing meetings of the Equality and Diversity Committee.
- Attending the University's Equal Opportunities & Diversity Review Group.
- Attending University Foundation Committee meetings with the President.

1.6 The Ethics and Environment Officer who shall be elected via cross campus ballot.

1.6.1 Their role shall include:

- Attending all meetings of Union Council and all other events where Union Councillors are expected to attend.
- Submitting written activity reports to all Union Council meetings.
- Supporting the work of other Union Councillors, where appropriate.
- Convening and chairing meetings of the Ethics and Environment committee.
- Organising events promoting ethics and the environment.
- Identifying opportunities to be involved in which have a positive impact on ethical and/or environmental issues.
- Attending University Sustainability Group meetings with the President.
- Attending University Foundation Committee meetings with the President.

1.7 Four Faculty Representatives who shall be elected from the Programme Representative system.

1.7.1 Their role shall include:

- Attending all meetings of Union Council and all other events where Union Councillors are expected to attend.
- Submitting written activity reports to all Union Council meetings.
- Supporting the work of other Union Councillors, where appropriate.
- Bringing academic issues to the attention of Union Council and leading on resolving them.
- Acting as a point of contact between the Union and the University on academic matters.
- Attending University faculty meetings as required.

1.8 A representative from the Halls Collective, normally the Chair of the Halls Collective.

1.8.1 Their role shall include:

- Attending all meetings of Union Council and all other events where Union Councillors are expected to attend.
- Submitting written activity reports to all Union Council meetings.
- Supporting the work of other Union Councillors, where appropriate.
- Bringing issues relating to halls and accommodation to the attention of Union Council.
- Passing information from the Union to students in the halls.
- Convening and chairing meetings of the Halls Collective.

1.9 The International Students Officer who shall be nominated annually by the University's International Students Society.

1.9.1 Their role shall include:

- Attending all meetings of Union Council and all other events where Union Councillors are expected to attend.
- Submitting written activity reports to all Union Council meetings.
- Supporting the work of other Union Councillors, where appropriate.
- Acting as a point of contact between the Union and the University's International Students Society.
- Advising the Union on how to effectively engage with International students.

1.10 The Mature, Part Time and Independent Students Officer nominated by the Mature, Part Time and Independent Students Collective.

1.10.1 Their role shall include:

- Attending all meetings of Union Council and all other events where Union Councillors are expected to attend.

- Submitting written activity reports to all Union Council meetings.
- Supporting the work of other Union Councillors, where appropriate.
- Recruiting collective members.
- Representing the views and needs of mature, part time and independent students.

1.11 The RAG Officer who shall be elected via cross campus ballot.

1.11.1 Their role shall include:

- Attending all meetings of Union Council and all other events where Union Councillors are expected to attend.
- Submitting written activity reports to all Union Council meetings.
- Supporting the work of other Union Councillors, where appropriate.
- Convening and chairing meetings of the RAG Committee.
- Identifying and proposing, to the RAG Committee, main beneficiary charities for RAG fundraising.
- Organising fundraising events with the support of the RAG Committee.

1.12 The Chair of the Sports and Societies Committee who shall be elected from the Sports and Societies Committee membership.

1.12.1 Their role shall include:

- Attending all meetings of Union Council and all other events that Union Councillors are expected to attend.
- Submitting written activity reports to all Union Council meetings.
- Supporting the work of other Union Councillors, where appropriate.
- Convening and chairing meetings of the Sports and Societies Committee.
- Attending all Clubs and Societies Association meetings.
- Supporting the work of the Vice President Student Activities where their work relates to sports clubs and societies.
- Helping organise events for the sports and societies.

1.13 The Volunteering Officer who shall be elected via cross campus ballot.

1.13.1 Their role shall include:

- Attending all meetings of Union Council and all other events that Union Councillors are expected to attend.
- Submitting written activity reports to all Union Council meetings.
- Supporting the work of other Union Councillors, where appropriate.
- Convening and chairing meetings of the volunteering committee.
- Organising and co-ordinating community volunteering projects for the Students' Union.
- Promoting volunteering opportunities, alongside staff and external organisations, to all students.

2. Term of Office

2.1 Union Councillors shall hold their posts from the first day of semester 1 of the academic year they have been elected for and will vacate their posts on the last day of that academic year.

3. Vacancies

3.1 Should a vacancy arise through the course of the academic year then Union Council has the right to call for an emergency election, by any means, to ensure that positions are filled.

3.2 Union Council shall also have the right of co-option if an election is not feasible at the time, based on a simple majority vote of Union Council.

3.3 If an elected member of Union Council should resign or be unable to fill their post prior to the first day of the academic year, they shall be replaced by candidates from the election based on the number of votes they polled (in descending order).

4 Resignation

- 4.1 Any member of Union Council may resign their role and responsibilities by submitting their resignation, in writing, to the Chair of Union Council.

5. Removal from Office

- 5.1 Any officer may be removed from post or have some of their responsibilities removed from their role by a 2/3rds majority vote of Union Council.
- 5.2 If Union Council cannot agree on a suitable course of action they should move to a referendum of no confidence on the Union Councillor in question.

6. Attendance at Union Council

- 6.1 If a Union Councillor misses 3 Union Council meetings without submitting written apologies to the Secretary or Chair of Union Council they shall be deemed as having resigned.

7. Role of Union Council

- 7.1 The role of Union Council is to scrutinise the work of steering committee and make recommendations to the board of trustees.
- 7.2 Union Council will scrutinise accounts from the Union prior to them being approved by the Board of Trustees and at AGM. All decisions regarding finance must be passed through the finance and legal compliance committees prior to being implemented.
- 7.3 Union Council shall be responsible for recommending policy based on student views and opinions. It shall be the job of Union Council to consider any motions for NUS annual conference and to mandate how the delegates should vote throughout the conference.
- 7.4 Union Council will receive reports from Union representatives on University committees and recommend campaigns and/or policy stances based on the views of the students they represent.
- 7.5 Union Council shall approve the returning officer for the sabbatical officer elections and help to ensure that the elections are run in a smooth and democratic fashion. Union Council shall also be responsible for forming the election appeals committee from its membership to hear any complaints and/or appeals concerning the sabbatical officer elections.
- 7.6 Union Council will be expected to offer advice to Steering Committee on any issues relating to the constitution, its schedules and any other regulations that may arise.

8. Meetings of Union Council

- 8.1 There should be 9 regular meetings of Union Council in an Academic year.
- 8.2 Special meetings of Union Council can be called at the request of at least 10 members of Union Council; they may be voting or non voting members.
- 8.3 Notice of meetings shall be circulated at least 10 clear days prior to an ordinary meeting, and at least 3 clear days prior to an extraordinary meeting.
- 8.4 Minutes of all Union Council meetings shall be taken, detailing present and absent members, record of votes and apologies. Minutes shall be publicly available.
- 8.5 Any member of Union Council may request a vote, with the discretion of the Chair. This means all voting members present must vote for, against or abstain on the issue presented before

them. All votes shall be by simple majority, unless it is a matter pertaining to the constitution, schedules or policies of the Union. In this case a 2/3rds majority must be reached.

- 8.6 The chair shall ensure the smooth conduct of meetings. In conjunction with the Union General Manager, who shall be secretary to Union Council, the Chair shall compile the papers, agenda and notes prior to a meeting of Union Council. In the case of any dispute the Chair shall have final ruling on the interpretation of the Constitution, Schedules and Policies. The Chair shall have casting vote, if a vote is tied the Chair shall then be allowed to use their vote.

9. Sub Committees and Working Groups

- 9.1 From time to time it may be necessary for Union Council to commission sub-committees or working groups to resolve specific issues or for a specific purpose. The Chair of Union Council can propose the creation of a sub-committee or working group that will stand by a simple majority vote of Union Council.

- 9.2 Sub-committees and working groups should only be commissioned for a specific purpose, or in response to a specific issue. When the purpose and/or issue have been addressed the sub-committee or working group should be disbanded.

SCHEDULE 6: STEERING COMMITTEE

1. Role

- 1.1 The Steering Committee is a sub-committee of Union Council.
- 1.2 The Steering Committee is responsible for executing the policies and mandates of Referenda, the Annual General Meeting, General Meetings and Union Council.
- 1.3 It is the responsibility of the Steering Committee to bring to the attention of the Annual General Meeting, General Meetings, Referenda, Union Council and the other bodies, matters that affect the interests of the Union and the membership.

2 Membership

- 2.1 The Membership shall include:
 - President (as Chair of the Committee)
 - Vice President Education & Welfare
 - Vice President Student Activities
 - Union Council Chair
 - General Manager (in attendance)

3. Responsibilities of Steering Officers

The Steering Officers shall act in accordance with decisions taken by Referenda, General Meetings, and Union Council.

- 3.2 To act on implementing the mission, vision and values set by the Board of Trustees. These are guided by the following:
 - Representation: promoting the views and interests of students internally and externally at University local and national levels.
 - Participation: encouraging diversity through involvement in activities and development opportunities.
 - Recreation: creating a safe, friendly, open and non-judgemental social environment catering for all needs and orientations.
 - Advice: delivering a professional independent service for students' educational and welfare needs.
 - Services: providing quality services of the highest possible, cost effective standards.
- 3.3 To make recommendations for amendments to schedules as and when necessary, to empower the Students' Union to achieve its objects.
- 3.4 To affiliate with external organisations, after a period of publicity of no less than 10 working days (on official notice boards and YSJSU.com), and provided no official objection is lodged with the President in this period. If an objection is lodged the affiliation must be put before Union Council for discussion and resolution, where it must be passed by a 2/3rds majority.
- 3.5 Other duties of Steering Officers shall be to:
 - represent the Union on University bodies as required by Union Council, and shall report to Union Council on all such meetings.
 - represent students of the University to local and national bodies, organising campaigns in support of student interests as appropriate.
 - undertake additional responsibilities determined by Union Council.
 - support Union Councillors throughout their year in office with training.
 - discuss, formulate and recommend policy to Union Council.

- 3.6 Any Officer failing to attend three meetings without sending written apologies will be deemed to have resigned and must write to the President outlining the reasons behind their absence if they wish to be re-instated.
- 3.7 Steering Officers shall assist in the organisation and promotion of Welcome Week activities.

SCHEDULE 7: COMMITTEES AND COLLECTIVES OF THE UNION

1 General Arrangements

- 1.1 **Role:** Union Committees exist to scrutinise the activities and services of the Students' Union on behalf of all Full Members.
- 1.2 **Meetings:** Shall be held as agreed by members of each Committee. At least 3 days notice shall normally be provided to all Committee members.
- 1.3 **Minutes:** Shall be taken for all committee meetings. The minutes will detail all members present/absent with apologies and decisions taken. Only decisions that are minuted shall be valid.
- 1.4 **Voting:** Shall be by a simple majority of members present.
- 1.5 **Quorum:** At least one half of the members of the committee shall be present for business to be conducted.
- 1.6 **Conduct of meetings:** The Chair shall be responsible for the proper conduct of meetings.
- 1.7 **Financial Liability:** Members of all Committees shall normally be held individually and severely liable for any costs consequent upon implementation of decisions, for which they voted, made contrary to the declared policy or Constitution and Schedules of the Union.
- 1.8 **Attendance at Meetings:** Committee members shall attend meetings of the Committee. Any member unable to attend a meeting shall provide an apology to the Chair.
- 1.9 **Constitution, Schedules and Policy of the Union:** All Committees shall operate within the Constitution and Schedules of the Union, and the Policies of the Union.

2 Finance Committee

2.1 Role

- 2.1.1 The Finance Committee shall be responsible for making recommendations to the Trustee Board on the strategic and general management of the Students' Union's finances.

2.2 Responsibilities

- 2.2.1 To consider strategic options, determine those to be pursued and prepare appropriate business plans for all services;
- 2.2.2 To submit annual budget forecasts to the Trustee Board for approval;
- 2.2.3 To monitor the performance of the commercial services in the achievement of business plans, budgets and key performance objectives;
- 2.2.4 To prepare recommendations to Trustee Board on capital expenditure;
- 2.2.5 To ensure investigations are undertaken into new commercial opportunities and to make recommendations to Trustee Board on these matters.

2.3 Membership

- 2.3.1 Membership of the Finance Committee shall be the:

- President (Chair),
- Finance Manager,
- Students' Union Accountant,
- Two student members,
- General Manager (in attendance)

3 Staffing Committee

3.1 Role

- 3.1.1 To consider issues that may arise in conjunction with the employment of staff by the Union.
- 3.1.2 The Committee will act in accordance with Schedule 12.
- 3.1.3 Discussions of the Committee will be held 'in camera'.

3.2 Membership

- 3.2.1 Membership of the Staffing Committee shall be the:
- President (Chair),
 - Vice President Student Activities,
 - Vice President Education and Welfare,
 - Two Union Councillors
 - General Manager (in attendance)
- 3.2.2 Only those individuals stated in the membership list will be able to attend meetings of this committee. Full members who are not on the list cannot attend.

4 Legal Compliance Committee

4.1 Role

- 4.1.2 To scrutinise Students' Union plans and proposals to ensure that they comply with both the law of the land as well as Students' Union regulations.

4.2 Membership:

- 4.2.1 Membership of the Legal Compliance Committee shall be the:
- President (Chair),
 - University Representative normally the Deputy Director of HR,
 - Students' Union Staff Representative,
 - two Union Councillors,
 - Solicitor,
 - General Manager (in attendance).

5 Committee of Enquiry

5.1 Role

- 5.1.2 To be convened by the President or Union Council to discuss matters that may arise through the execution of the disciplinary process.
- 5.1.3 Discussions of the committee will be held 'in camera'.

5.2 Membership

- 5.2.1 Membership of the Committee of Enquiry shall be:

- Five members drawn from Union Council when required. This can include the Vice Presidents of the Union, but not the President.
- The General Manager (advisor and minute-taker)

5.2.2 Only those individuals stated in the membership list will be able to attend meetings of this committee. Full members who are not on the list cannot attend.

6. Elections Committee

Role

To be convened by the President during an election period.

To organise all matters concerning the publicity, voting and counting of elections.

Membership

Membership of the Elections Committee shall be:

- The President
- Five full members.

Only those individuals stated in the membership list will be able to attend meetings of this committee.

SCHEDULE 8 – CLUBS AND SOCIETIES AND ASSOCIATE GROUPS

PART ONE - CLUBS AND SOCIETIES

Recognition of Clubs and Societies

- 1.1 Any Full Members of the Union seeking to establish a Club or Society (hereinafter referred to as Club/Soc) shall apply to the Sports and Societies committee (hereinafter referred to as S&S Committee (see Schedule 7) The decision will then be ratified at Union Council.
- 1.2 Union Council shall grant recognition provided that it is satisfied that the Club/Soc does not duplicate the role of an existing Club/Soc, that it has the minimum number of 10 Full Members required, and that it submits a constitution approved by its members which:
 - entitles all Full Members to be a member of the Club/Soc on payment of the appropriate subscription.
 - provides for an Annual General Meeting at which its committee shall be elected. Quorum shall be 50% of membership plus one.
 - allows for General Meetings to be called by a Club/Soc committee, 25% of the membership, or a minimum of seven members, to discuss any matter relating to the Club/Soc.
 - requires that the committee shall include a minimum of a Chairperson, Vice Chair, Secretary (at least one, for example General, Social, Fixtures) and Treasurer, who shall be Full Members of the Union.
 - requires that these committee members take part in Union Club/Soc training events.
 - should a disciplinary matter arise it will be dealt with in accordance with section 4 of this schedule.
 - provides for the proper accounting of Club/Soc funds, in accordance with the Union's financial regulations.
 - provides for the funds of the Club/Soc to revert to the Union following 12 months of inactivity.
 - takes into account the Students' Union Equal opportunities policy and operates within said policy.
- 1.3 In considering an application for recognition, the S&S committee may make amendments to any constitution submitted by a Club/Soc.
- 1.4 Any S&S committee member with a direct involvement in a Club/Soc being forwarded for approval by the committee must declare that involvement and interest and as such be removed from the vote.
- 1.5 Any Union Councillor with a direct involvement in a Club/Soc being forwarded for ratification to the Union Council must declare that involvement and interest and as such be removed from the vote.
- 1.6 If a Club/Soc is inactive for two successive months (not including the summer vacation) then the activity will temporarily be suspended. Inactivity includes no social activity or contact with members over a period of two months. Any funds will be immediately frozen and members will be notified.

- 1.6.1 The Chair must then submit a report to the S&S committee and a decision will be made as to whether or not their Club/Soc should be disbanded.
- 1.6.2 In the absence of a Chair a representative of the Club/Soc may submit a report.
- 1.7 A Club/Soc will be entitled to all the facilities available to Union Clubs/Socs, with the exception of funding, following recognition by Union Council.
- 1.8 Any Club/Soc in its first academic year may apply to the S&S committee for financial support from the Club/Soc development fund.
- 1.9 Recognised Clubs/Socs shall provide the VP Student Activities with the names of all Club/Soc committee members immediately following their election. S/he shall pass them on to the Sports and Societies Chair and appropriate staff members.
- 1.10 Union Council shall be empowered to withdraw or suspend recognition of any Club/Soc at any time following investigation by the S&S committee.
- 1.11 It is recognised that some activity groups may benefit from being an associate group of the Union, however, they may not be able to fulfil all of the constitutional requirements. Therefore, Union Council may note them as being associate members, with certain rights. This is covered in more detail in Part Two of this Schedule.

2. Club/Society Registration and Finances

- 2.1 A recognised Club/Soc will automatically be registered as a Union Club/Soc for the academic year in which it is recognised by Union Council.
- 2.2 Only a Club/Soc that has been recognised since the start of an academic year will be able to apply to the S&S committee for a grant, by the specified deadline, providing any financial information required.
- 2.3 No members of a recognised Club/Soc shall receive any direct or indirect payment, except for legitimate expenses incurred in connection with the business of the Club/Soc.
- 2.4 No Club/Soc is allowed under any circumstance to obtain a bank account outside the Union. Any Club/Soc found in breach of this rule may be subject to disciplinary action and have accounts frozen pending further investigation.
- 2.5 Every Club/Soc must adhere to the financial regulations outlined in Schedule 9.

3. Duties of Club/Soc Chairs

It shall be the duty of the Club/Soc Chair:

- 3.1 To submit a development plan to the VP Student Activities, for those terms when the Club/Soc is active.
- 3.2 To submit a full list of members (including membership forms) to the Students' Union, by the end of the fourth week of the first term.
- 3.3 To ensure that the committee has members responsible for organising social activities, publicity and health and safety duties.
- 3.4 To ensure that the Club/Soc is represented by a minimum of one person at meetings of the Club/Soc Association.

4. Discipline of Club/Soc Members

- 4.1 In the event of an incident being reported to the Union concerning the behaviour of a Club/Soc or one of its members the following procedure shall be adhered to in all cases.
- 4.1.1 The VP Student Activities shall normally receive the complaint, and make preliminary enquiries as to its nature.
- 4.1.2 Having ascertained the details, if appropriate the VP Student Activities and either the Sports and Societies Chair will interview the student(s) concerned, and take one or a combination of the following actions:
- instruct the student(s) concerned to make a full written apology to the injured party or parties.
 - restrict the student(s) concerned from taking part in any of their Club/Soc activities for a period up to one month.
 - refer the issue to the S&S committee.
- 4.2 The S&S committee shall be convened when required following 4.1 above. It may be called immediately by the VP Student Activities if s/he feels the incident is of such a nature that it will require more action than that listed in 4.1.2 above.
- 4.3 The S&S committee shall follow the procedures set out below:
- 4.3.1 The student(s) concerned shall be invited to make a statement concerning the incident under review.
- 4.3.2 A statement from the injured party or parties may be heard.
- 4.3.3 The VP Student Activities will present any other information pertinent to the incident that may help the S&S committee in its enquiries.
- 4.3.4 The S&S committee will then take one of the following actions:
- Order the student(s) concerned to make a full apology to the injured party or parties.
 - Suspend the student(s) concerned from partaking in their Club/Soc activities for a specified period of time.
 - In some cases, the whole Club/Soc may be suspended from activities, and have its accounts frozen for a specified period of time.
 - In the most serious cases, the S&S committee may choose to refer the issue to the Union's full disciplinary procedures as set out in the disciplinary policy. The VP Student Activities may take this step from the beginning of the process if s/he feels the issue warrants this action.
- 4.3.5 The S&S committee will require a two-thirds majority vote in order to put any of the above actions into practice.
- 4.4 Club/Soc members may make appeals over action taken against them through these procedures. The following process shall apply:
- 4.4.1 An appeal against action taken should be made to the S&S committee.
- 4.4.2 Further appeals should then be made in accordance with the Disciplinary Regulations outlined in the disciplinary policy.

PART TWO - ASSOCIATE GROUPS

1 Recognition of Associate Groups

- 1.1 The Union recognises that not all groups who wish to campaign on a particular issue or want to organise activities wish to become a club or society. Such Groups may still wish to work with the Union and be supported with Union resources.
- 1.2 An Associate Group will be one which has more than two members who wish to bring together like-minded students to discuss a particular issue or to organise an activity.
- 1.3 A nominated representative will present their idea to Union Council for discussion.
- 1.4 Union Council retains the right to revoke any Associate Group membership at any time. In addition, a member of Union Council may attend any meeting of the Group at any time.
- 1.5 Once approved by Union Council, Associate Groups must acknowledge the Union constitution and not carry out activities that would contravene the constitution. The Equal Opportunities Policy must be adhered to and promoted at all times.
- 1.6 Democratic leadership may not be required but equal opportunities must be exercised when leadership is decided.
- 1.7 Any Associate Group and its members shall be permitted to attend Union organised activities, including the activities fairs, and the Group shall be entitled to access support from Union Officers and staff.
- 1.8 The main point of contact and Officer responsible for representation, if necessary for Associate Groups is the relevant sabbatical officer.
- 1.9 Associate Groups will be recognised for a period not exceeding one academic year. They may request for continued association through submission of a proposal to Union Council or General Meeting.

2 Associate Group Finances

- 2.1 The Associate Group is not entitled to any financial provision from the Union.
- 2.2 Associate Groups may request to Union Council that their accounts be held by the Union.

3 Associate Group Membership

- 3.1 There is no requirement for an Associate Group to have any specific regular events.
- 3.2 An Associate Group must have no less than 2 members.

4. Non Student Members

- 4.1 Non student members shall be permitted to join a Club/Soc under the following guideline:
 - Non student members must pay a the standard membership cost for that Club/Soc plus 20%
 - Non student members shall be held to account to the same rules as all Club/Soc members.

- Non student members shall be able to participate in all social and training activities held by the Club/Soc.
- Non student members shall not be allowed to hold committee positions or engage in the governance of the Club/Soc.
- Non student members shall not be permitted to engage in any competitive or performance based activity of the Club/Soc, unless it can be proven to the S&S committee that the option of using a student member of the Club/Soc has been fully explored.

SCHEDULE 9: FINANCIAL REGULATIONS

1. Accounts

- 1.1 The Union's financial year shall run from 1 August to 31 July.
- 1.2 Union Council shall approve the appointment of Auditors, who shall be Chartered or Incorporated Accountants, and shall not be Officers, members or employees of the Union.
- 1.3 All financial transactions shall be recorded in accordance with arrangements agreed with the Auditors. For information on all financial transactions, see the Union's Finance policy.
- 1.4 Audited accounts, together with the Auditors report, for each financial year shall be submitted to the first possible Union Council meeting of the subsequent academic year.
- 1.5 The Auditors may attend the meeting of Union Council considering the accounts to comment or answer questions.

2. Budgets

- 2.1 An annual budget for all activities of the Union and its company shall be prepared by the Finance Committee, and submitted to Union Council for consideration. Council may then make amendments and shall submit a budget to the Trustee Board for approval.
- 2.2 Any amendment to the budget subsequently made in accordance with the schedules shall be submitted as soon as practicable to the Trustee Board for approval and to University Council for ratification.

3. Grants to Clubs/Societies

- 3.1 The Union may make grants to recognised clubs and societies, and other bodies as agreed by Union Council, following recommendation by the Sports and Societies Committee.
- 3.2 Such grants shall only be made for activities consistent with the aims and objectives of the Union.
- 3.3 Societies requiring a grant shall apply to the Sports and Societies Committee in accordance with Schedule 8.
- 3.4 The Vice President Student Activities shall notify all clubs and societies of the date by which grant bids must be submitted. Grant bid forms shall be available to clubs/societies upon this notification.
- 3.5 Each club/society shall submit an application to the Sports and Societies Committee to outline their grant bid. It shall be the duty of the Sports and Societies Committee to ensure that they obtain as much information as possible to assess each bid.
- 3.6 Each club/society shall be fairly judged on the basis of cost of previous year's activity; projected cost of activity; existing financial situation; membership; fundraising.
- 3.7 The Sports and Societies Committee shall report its decision no later than the start of the following academic year.
- 3.8 No money shall be allocated to a club/society until its grant bid has been submitted. If no bid is submitted, no money shall be allocated.

- 3.9 The final proposal for grant allocation shall be submitted to the Finance Committee for approval.
- 3.10 Clubs/societies who are not satisfied with their allocation may appeal in writing to the Vice President Student Activities. Evidence must be supplied in support of an appeal. The Vice President Student Activities may take the appeal to the Sports and Societies Committee. In the event of a further dispute, the appeal may be referred to Union Council whose decision shall be final.

4. Authorisation of Expenditure

- 4.1 **Orders:** Committees, clubs and societies shall only order goods and services on a properly completed order form which shall be signed by officials or staff authorised to do so under the Financial Regulations of the Union. Any person who places an order, except by this procedure, will be personally liable for any costs incurred by the Union in relation to the order.
- 4.2 **Contracts:** All contracts and agreements which involve financial undertakings must be signed by a sabbatical officer, or a duly authorised senior member of the Union staff.
- 4.3 **Approval of expenditure:** All expenditure shall be authorised by the Treasurer of the relevant Committee or body, or by the Officer or staff member responsible for the relevant budget.
- 4.4 **Capital Expenditure:** No commitment shall be made to capital transactions in excess of £50,000 involving land or buildings without the prior approval of the University.
- 4.5 **Guarantees and Indemnities:** All guarantees and indemnities incurring contingent liabilities shall be approved by the General Manager or authorised staff member, and shall only be so approved in the normal course of business.
- 4.6 **Payments:** All cheques shall be signed by a sabbatical officer, and either the Finance Manager or the General Manager.

5. Receipt of Monies

- 5.1 All monies received on behalf of the Union shall be paid into the Union.
- 5.2 All monies shall be paid in full, together with unsold tickets and other relevant documentation to verify income. Expenses or payments shall not be deducted from monies, but shall be processed separately in accordance with this schedule.

6. Payments to Members

- 6.1 Finance Committee shall approve arrangements for the payment of expenses to members.
- 6.2 No payments, other than such expenses as authorised in accordance with Clause 6.1 and wages paid in respect of employment within the Union, may be made directly or indirectly to any member.

7. Establishment of Companies

- 7.1 Union Council shall be empowered to establish any companies that it considers necessary for the operation of any activities of the Union, subject to the provision of the law.
- 7.2 The Directors of any company shall be the Sabbatical Officers, and the Company Secretary shall be the General Manager.

- 7.3 All transactions of such companies shall be incorporated into the main Union accounts. This requirement is in addition to any statutory accounts that the Company may have to produce as a separate legal entity.
- 7.4 The company shall be wholly accountable to the Union.
- 7.5 No person shall receive any dividend or other payment, except in respect of employment or expenses in accordance with this Schedule.
- 7.6 In the event of any dissolution of a company established by Union Council, all monies and assets shall revert to the Union.

Schedule 10 – Elections

1 General Regulations

- 1.1 Union Council shall have overall responsibility for all elections and shall be empowered to rule on any matter relating to the conduct of elections.
- 1.2 For Sabbatical elections, a Returning Officer, who shall not be a member of the union, employee of the union, or a member of union staff, will be appointed by Union Council on an annual basis. The Returning Officer shall be responsible to Union Council for the organisation of elections.
- 1.3 For Union Council elections, the President will be appointed as Returning Officer.
- 1.4 The Returning Officer shall nominate at least one assistant who can act on his/her behalf always with prior permission.
- 1.5 Single vacancy elections shall be held by the Alternative Voting (AV) system. Multi-vacancy elections shall be held by the Single Transferable Voting (STV) system. This is covered under point 9.8 of this Schedule.
- 1.6 All elections shall provide the opportunity to vote for “Re-Open Nominations”, in preference to one or more candidates.
- 1.7 If insufficient nominations have been received to fill all vacancies at the close of nominations, the election shall proceed as normal for all other positions.
- 1.8 A by-election will be held to fill any vacancies.

2 Duties Of The Returning Officer

- 2.1 To appoint a Counting Officer, responsible for all matters relating to the counting of papers, who shall normally be the General Manager.
- 2.2 To decide any matter relating to the conduct of the election, subject to Union Council. This shall include the power to penalise or exclude candidates in respect of any breach of the election regulations and to postpone or nullify the result of an election in respect of any irregularity.
- 2.3 To ensure that the election is conducted in accordance with this Schedule and any regulation specified by Union Council.
- 2.4 To ensure the election is adequately publicised.
- 2.5 To ensure all candidate publicity is placed only at specified locations across the academic and residential sites of the University.

3. Eligibility to Stand and Vote

All Full Members shall be eligible to stand as candidates for Sabbatical Officer and NUS Conference Delegate posts and vote in those elections, except as specified within this Schedule.

All Full Members shall be eligible to stand as candidates and vote in Union Council elections except as specified in point 3.3.

The right to stand as a candidate in specific elections shall be limited as follows:

Mature, Independent & Part Time Students Officer - Mature, Independent & Part Time Students Collective Members only.

4. Election Timetable

28 days before voting closes:

- Notice of the elections, including the posts available and the election timetable, must be displayed within the Union, University buildings and on the website.

21 days before voting closes: Nominations open.

- The Returning Officer will ensure that nomination forms will be available for the advertised positions. Notice of elections shall include all relevant dates and times. A guide to elections shall accompany the nomination form.

7 days before voting closes: Nominations close.

- Candidates must return completed nomination forms. Late nomination forms will not be accepted. The candidates' meeting and training will take place, convened by the Returning Officer. The Returning Officer will publish the times and locations of polling stations.

6 days before voting closes: Campaigning.

- Campaigning may begin. The Returning Officer will publish a list of candidates. Candidates' Question Time will take place during the campaigning period. During this time, unless express permission is given by the Returning Officer, no member of student staff standing as a candidate in the Sabbatical elections shall be available for work in the Students' Union. If a sabbatical officer is standing for election then they should take the week of campaigning as annual leave.

4 days before Voting closes: Voting Begins

- Voting will be completed in accordance with Section 6 of this Schedule.

Voting Closes.

5. Regulations for Elections

5.1 The Returning Officer shall give notice of elections, which shall include:

- Details of posts for elections.
- The election timetable, in accordance with this Schedule.

6. Nominations

6.1 Nominations shall be made on a nomination form, which shall require:

6.1.1 The title of the post to be contested;

6.1.2 The registered name, current address, contact telephone number, Programme of Study, student number and signature of the candidate;

6.1.3 One passport photograph of the candidate;

6.1.4 A slogan of up to 6 words which the candidate will have placed by her/his name on the ballot paper;

6.1.5 An election statement of no more than 250 words.

6.1.6 A 50 word statement for printing in Union publications.

- 6.1.7 The registered name, Programme of Study, student number and signature of two Full Members nominating the candidate, which shall not be published.
- 6.2 If any nomination is deemed to be invalid, in accordance with the Constitution and Schedules, the Returning Officer shall inform the person nominated within 1 day, and publish the details at the time of publishing nominations.
- 6.3 Any Full Member may challenge the validity of a nomination, within 2 days following the publication of nominations, on the grounds that it does not comply with the Constitution and Schedules. The Returning Officer shall rule on the challenge and their decision shall be final.
- 6.4 Any candidate may withdraw from an election by writing to the Returning Officer.
- 6.5 Nominators may not withdraw their names after nomination forms have been submitted.
- 6.6 No member may be nominated to stand for more than one post in any single set of elections for either Union Council or full-time Sabbatical Officer, except for the position of NUS Conference Delegate where this is in addition to one single other Union Council or Sabbatical post.
- 6.7 No Full Member may nominate more than one candidate for each position in an election.

7. Election Campaigns

- 7.1 No Union Officer as defined in Schedules 3 and 4, or Committee of Union Council as defined in Schedule 5, shall endorse any candidate for election to any of the posts in any written, published or oral form, whilst acting in any official capacity. This shall include on any nomination forms.
- 7.2 The Returning Officer shall determine regulations for campaign publicity, and arrangements for assistance towards the production of publicity.
- 7.3 Candidates' Question Time sessions shall be arranged and attended by those candidates running for the following positions:
- Sabbatical Officer
 - NUS Conference Delegate
- 7.3.1 No such event shall take place for other positions.
- 7.3.2 Candidates' Question Time shall be organised so that for each position there is:
- A 3 minute speech from each candidate;
 - Questions to all candidates, which will be answered in rotating order. Each candidate will have one minute to answer each question. There shall be no questions to individual candidates.
- 7.4 The Returning Officer shall publish the photographs and election statements of all candidates.
- 7.5 Any complaints regarding the conduct of the election campaign shall be submitted in writing to the Returning Officer before the start of the count. The Returning Officer shall decide on any complaints, subject to Union Council.

8 Polling

- 8.1 When deemed appropriate by the Returning Officer Physical Voting (Section 7) will be suspended and the rules for Electronic Voting (Section 8) will come in to action.

9 Physical Voting

- 9.1 **Location:** Polling stations shall be situated in the Union Building and other places as determined by the Returning Officer.
- 9.2 **Duration:** Polling stations shall be open for 4 days for at least 4 hours in the Union Building, and at least 2 hours in such academic areas and residences as determined necessary by the Returning Officer.
- 9.3 **Polling Officers:** Each polling station shall be staffed by at least one Polling Officer, who shall be responsible for ensuring the proper conduct of polling at her/his station. Polling Officers may appoint Assistant Polling Officers.
- 9.4 **Polling:** On production of their Identity Card, every Full Member shall be presented with the ballot papers to which s/he is entitled. Their York St John Student Card shall be marked, as evidence of having received ballot papers. The Polling Officer shall retain the Card until the votes are cast.
- 9.5 **Ballot Papers:** Shall specify the position, the name of each candidate, and slogan if submitted, in an order determined by lot, and shall explain the method of election. Ballot papers shall be numbered.
- 9.6 **Polling Records:** Each Polling Officer shall record the name and student number of every voter, alongside the number on the ballot paper. This record shall remain confidential subject to any complaints regarding the conduct of voting.
- 9.7 **Election Statements:** The Polling Officers shall display election statements of all candidates close to the polling station.
- 9.8 **Canvassing:** The Polling Officer shall ensure that there is no publicity relating to an individual candidate, or favouring/opposing a Referendum proposal, within an appropriate distance of the polling station as determined by the Returning Officer. There shall be no canvassing within an appropriate distance of the polling station determined by the Returning Officer.
- 9.9 **Postal ballots:** A postal ballot may be arranged for all, or any section of, the Full Membership in any election, subject to publishing the arrangements for such a ballot. Such arrangements shall be in line with the general provisions of this Schedule.
- 9.10 **Complaints:** Any complaints regarding the conduct of polling shall be submitted in writing before the start of the count. The Returning Officer shall decide on any complaint. If the complainant is not satisfied with the response from the Returning Officer they have the right of appeal to the Union Council.

10. Electronic Voting

Location: Electronic Polling stations shall be situated in the Union Building and other places as determined by the Returning Officer.

Duration: Polling stations shall be open for 4 days for at least 4 hours in the Union Building, and at least 2 hours in such academic areas and residences as determined necessary by the Returning Officer.

Polling Officers: Each polling station shall be staffed by at least one Polling Officer, who shall be responsible for ensuring the proper conduct of polling at her/his station. Polling Officers may appoint Assistant Polling Officers.

Polling: Each Voting member will be required to log into the blackboard interface using their student ID number. Upon doing this they will then gain access to the online ballot paper. Each student ID number will only be given access to the online ballot paper once.

Online Ballot Papers: Shall specify the position, the name of each candidate, photograph, slogan and a weblink to the candidates manifesto on the SU website, in an order determined by lot.

Election Statements: The Polling Officers shall display election statements of all candidates close to the polling station and on the SU website.

Canvassing: There shall be no canvassing within an appropriate distance determined by the Returning Officer.

Complaints: Any complaints regarding the conduct of polling shall be submitted in writing before the start of the count. The Returning Officer shall decide on any complaint. If the complainant is not satisfied with the response from the Returning Officer they have the right of appeal to the Union Council.

11. Regulations for Referenda

Referenda shall be conducted in accordance with the regulations in this Schedule and Schedule 2.

12. Elections at Union Council And Committees

Union Council and Committees may elect other Full Members from within their membership for specified duties as they determine.

Notice of such elections shall be circulated with the notice of the meeting at which the election is to be held.

Nominations shall be taken at the meeting.

The meetings may invite candidates to speak in support of their nominations.

Voting shall be by show of hands or secret ballots, as decided by the meeting.

13. Regulations Governing Counting

The Counting Officer shall be responsible to the Returning Officer, for the conduct of the count. S/he shall appoint Assistant Counting Officers, who shall not be candidates or have associated themselves with the campaign of any candidate.

Each candidate shall be entitled to appoint a Full Member as a representative to attend the count on her/his behalf.

Only the Returning Officer, the Counting Officer, Assistant Counting Officers and candidates' representative shall be entitled to attend the count. The Counting Officer shall be empowered to exclude any person who conducts her/himself in a way that might interfere with the conduct of the count.

In considering complaints, or the reconciliation of voting papers and polling records, the Returning Officer shall be empowered to order the withdrawal of one or more candidates, or to exclude one or more ballot boxes from the count, or deem an election invalid and suspend the count.

Any ballot paper that is marked in any way other than to indicate a preference shall be deemed to be spoilt and invalid.

'Re-Open Nominations' shall be considered as a candidate for counting purposes, and no other candidate shall be elected unless s/he obtains a higher vote than 'Re-Open Nominations'.

Following the close of voting the Count shall be held as soon as possible, and within at least 24 hours. Counting will continue for as long as necessary to reach a decision.

14. **Single Transferable Voting System**

All elections will be conducted using the Single Transferable Voting system.

The Counting Officer shall ensure that any elections under the Single Transferable Voting System are conducted in accordance with the rules laid down by the Electoral Reform Society.

The Alternative Voting System, a variant of the Single Transferable Voting system, will be used for elections where there is a single vacancy.

The Counting Officer shall ensure that elections under the Single Transferable Voting system are conducted as follows:

- a) Sort the voting papers according to first preferences, setting aside any invalid papers.
- b) Count the voting papers, to determine the first preferences cast for each candidate and, hence, the total valid vote.
- c) If a candidate has an overall majority of the valid votes cast at this stage, s/he shall be deemed elected.
- d) If no candidate has an overall majority of the valid votes cast, the candidate with the least votes shall be eliminated and her/his transferable votes shall be identified.
- e) The transferable votes of the eliminated candidate shall be distributed between the remaining candidates, at full value, according to the second preference indicated on the voting paper. Such voting papers shall be transferred to the remaining candidates in identifiable bundles.
- f) If a candidate has a majority of the valid votes cast at this stage, s/he shall be deemed elected.
- g) If no candidate has a majority of the valid votes cast, the remaining candidate with the least votes shall be eliminated. Her/his transferable votes shall be identified from first preference votes, as in (e) above, and form transferred bundles according to the third preference indicated on the voting paper.
- h) If a candidate has a majority of the valid votes cast at this stage, s/he shall be deemed elected.
- i) If no candidate has a majority of the valid votes cast, the procedure outlined above shall be repeated until an overall majority is achieved for one candidate, and that candidate shall be deemed elected.
- j) Publish an election result sheet.

SCHEDULE 11: NATIONAL UNION OF STUDENTS (NUS)

1. Affiliation

- 1.1 The Union shall be affiliated to the National Union of Students (NUS), subject to a vote held annually to consider this.
- 1.2 The vote shall normally be held at the Annual General Meeting. This shall be a standing item on the agenda, proposed by the President.

2. Regional Conference

- 2.1 Delegates to NUS Regional Conferences shall be elected at Union Council and shall be open to all Full Members.
- 2.2 Notice of NUS Regional Conference shall be published to all Full Members at least two weeks prior to the Union Council meeting.
- 2.3 Full Members in attendance at the Union Council meeting will be entitled to vote in this election.

3. Annual Conference

- 3.1 A cross-campus ballot of all students, in accordance with Schedule 10 shall elect delegates to the Annual Conference of NUS.
- 3.2 Delegations shall consist of the full permitted number of delegates and shall include the President as delegation leader.

4. Responsibilities of National Conference Delegates

- 4.1 Delegates shall ensure that they are present on the floor of Conference for policy votes and elections, at the discretion of the delegation leader.
- 4.2 Delegates shall vote in accordance with Union Policy and shall decide on any matter relating to the interpretation of policy, by a simple majority.
- 4.3 The delegation leader can permit a free vote in issues unrelated to Union Policy.
- 4.4 Council shall consider any breach of points 4.1 and 4.2 and may refer the matter to a Disciplinary Panel, in accordance with the Union's Disciplinary Policy.
- 4.5 Delegates shall be required to present a written report to Union Council.

SCHEDULE 12: STAFF OF THE UNION

1. The Union shall be empowered to employ staff, who shall be responsible to the Trustee Board through an established management structure.
2. Staff who are not full members of the Union shall not participate in, or publicly express their personal views on, decisions of the Union.
3. Staff who are full members of the Union shall not express their personal views on decisions of the Union during the course of their employment, and shall not serve as members of any Committee responsible for their area of employment.
4. There shall be a Staffing Committee, consisting of the Sabbatical Officers and 2 Union Councillors with the General Manager in attendance as a non-voting member.
5. All matters relating to the responsibilities, conditions of employment, performance or conduct of individual members of staff shall be the responsibility of Staffing Committee and:
 - o shall be considered 'in camera';
 - o shall not be discussed at, or considered in, any other Committee, Union Council, General Meeting or Referenda;
 - o shall not be mentioned in any Students' Union publication.
6. Any complaint or comment regarding any individual member of staff shall be directed to the President, as the Chair of the Staffing Committee, who will ensure that the matter is dealt with in accordance with the agreed grievance and disciplinary procedures.
7. Any complaint or comment of a member of staff regarding a member of the Union shall be raised through the management structure and dealt with in accordance with the Students' Union's procedures.

Appendix 1

Glossary

Elected Trustee

Trustee elected by the members of the Students Union, in accordance with the schedules.

In Camera

In private with only the Committee present.

Indemnified

To guard or secure against anticipated loss.

Moved

Submitted

Officer

A member of Union Council and a Chair (or Co-chair) of the Standing Committee they represent.

Policies

Any document created to stipulate conduct and/or action, in relation to laws, rights or responsibilities governing the workplace, public social spaces and/or enterprises.

Resolution

Selected Trustee

A trustee appointed according to the schedules governing the selection of said trustees.

Schedules

Orders governing and defining the Students' Union in an operational capacity, which Union Council deems necessary to recommend for approval by the trustee board from time to time.

Working day

A 24 hour period between Monday and Friday (inclusive) but not including bank holidays.

The University

The University of York St John.

The Union

York St John Students' Union.