

## **Bye-laws of UUSU Articles of Association**

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## **BYE-LAW ONE: DEMOCRATIC PROCEDURES**

### **Section One: Purpose**

- 1.1 This Bye-law will detail the democratic committees and processes of UUSU; it will list all committees and councils of UUSU, their membership and powers.
- 1.2 The Trustees and the Student Council shall have the power from time to time to jointly make, repeal or amend Bye-laws as to the management of UUSU and its working practices provided that such Bye-laws shall not be inconsistent with the Articles of Association.

### **Section Two: Board of Trustees**

- 2.1 The Board of Trustees shall consist:
  - a) Four Student Trustees;
  - b) Seven Student Officer Trustees;
  - c) Three Lay Trustees.
- 2.2 The four Student Trustees of the Board of Trustees will be from different campuses. They will be elected by cross campus ballot using the single transferable vote;
- 2.3 The Board of Trustees shall hold responsibility for all UUSU matters that are financial, strategic and legal. They will hold a veto that they can use over any other committee that votes on an issue that may fall into these categories.
- 2.3 The following is a sub-committee of the Trustee Board:
  - a) Staffing, Finance and General Purposes Committee;
  - b) Audit and Risk Committee.
- 2.4 The trustee Board shall have the power to establish sub- committees as the need arises.

### **Section Three: Student Council**

- 3.1 The Student Council will be governed as specified in the Articles of Association and laid out in Bye-law 2.
- 3.2 Student Council shall be the supreme body with decision making powers over all democratic issues within UUSU. The Student Council will have the power to pass policy relevant to all campuses. Such policy will be valid for a period of three calendar years.
- 3.3 Student Council will also have the power to hold all elected officers to account and have the option to refer members and officers to the Disciplinary Committee to investigate any allegations of a disciplinary nature, made against a Student Officer.

- 3.4 Student Council has the final decision on approval for appointments to the role of Lay Trustee.
- 3.5 Any student may attend and speak but only elected officers and councillors will be entitled to vote.
- 3.6 The Student Council will consist of the Student Executive and the following councillors:
- a) One Sport Representative per campus;
  - b) One Society Representative per campus;
  - c) One Senior or Course Representatives per campus;
  - d) Two Post Graduate Representatives;
  - (i) One taught post graduate student;
  - (ii) One research post graduate student;
  - e) Two International Student Representatives per campus;
  - f) One Part-time/ Distance learner Representative;
  - g) Fifteen open seats per campus;
- 3.7 Only postgraduate students can stand and vote for their respective position as taught post graduate Student Councillor and research post graduate Student Councillor. Only international students can stand for the position of International Student Councillor.
- 3.8 The roles of Student Councillors shall be to:
- a) Work with relevant members of the Student Executive to improve representation within their portfolios;
  - b) Work with relevant members of the Student Executive to run campaigns within their portfolio;
  - c) Hold the Student Executive to account;
  - d) Attend other relevant UUSU meetings / committees when required;
  - e) Attend relevant University committees / meetings when required;
  - f) To encourage ideas from the student membership and assist in these becoming policy;
  - g) Review and note the audited UUSU accounts.
- 3.9 Quoracy of Student Council:
- a) Quoracy for meetings will be 25 councillors from its elected membership. Business can be discussed at inquorate meetings; however, decisions taken will not be binding;
  - b) In the event that the next subsequent meeting is inquorate, business will move to the Student Executive to be ratified, Student Executive will be deemed to have the full powers of Student Council in this eventuality;
  - c) If a decision is subsequently proved to not have been quorate or decisions not taken appropriately then the original decision will be deemed to remain;
  - d) Quoracy for Student Council may be determined 24 hours in advance of the scheduled meeting, based on the electronic responses from members.
- 3.10 A Student Councillor may be removed from office if they fail to attend two consecutive meetings of Student Council and in the opinion of the councillors there

are no mitigating circumstances for that failure. The decision shall be made with a 50% + 1 vote of those present.

3.11 The following will be sub committees of Student Council:

- a) Student Executive;
- b) Societies Forum;
- c) Sports Campus Committees;
- d) Disciplinary Committee;
- e) Course Rep Forum;
- f) Sports Union Management Committee;
- g) Societies Committee

Student Council shall have the power to establish sub-committees

3.12 The Student Council will hold each of the above to account for the actions taken since the last meeting of Student Council and has the authority to delegate tasks to each.

3.13 The Chair and Deputy Chair of the Student Council will be nominated and elected from within its membership at the first full meeting of the academic year. This will be done in accordance with Bye-law 3 of this document.

3.14 The Clerk of Council may be a UUSU staff member. The role of the Clerk shall be as secretary to Student Council. They shall be responsible for taking minutes of any council meetings, drafting and dissemination of all required papers and notifying Student Council and the Chair of any factual Points of Information.

3.15 Student Council will meet at least twice per semester.

3.16 Councillor elections:

- a) Course Rep, Society and Sport Representatives will be elected from their respective forums;
- b) All other positions will be elected by campus wide ballot.

3.17 If there are empty positions within Student Council, the President has the power to submit candidates to the selection of Student Council which would require a 50% + 1 vote in favour, of those members present, to co-opt on said candidates as members.

3.18 The rules and regulations governing the election of Councillors will be agreed by the President.

3.19 To stand and serve on positions on the Student Council candidates must be an enrolled student of the University at the time of nomination and for the duration of their time in position.

#### **Section Four: The Student Executive**

4.1 The Student Executive shall consist of the full time elected Student Officers.

4.2 The Chair of Student Council will also be invited to attend, however will not have voting rights.

- 4.3 The full-time Student Officers of UUSU shall be:
- a) The President;
  - b) The Sports President;
  - c) The Vice President Campaigns and Communications;
  - d) The Vice President Academic & Student Affairs (Belfast);
  - e) The Vice President Academic & Student Affairs (Coleraine);
  - f) The Vice President Academic & Student Affairs (Jordanstown);
  - g) The Vice President Academic & Student Affairs (Magee).
- 4.4 The Student Executive, in addition to their specific duties, will be generally responsible for:
- a) Encouraging membership participation in all aspects of UUSU activities;
  - b) Encouraging members to attend internal and external meetings as required;
  - c) Furthering the aims and objectives of UUSU;
  - d) Presenting the policy of UUSU to external organisations and meetings as appropriate;
  - e) The production of an annual report outlining their activities, achievements whilst in office;
  - f) Submitting their Yearly Plan to the first meeting of Student Council for ratification;
  - g) Any other duties deemed appropriate by the President or Student Council.
- 4.5 The Student Executive will be governed as specified in the Articles of Association, the Student Executive Terms of Reference and UUSU standing orders in Bye-law Two.
- 4.6 The quoracy of the Student Executive will be 50% + 1 of the voting membership.
- 4.7 The President, or their delegate, will be the Chair of the Student Executive.
- 4.8 Full time positions on the Student Executive will be given an annual living allowance.
- 4.9 Positions will be elected through a cross campus ballot using the single transferable voting system in the second semester of the academic year.
- 4.10 The rules and regulations governing the elections will be agreed by the Returning Officer. The Returning Officer for Student Officer elections shall be a representative of the National Union of Students-Union of Students in Ireland or their nominee.
- 4.11 The Student Executive shall serve for a period of one calendar year from the 1st July to 30th June.
- 4.12 To stand as a Student Officer, candidates must be an Ordinary Full Member of UUSU, as defined within the Articles of Association, at the time of nomination and at the beginning of their term in office or a pre-existing Student Officer who is currently in their first or second term of office.
- 4.13 Membership of any other UUSU club or society by a full time officer must be declared to Student Executive and if any conflicts of interest arise that officer must declare it and be

absent from any part of a meeting that could be discussing issues affecting those bodies.

- 4.14 Any member of the Student Executive cannot be on a committee for any UUSU club or society, or be involved in the running of said club and society unless set out in the Articles of Association or Bye-laws.
- 4.15 Any full member of the UUSU can submit a motion of censor or complaint to the President, cases relating to the President should be referred to the General Manager to allow for an informal resolution.
- 4.16 If the informal resolution is not satisfactory, the following formal procedure should be followed:
- a) The President will convene a Disciplinary Committee to investigate the matter and report to Student Council, as per the regulations in Bye-law 10 of this document;
  - b) A Referendum can be called to pass a vote of no confidence in an Officer(s). The Referendum must be carried out as per the regulations in Bye-law 2. If the vote passes against the Officer(s) they are removed from their position and have their living allowance revoked.
- 4.17 Student officer vacancies:
- a) If a Student Officer resigns, is disqualified or removed from office within the first six months of their term, the vacancy that results on the Student Executive shall be filled in accordance with the Bye-laws.
  - b) If a Student Officer resigns, is disqualified or removed from office when there is less than six months left of their term of Office the post will remain vacant and the work shared between the remaining student Officers.

## **Section Five: Student Officer Job Descriptions**

- 5.1 The President shall:
- a) Represent students and student interests internally and externally to improve the student experience;
  - b) Have Executive power between meetings of UUSU's decision making bodies, to which they will be answerable for all decisions taken. They will also be able to call Emergency Student Executive meetings if required;
  - c) Allocate specific briefs of responsibility to the Executive Committee members at the beginning of their term of office and as the need arises;
  - d) Be the Chairperson of the Student Executive Committee and Trustee Board and other sub committees deemed relevant;
  - e) Be the principal spokesperson of UUSU and ensure that there is adequate dissemination of information within UUSU, its members and other appropriate bodies;
  - f) Be responsible for the co-ordination of all UUSU overall campaigns;
  - g) Be responsible for the co-ordination and timetabling of all UUSU elections and referenda;
  - h) Be responsible for the co-ordination of attendance at conferences/training events;
  - i) Process application for Life membership;

- j) Be a Trustee of UUSU and carry out all duties and roles pertaining to this position;
- k) Through the powers of being a member of the Trustee board, can delegate any of these powers to a relevant and suitably skilled committee or department of UUSU.

5.2 The Sports President shall:

- a) Represent students and student interests internally and externally to improve the student experience;
- b) Be responsible for all sporting activities of UUSU, as directed by the UUSU Sports Constitution and its democratic structures in accordance with Bye-law 4;
- c) Be a Trustee of UUSU and carry out all duties and roles pertaining to this position.

5.3 The Vice President Campaigns and Communications shall:

- a) Ensure UUSU is a campaigning Union which produces positive outcomes for its' members;
- b) Ensure all members of the UUSU are well informed about their Union;
- c) Regularly consult the UUSU membership;
- d) Ensure students are providing feedback to their University on their student experience.
- e) Be a Trustee of UUSU and carry out all duties and roles pertaining to this position.

5.4 The Vice President Academic & Student Affairs (hereafter VP) Belfast, the Vice President Academic & Student Affairs (hereafter VP) Coleraine, the Vice President Academic & Student Affairs (hereafter VP) Jordanstown and the Vice President Academic & Student Affairs (hereafter VP) Magee, shall (on the relevant Campus):

- a) Represent students and student interests internally and externally to improve the student experience;
- b) Provide advice to students and promote awareness of welfare issues;
- c) Regularly undertake membership engagement through monthly Student Engagement initiatives;
- d) Provide academic Representation to all students by attending University Committees and reporting on academic issues. The VPs will also provide advice on academic related problems to students;
- e) Promote participation in UUSU and ensure the democratic principles of UUSU are upheld which includes ensuring the Student Council is elected and functioning effectively;
- f) Promote participation in Societies by assisting with the set-up and running of student-led Societies, including ensuring the financial procedures followed by Societies are correct;
- g) Ensure UUSU and the University have an excellent reputation within the local community;
- h) Be the liaison between the students and the management of the Club Bars to advise on campus entertainments. On campuses where a UUSU Club Bar is not in operation the VP shall liaise with external partners to provide entertainment for students at the relevant campus;
- i) Be a Trustee of UUSU and carry out all duties and roles pertaining to this position

### **Section Six: Course Representative Forum (Each Campus)**

- 6.1 The Course Representative Forum shall consist of all course and senior representatives at each campus, the campus Vice President and Academic Representation Coordinator.
- 6.2 This forum shall have the responsibility for highlighting, discussing and making recommendations on matters relating to their position.
- 6.3 This forum shall elect one representative from each campus to attend Student Council.

### **Section Seven: Societies Forum**

- 7.1 Societies Forum shall consist of all society committee members from each society, at each campus, the campus Vice President and the Student Activities Coordinator.
- 7.2 This forum shall have the responsibility for highlighting, discussing and proposing possible actions that could arise from all Society dealings. Bye-law 5 shall set out the powers and responsibilities for this forum.
- 7.3 This forum shall elect one representative from each campus to attend Student Council.

### **Section Eight: UUSU Sport Open Campus Meeting**

- 8.1 UUSU Sport open campus meetings shall consist of all Sport Committee members at each campus, the campus Vice President and the Sports President.
- 8.2 This forum shall have the responsibility for highlighting, discussing and proposing possible actions that could arise from all sport and club activities. Bye-law 4 shall set forth the powers and responsibilities for this forum.
- 8.3 This forum shall elect one representative from each campus to attend Student Council.

### **Section Nine: Referendum**

- 9.1 A referendum will be the highest democratic decision making power within UUSU.
- 9.2 A referendum shall be held on any proposal when the Trustees or Student Council deems it necessary or upon receipt by the President of a request bearing the signatures and student numbers of 1% of the student population of which the outcome of the decision would affect.
- 9.3 Amendments to the Articles of Association must be made through a referendum.
- 9.4 A referendum shall be carried out as per the regulations set out in Bye-law 8.

### **Section Ten: NUS, NUS/USI, USI and other external organisations**

- 10.1 UUSU shall be affiliated jointly to the National Union of Students of the United Kingdom (NUSUK) and the Union of Students in Ireland (USI) and shall pay such affiliation fees as are democratically decided by NUSUK and USI. This affiliation shall be put to a



Referendum at least every three years by cross campus referendum, to facilitate sensible discussion on affiliation to NUS/USI.

- 10.2 Representatives to the conferences of NUSUK and USI Annual Congress and NUS/USI Conference shall be elected by cross-campus ballot. If positions are not filled through this method, the President shall have the power to co-opt students to the positions as they see fit. The President is a delegate ex-officio.
- 10.3 No delegate sent to any conference and/or organisation as a representative of UUSU shall vote on any policy/motion/election unless it has been deliberated by Student Council and has received a Mandate on voting.
  - a) If such a situation arises upon which a motion/policy arises and there is no time to seek a mandate from Student Council, the delegate lead will have the decision as to whether to abstain or to afford delegates a free vote on said matter;
  - b) Any decision as per 10.3a must be presented at the earliest opportunity to council to explain the reasoning and actions behind any decision. Student Council reserves the right to retrospectively move against the original decision;
  - c) Any delegate that finds that they cannot carry out the mandate as set by Student Council must resign their position immediately or at the first possible opportunity. If this is not possible as the delegate is at a conference session, then said delegate must abstain from a vote.

## **BYE-LAW TWO: STANDING ORDERS**

### **Section One: Definition and Purpose**

- 1.1 Standing Orders are rules which govern the procedure and conduct of all UUSU meetings and meetings of the Student Council, except where otherwise provided for in the Articles of Association.
- 1.2 The standing orders contained within this Bye-law are the rules which should normally apply to UUSU Student Council.
- 1.3 All other Committees shall be held according to their terms of reference.
- 1.4 At the first meeting of each academic year, the Chair shall publish a full membership list and review the terms of reference. Changes to the terms of reference shall be made with the support of 50% + 1 of the membership of the committee.
- 1.5 The scope of the committee will be limited to the responsibilities set out in the Articles of Association and the Bye-laws.

### **Section Two: Procedure for Calling Student Council**

- 2.1 The number and dates of meetings should normally be set by the Chair of Student Council; there will normally be two meetings each semester.
- 2.2 The Chair of Student Council shall have the power to call an Emergency Student Council when deemed necessary, and to consider such business as required.

### **Section Three: Passing Policy at Student Council**

- 3.1 Any member of UUSU can present policy to be passed at Student Council.
- 3.2 Papers for consideration at Student Council should normally be received ten days in advance of the set meeting date. When this date falls on a Saturday, papers will need to be submitted by the following Monday morning.
- 3.3 Papers for consideration at Student Council should normally be emailed to the Clerk of Student Council in accordance with the set deadlines.
- 3.4 Papers should normally be displayed online for all members of UUSU five days in advance of the set meeting date.
- 3.5 Policy should be submitted using the UUSU Policy Template.
- 3.6 Policy submitted must include the name and student ID of the proposer and one other supporter.
- 3.7 Policy will require a majority of 50% + 1 of members present to pass.
- 3.8 Student Council has the power to return the policy to the original proposer with suggested amendments for resubmission to next Student Council.

- 3.9 Policy passed at Student Council will be relevant for three calendar years.
- 3.10 Policy that has failed to pass at Student Council may not be resubmitted to Student Council in its original form for at least two calendar years from date of submission.
- 3.11 Students may hold a referendum on a policy which has failed to pass at Student Council, subject to the regulations set out in this Bye-law.

#### **Section Four: The Chair**

- 4.1 The role of the Chairperson:
- a) The Chairperson shall be responsible for adherence to these Standing Orders and may make rulings on their interpretation, in consultation with the Clerk of Student Council if required;
  - b) Such a ruling on the Standing Orders may be subject to challenge in accordance with Clause 4.3 of this Bye-law;
  - c) The Chairperson is responsible for ensuring that discussion is conducted in an orderly fashion and that speakers are not interrupted except in accordance with these Standing Orders;
  - d) The Chairperson shall decide the order of speaking and ensure, whenever practicable, that speakers for and against a Motion under discussion speak alternately;
  - e) Except as in Clause 4.3(c). the Chairperson shall not participate in any debate.
- 4.2 The Chairperson may address the meeting from the Chair in order to explain or administer these Standing Orders or to answer a question directed to the Chair on a Point of Information, however they shall not take part in debate, except as stated in clause 4.3.
- 4.3 The Chairperson shall relinquish the Chair to a Deputy if:
- a) A motion of "No Confidence" in the Chair has been put to the meeting;
  - b) Their ruling has been challenged;
  - c) The Chair wishes to speak on a Motion or is implicated in any item under discussion;
  - d) In the instance of 4.3a and 4.3b the Chair shall have the right to reply.

#### **Section Five: Procedures at Meetings**

- 5.1 Business at meetings shall normally be taken in the following order:
- a) Quorum count;
  - b) Minutes of previous meeting;
  - c) Matters arising;
  - d) President's communications;
  - e) Notice of elections (if any);
  - f) Reports;
  - g) Amendments to Bye-laws;
  - h) Motions;
  - i) Tabled questions which must be submitted 24 hours before the start of meeting;

- j) Questions and answers allow free questioning of all. In case of difficulty the Chair shall decide if it is reasonable for the Student Officers to provide an answer, whether orally at the meeting or within a specified period in writing.

5.2 The following rules apply to the quorum required for Student Council:

- a) For Student Council the quorum shall be 25 members of Council;
- b) The quorum count shall take place 24 hours in advance of the start time of the meeting, based upon the electronic responses to the meeting request from members. If the quoracy is not met at this stage, the Chair may decide to reschedule the meeting;
- c) If the meeting proceeds and quoracy is not met within the first 30 minutes, the meeting shall close without considering any business;
- d) If a situation as described in 5.2(b) occurs, the meeting may be called again within two university weeks, providing:
  - (i) The Clerk notifies Student Council members of revised date for the meeting within two university days of the Student Council meeting;
  - (ii) The agenda is not changed in any way;
  - (iii) If this second meeting is inquorate, business will be passed to the Student Executive for a decision to be taken;
  - (iv) The Student Executive meeting in this instance will be conferred the full power of a quorate Student Council meeting;
- e) If during the course of a meeting the quorum is challenged and the meeting is found to be inquorate, the meeting shall close after the completion of the item being considered. Any vote taken at this point will not be binding, however votes and decisions taken up until this point will stand.

### **Section Six: Amendments to Bye-laws**

- 6.1 Student Council has the power to make changes to the Bye-laws, with the joint approval being sought from the Trustee Board, once passed at Student Council;
- 6.2 If a Student Councillor wishes to make a change to the Bye-laws, they must follow the procedures set forth for bringing a substantive motion forwards to Student Council. This includes, but is not limited to, having a proposer and a student or Student Officer to second the amendment;
- 6.3 The amendment must be made using the appropriate UUSU template, and the proposer must demonstrate the reasoning behind the change and why it is being sought;
- 6.4 Student Council has the power to send the amendment to the Governance Sub-Committee, or another relevant sub-committee, for further clarification and research before passing the amendment;
- 6.5 If an amendment to the Bye-laws is passed, it does not expire as a substantive motion would. The amendment would stand until it is changed again through the appropriate process.
- 6.6 No amendment can be passed and brought into effect that is in contradiction to the Articles of Association.

## **Section Seven: Motions**

7.1 There shall be four types of Motions:

- a) Substantive: A substantive motion is a motion that has been placed on the agenda and if carried becomes a resolution. A substantive motion requires a proposer and one supporter, at least one of whom shall be present at the meeting, and it shall thereafter be open for discussion in accordance with these Standing Orders;
- b) Emergency (Section 7);
- c) Amendments (Section 8);
- d) Procedural Motions (Section 9).

7.2 Motions shall require the support of 50% +1 of members present except where otherwise specified.

7.3 The proposer of any motion shall have the right to sum up immediately before a vote is taken.

7.4 No new information may be introduced, asked of, or given to the speaker during summation.

7.5 No member may speak more than twice to the same motion, in line with this Bye-law.

7.6 In the absence of any discussion, the Chairperson shall ask if there are any further speeches against the motion and if not will put the motion to a vote.

7.7 All motions and amendments shall be submitted in writing to the Clerk of the relevant Committee in accordance with the rules laid out in this Bye-law.

7.8 The Chair shall have the right to refer back to the Student Executive for advice any motion submitted which may be deemed to conflict with the stated aims and objectives of UUSU or a negative of a previous motion and a motion which is not compatible with the terms of Clause 8.1. of this Bye-law.

## **Section Eight: Emergency Motions**

8.1 Emergency motions shall only be acceptable if:

- a) Their subject matter relates solely to events occurring after the final date for the submission of Motions;
- b) The matter is of such urgency that the running of UUSU may be impaired if no action is taken;
- c) Failure to implement the instructions in the motion before the next meeting would impede the welfare of the members of UUSU.

8.2 Emergency motions shall be submitted in writing to the Clerk of the relevant Committee, in accordance with 3.2 of this Bye-law and shall bear the signature of the proposer and one further supporter.

- 8.3 An Emergency Motion shall only be discussed if 50% + 1 of those present vote in favour of placing it on the Agenda.

### **Section Nine: Amendments to Submitted Motions**

- 9.1 An amendment may be made to any substantive motion but cannot change the subject of the Motion.
- 9.2 All amendments to motions must be submitted in writing to the Clerk of Council in accordance with this Bye-law.
- 9.3 When an amendment has been read to the meeting the Chairperson shall ask if the proposer of the substantive motion accepts the amendment. If the proposer does, the amended motion becomes the substantive motion and the proposer of the amendment becomes the holder of the substantive motion.
- 9.4 If the proposer of the substantive motion does not accept the amendment, it shall be debated immediately after the substantive motion has been proposed and shall become part of the substantive motion if carried.
- 9.5 If the amendment is defeated, another amendment may be considered if submitted in accordance with these Standing Orders.
- 9.6 When all amendments have been voted upon the substantive motion shall be debated.
- 9.7 No business may appear as an amendment if it could have appeared on the agenda.

### **Section Ten: Procedural Motions**

- 10.1 The following procedural motions may be moved and shall take preference in the order in which they are numbered:
- a) A challenge to the quorum;
  - b) A vote of "No Confidence" in the Chairperson;
  - c) A challenge to the Chairperson's ruling;
  - d) That the motion be voted on in specified parts;
  - e) That the motion now be put;
  - f) That the motion not be put;
  - g) That vote shall be by secret ballot;
  - h) That an item of business be prioritised on the Agenda;
  - i) That the matter be postponed or adjourned to a later specified date or meeting for a decision;
  - j) That the motion be referred back to a committee or a sub-committee for investigation or re-examination;
  - k) That the matter be referred for referendum;
  - l) That the meeting be closed;
  - m) A suspension of individual standing orders;
  - n) That a secret ballot should be held for the motion.
- 10.2 Procedural motions shall require a proposer and a seconder to be heard and, except for a motion under 10.1(a) of this Bye-law, no member may speak more than twice to the same motion.

- 10.3 A procedural motion shall not be moved during a speech or the act of voting.
- 10.4 For all procedural motions except 10.1(a) of this Bye-law, there shall be one speech for and one speech against.
- 10.5 In the case of a procedural motion 10.1(a) of this Bye-law a count will be held without discussion
- 10.6 The Chairperson may reject a procedural motion if one of a similar effect or related to the same subject, has been defeated in the previous fifteen minutes.
- 10.7 Procedural motions 10.1(b) and (d) of this Bye-law require a 50% + 1 of those present and voting to be passed.
- 10.8 Procedural motion 10.1 of this Bye-law, if affected, shall be for a maximum stipulated period of the duration of the matter under discussion.

#### **Section Eleven: Points of Order**

- 11.1 Points of Order shall take precedence over all other business, except the act of voting (unless they refer to the conduct of voting) and must be framed as a question to the Chairperson.
- 11.2 Points of Order shall relate to:
- a) The purpose of raising a procedural motion;
  - b) Incorrect procedure;
  - c) Irrelevancy;
  - d) Offensive language;
  - e) Rowdy or disruptive behavior.

#### **Section Twelve: Points of Information**

- 12.1 Points of Information shall be a question to provide clarity, or to correct information which has been presented.
- 12.2 A member may ask the Chairperson to give or ask Points of Information of the Clerk, the Chair or another member of Student Council.
- 12.3 Points of Information will be addressed through the Chair, and may be directed at speakers, the Chair, the Clerk or another member of Student Council.

#### **Section Thirteen: Duration of Speeches**

- 13.1 The maximum duration of speeches shall normally be as follows:
- a) Proposer of motion - three minutes;
  - b) Speakers on motions for or against - three minutes;
  - c) Speakers on amendment - two minutes;
  - d) Speakers to a procedural motion - one minute;
  - e) Proposer of motion, summation - two minutes;

#### **Section Fourteen: Voting**

- 14.1 All full members of student council shall be entitled to vote.
- 14.2 A vote shall not be registered by proxy.
- 14.3 In the event of a tie, the Chairperson shall have a casting vote.
- 14.4 The Chair will ask for votes for, votes against and abstentions. Any member who does not vote shall be deemed to have abstained.

#### **Section Fifteen: Tabled Questions**

- 15.1 The notice of a question shall bear the name and student registration number of the member submitting the question and must be submitted in writing to the Clerk of Council at least 24 hours before the meeting at which it is to be raised. The maximum number of questions that may be tabled for any Student Council meeting by member is two.
- 15.2 Supplementary questions may be put at the meeting to seek clarification. Any question not answered within the prescribed period shall be circulated to Student Councillors with appropriate answer not later than five clear university days after the meeting.
- 15.3 A question shall be addressed to any office bearer of UUSU.

#### **Section Sixteen: Electronic Democracy**

- 16.1 The Student Executive may use their discretion to use electronic tools available to them, either with synchronous or asynchronous communication, in line with the time limits set out in this Bye-law.
- 16.2 This process must follow the time limits set in this Bye-law.
- 16.3 An online voting method will be available for students and the number of students voting for, against and abstaining must meet or exceed the quorum set for the relevant meeting, if it does not the policy will not pass.



## **BYE-LAW THREE: ELECTION PROCEDURES**

### **Section One: The Returning Officer**

- 1.1 The Returning Officer shall act in accordance with the Rules and Regulations contained within the Articles of Association, Standing Orders and Appendices.
- 1.2 The Returning Officer for the Student Officer elections shall usually be a representative or staff member of NUS-USI, and shall be approved by Student Council, or Student Executive in its absence.
- 1.3 With the exception of Student Officer elections, the Students' Union President will act as the Returning Officer, or appoint an appropriate replacement.
- 1.4 Deputy Returning Officer/s may be appointed by the Returning Officer and shall act as the recognised point of contact relating to the conduct of an election in the absence of the Returning Officer.
- 1.5 It shall be the duty of the Returning Officer to ensure that these regulations are complied with by all candidates and others taking part in elections.
- 1.6 The Returning Officer may disqualify or penalise candidates who breach any of the regulations within this Bye-law, the elections Code of Conduct or the Election Rules.
- 1.7 The Returning Officer and Deputy Returning Officer/s shall be unable to propose or in any way support or vote for any candidate.
- 1.8 The deadline for complaints being made, regarding the conduct of an election (other than the conduct of the count), must be made in writing to the Returning Officer no later than three hours after voting closes.
- 1.9 Any complaints regarding the conduct of the count must be made in writing to the Returning Officer no later than 17:00 on the day after the announcement of the result.
- 1.10 Requests for a new election may only be made by the candidates.
- 1.11 It is the responsibility of the Returning Officer to ensure that all candidates are eligible to run for election.
- 1.12 In the event of any dispute in relation to the validity of the vote or the conduct of the election the Returning Officer's decision is final and cannot be over-ruled within the bounds of the Articles of Association, Standing Orders and Appendices. If requested by Student Council, the Returning Officer shall submit a report for their consideration, setting out the grounds of complaint, and their reason for either upholding or rejecting it.
- 1.13 The Student Council shall be entitled to review whether the Returning Officer has complied with the Regulations. If the Student Council find by 50% +1 that the Returning Officer had complied with the Regulations, the Student Council will not interfere with the Returning Officers decision.

- 1.14 If the Student Council find that there has been a serious material non-compliance with the Regulations by the Returning Officer, the Student Council may in its discretion vote by 50% +1 to stipulate that a new election shall be held.

## **Section Two: Timetable for Elections**

- 2.1 The dates of elections and a Bye-law convening the closing of nominations and provisions for the candidates question time, shall be drawn up by the Returning Officer and approved by the Student Executive.
- 2.2 The Returning Officer shall be appointed at least two weeks before nominations are due to open.
- 2.3 Nominations for Student Officer positions shall open no later than the second week of the second semester.
- 2.4 All other elections within the Students' shall open at the discretion of the Returning Officer, in accordance with the Bye-laws.
- 2.5 Excluding Student Officer positions, in the event of a position not being filled, where time permits, further elections shall be scheduled at the discretion of the Returning Officer. Where time does not permit, the President has the right to nominate from the student body as they see fit.
- 2.6 Notice of Student Officer elections shall be posted no later than five university days prior to the opening of nominations. Notice shall not be required to be given for any other elections.
- 2.7 Nominations shall remain open for a period of at least ten university days for Student Officer elections and five university days for all other elections.
- 2.8 A candidates meeting shall be held, in good time, after the close of nominations for Student Officer elections and at the discretion of the Returning Officer for all other elections.
- 2.9 A list of all those candidates validly nominated for each post, along with their election statement will be displayed on the election website, or relevant location, for the consideration of potential voters.

## **Section Three: Nominations**

- 3.1 Nominations and manifestos shall be in the format requested or shall otherwise be deemed invalid by the Returning Officer.
- 3.2 The submission of a nomination will be issued only when notice of an election is given. Each nomination which is issued for an election shall only be valid for that election.
- 3.3 Each nomination shall contain the name of one candidate only, together with the names of proposers – at least thirty in the case of overall positions within Student Officer elections and at least fifteen in the case of site-based positions within Student Officer elections.

- 3.4 Each nomination must contain the candidates name as listed on their student I.D. card.
- 3.5 Each nomination will contain an agreement for the Conduct of Candidates during the election campaigns. Each candidate will be required to agree to abide by the rules laid down for the conduct of elections.
- 3.6 Each nomination shall be submitted in accordance with the rules laid out by the Returning Officer, as written within the Election Rules.
- 3.7 All of the proposers must be qualified electors for that post.
- 3.8 No full member of the Students' Union may propose more than one candidate for any one office during that specific election.

#### **Section Four: Candidates Publicity**

- 4.1 For Student Officer positions the amount of printing allocated for each candidate standing for an overall position will be £45, for all other Student Officer positions it is £20. Each candidate will be provided with a price list and they will be able to create their own printing allocations up to these limits.
- 4.2 In addition to this Bye-law and the Code of Conduct, all candidates and their respective teams will be subject to current Election Rules, which will be widely circulated during the nomination period.
- 4.3 Candidates will be required to sign the Code of Conduct to prove they have received and agree to be bound by these rules.
- 4.4 Newspapers and other media receiving a grant from the Students' Union shall be charged with the duty of ensuring that their reporting (satirical and non-editorial) and editorial comments on the elections shall be fair and accurate and shall not give weight or coverage to any one candidate.
- 4.5 Candidates are prohibited from digitally printing any other posters, flyers, manifestos or promotional material for their campaign. Only handmade material may be allowed in addition to the printed material provided by the Students' Union. This excludes t-shirts. Digitally printing on t-shirts is allowed.
- 4.6 The amount each candidate spends on additional material should not exceed £100 for overall candidates and £60 for site position candidates. What is considered additional material will be at the discretion of the Returning Officer.
- 4.7 Any complaints regarding overspending should be brought to the attention of the Returning Officer who may ask candidates to produce receipts for their additional spend.
- 4.8 Any infringement of these rules could result in elimination from the election, as determined by the Returning Officer.

#### **Section Five: Use of Equipment or Premises**

- 5.1 As far as possible the Returning Officer shall ensure that all candidates shall have equal access to Student Union owned facilities for the production of posters and official manifestos.
- 5.2 Use of the following is prohibited by a candidate unless authorised specifically in writing by the Returning Officer:
- i. Any Student Union vehicle;
  - ii. Tannoy system/s;
  - iii. Lighting, sound or loud hailing equipment;
  - iv. Student Union electronic/computer equipment.
- 5.3 Where space permits, Student Union offices may be used to hold a candidate's material, however, this must not unfairly advantage one candidate over another and must be available to all candidates.
- 5.4 Any infringement of these rules could result in elimination from the election, as determined by the Returning Officer.

#### **Section Six: Candidates Question Time**

- 6.1 Candidates Question Time shall be held for all Student Officer elections.
- 6.2 Attendance of candidates shall be obligatory. If the candidate has made no efforts to inform the Returning Officer of their absence the Returning Officer may take punitive measures against said candidate.
- 6.3 Extenuating circumstances for non-attendance may be submitted in advance of each meeting and the Returning Officer's decision will be final as to whether or not these are accepted. If the reason is not considered valid, the Returning Officer may take punitive measures against said candidate.
- 6.4 The format of the question time sessions shall be at the discretion of the Returning Officer, in consultation with the Student Executive. The format must be prepared and agreed in good time to give candidates sufficient notice.

#### **Section Seven: Conduct of the Poll**

- 7.1 When an election is conducted online, the below rules shall be followed:
- 7.2 For the purpose of online elections, a polling station is considered any electronic device that can be used to cast a vote. Due to this, the Students' Union will create information stations to act as a point of information on each campus.
- 7.3 Information stations shall be located at the discretion of the Returning Officer. On these stations there will be adequate information on how to vote and an electronic device for doing so. These electronic devices should be fit for purpose.
- 7.4 There shall be no canvassing or election material relating to a single candidate within a radius of an information station, as defined by the Returning Officer.

- 7.5 Candidates will be allowed to use electronic devices to promote voting by providing a platform to vote on, within a specific area outlined by the Returning Officer. Any infringement or breach of these rules could result in elimination from the election, as determined by the Returning Officer.
- 7.6 When an election is conducted by paper ballot, the below rules shall be followed:
- 7.7 Polling Stations shall be located at the discretion of the Returning Officer.
- 7.8 Voters shall be requested proof of eligibility.
- 7.9 There shall be no canvassing or election material relating to a candidate within a radius of the polling station, as defined by the Returning Officer.
- 7.10 The Returning Officer shall be responsible for displaying a list of candidates and their election statements close to the polling station.

### **Section Eight: The Method of Voting**

- 8.1 Voting in elections shall be by secret ballot and under alternative transferable vote (ATV) system (when only one candidate is to be elected) OR the single transferable vote (STV) system (when more than one candidate is to be elected).

When a voter is completing their paper ballot of online vote, they must:

- a) Place a figure "1" or an "X" opposite the name of the candidate of their first preference;
- b) In addition, place the figure "2" and "3" or "2", "3" and "4", and so on opposite the names of other candidates in the order of their preference.

When voters are completing this through an online election, there will be a drop box that will prompt the voter of the preference they can vote, as described above.

- 8.2 When an election is being run through paper ballots, a voting paper shall be invalid and not counted:
- a) On which the figure "1" standing alone indicating a first preference for some one candidate is not placed OR
  - b) On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate OR
  - c) On which the figure "1" standing alone indicating a first preference and some other number is set opposite the name of the same candidate OR
  - d) Which the Voter's intentions are not clearly indicated OR
  - e) Which is marked in any other way OR
  - f) Which is unmarked or void for uncertainty.
- 8.3 In any dispute as to the validity of a vote the decision of the Returning Officer shall be final.

### **Section Nine: Eligibility**

- 9.1 Any full member of the Students' Union is eligible for nomination, to propose candidates and to vote in elections, provided that they are a member of the constituency for which that election is being held.

### **Section Ten: General**

- 10.1 The Student Officers shall remain in office for a term of one year, commencing in accordance with the Bye-laws.
- 10.2 The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end.
- 10.3 A Student Officer can serve for a maximum of three years as a Student Officer, of which no more than two shall be in the same position.
- 10.4 For the avoidance of doubt, Student Officer terms of office may be either consecutive or non-consecutive.
- 10.5 All Student Officer elections shall provide the opportunity to vote for the Re-Opening of Nominations (R.O.N.).
- 10.6 No individual may be nominated nor hold more than one Student Executive position office simultaneously.
- 10.7 In the event of the number of candidates for any other Student Union election being equal to or less than the number of vacancies, the said candidates will automatically become elected to that position.
- 10.8 Successful candidates shall take up and hold office in accordance with relevant Bye-laws.
- 10.9 Successful candidates shall be required to sign a Contract of Employment as defined in Appendix 1 prior to taking up office.
- 10.10 An elected Student Officer must commence the duties and responsibilities set out in their Contract of Employment within two weeks of the start date as listed in the Articles of Association of the UUSU. Failure to comply with this Regulation, without the prior written approval of the Student Executive will result in the election being declared void, and a new election for the post being called at the beginning of the Autumn semester.

### **Section Eleven: Electronic Voting**

- 11.1 The Students' Union will arrange for electronic voting for all appropriate elections and such arrangements shall be in line with the general provisions of this Bye-law.

### **Section Twelve: Postal Voting**

- 12.1 The Students' Union does not see the need to use postal voting due to all elections, outside of committee elections, are held online. In the extremely rare circumstances when this is needed, it shall be at the discretion of the Returning Officer. When this occurs, the below rules shall be followed:

- 12.2 For a postal vote to take place a request must be made to the Returning Officer in writing at least fifteen university days prior to the date of the election.
- 12.3 The Returning Officer shall be responsible for the fair running and organisation of a postal vote.
- 12.4 A postal vote must operate in accordance with the spirit in which this Bye-law has been written.

### **Section Thirteen: Count**

- 13.1 Below is list that should be followed when counting the voting whether this has been conducted online or by paper ballots:
- a) Determine the total vote cast
  - b) Sort the voting papers according to first preference, setting aside any invalid papers and hence the total valid vote.
  - c) Check the sorting, and count the papers for each candidate into bundles, inserting a counting slip in each bundle stating the stage (first), the name of the candidate, the number of papers, and the transfer value of each paper (1.00 at this stage).
  - d) Check the counting. Determine the first preference vote for each candidate and enter on a vote record form for each candidate.
  - e) Call the first preference codes from the vote record forms to an election result sheet, and reconcile the total of first preference votes on the result sheet with the total valid vote.
  - f) Determine the quota. Divide the total valid vote by one more than the number of places to be filled. If the result is more than 100, and is not exact, ignore the remainder, and add one. If the result is less than 100, continue the division to two decimal places, and if the result is not exact, ignore the remainder, and add 0.01.
  - g) Deem to be elected any candidate whose vote equals or exceeds the quota, provided that the number of candidates deemed elected does not exceed the number of places to be filled.
  - h) This completes the first stage of the count.
  - i) Ascertain that candidates and/or their Agents are content.
- 13.2 Further Count and Surplus
- a) If one or more candidates have surpluses above the quota, and the total of such surpluses together with any vote in suspense does not exceed the difference between:

- (i) the vote of the candidate credited with the least vote of the candidate next above;
  - (ii) the total of the two or more candidates with the least votes of the candidate next above, the transfers of such surpluses are deferred.
- b) Otherwise, if one or more candidates have surpluses, transfer the largest surplus. If the surpluses of two or more candidates are equal transfer the surplus of the candidate who had the greatest vote at the earliest stage at which they had unequal votes. If the votes of the two or more such candidates have been equal at all stages of the count, the Returning Officer shall decide by lot which surplus to transfer.
  - c) If, after all surpluses have been transferred or deferred, one or more places remain to be filled, exclude the candidate or candidates with the least votes.
  - d) Exclude together the two or more candidates with the least votes if the total vote of such two or more candidates, together with the total of any deferred surpluses and any vote in suspense, does not exceed the vote of the candidate next above.
  - e) Otherwise exclude the candidate with the least votes when that vote, together with the total of any deferred surpluses and any vote in suspense, does not exceed the vote of the candidate next above. If the votes of two or more candidates are equal last, exclude the candidate who had the least vote at the earliest stage at which they had unequal votes. If the votes of the two or more candidates have been equal at all stages of the count, the Returning Officer shall decide by lot which candidate to exclude.
  - f) As soon as the specified number of candidates in a maximum category have been deemed elected, then the next stage shall be the elimination of all other continuing candidates in that category.
  - g) As soon as no more than the specified number of candidates in a minimum category remain in an election, then no further candidates in that category may be eliminated. Such candidates shall continue to receive papers until they are deemed elected.

### 13.3 Transfer of Surplus

- a) In the case of a surplus arising at the first stage, examine all the papers which a candidate received.
- b) In the case of a surplus arising at a later stage consequential on the transfer of another surplus or from the exclusion of a candidate or candidates, examine only the last batch of papers, all of one value, which give rise to the surplus.
- c) Sort the voting papers to be examined according to next available preferences for continuing candidates. Set aside those papers on which no next available preference is expressed, and hence determine the number of transferable papers.



- d) Check the sorting, and count the papers for each candidate, inserting a counting slip in each bundle stating the stage, the name of the candidate to whom the papers are being transferred, and the number of papers.
- e) Check the counting, determine the number of papers for each candidate, and enter on the vote record forms.
- f) Prepare a surplus form. Call the number of papers for each candidate from the vote record forms to the surplus forms, and reconcile the total.
- g) Determine the present total value of the transferable papers. If this exceeds the surplus, determine the transfer value of each paper by dividing the surplus by the number of transferable papers to two decimal places, ignoring the remainder. Otherwise the transfer value of each paper is its present value.
- h) Determine the values to be credited to each candidate and reconcile the total.
- i) Call the values to be credited and the non-transferable difference arising from the neglected remainder from the surplus form to the vote record forms and to the result sheet.
- j) Call the new vote for each candidate and the new non-transferable vote from the vote record forms to the result sheet.
- k) Reconcile the total on the result sheet with the total valid vote.
- l) Complete the counting slips with the transfer value of each paper, and place the voting papers for each candidate with those previously received.
- m) Deem to be elected any candidate whose vote now equals or exceeds:
  - (i) the quota, OR
  - (ii) the sum, divided by one more than the number of places remaining to be filled, of the votes credited to continuing candidates, the vote in suspense, and untransferred surpluses, providing that the number of candidates does not exceed the number of places to be filled.
- n) The transfer of a surplus constitutes a further stage in the count.
- o) Ascertain that candidates and/or their agents are content.

#### 13.4 Exclusion of a Candidate or Candidates

- a) Arrange the papers of the excluded candidate or candidates, together with any papers held in suspense, in batches in descending order of transfer value. Ascertain the number and total value of the papers in each batch and reconcile with the total vote of the excluded candidate(s) and the vote in suspense.
- b) Transfer the batch of papers of highest transfer value. Sort the papers according to next available preferences for continuing candidates, and set aside

as non-transferable those papers on which no next available preference is expressed.

- c) Check the sorting, and count the papers for each candidate and the non-transferable papers, inserting a counting slip in each bundle stating the stage, the name of the candidate to whom the papers are being transferred, the number of papers, and the transfer value of each paper.
- d) Check the counting, and determine the number of papers for each candidate, and the number of non-transferable papers, and enter on the vote record forms, the transfer of such papers may be deferred, and their value held in suspense.
- e) Complete the column on the exclusion form of total values to be credited and reconcile the totals on the form with those on the vote record form(s) of the excluded candidate(s) and with the vote previously in suspense.
- f) Call the total votes to be credited from the exclusion form to the vote record forms and to the results sheet, and the new vote in suspense to the result sheet.
- g) Call the new vote for each candidate and the new non-transferable vote from the vote record forms to the result sheet.
- h) Reconcile the total of the result sheet with the total valid vote.
- i) The exclusion of a candidate or candidates constitutes a further stage in the count.
- j) Ascertain that candidates and/or their agents are content.

### 13.5 Last Vacancies

- a) If at any stage, as the result of a proposed exclusion of one or more candidates, the number of continuing candidates would equal the number of places remaining unfilled, deem such continuing candidates to be elected.
- b) If at any stage the number of candidates deemed to be elected is equal to the number of places to be filled, no further transfer of papers are made, and the remaining continuing candidate(s) are formally excluded.
- c) Ascertain that candidates and/or their agents are content.
- d) The count is now completed.
- e) Declare to be elected those candidates previously deemed to be elected.

### 13.6 Glossary of Terms

- a) First Preference: the Figure "1" standing alone against just one candidate on a voting paper; the name or code of a candidate entered on a voting paper as first preference.

- b) Valid Voting Paper: a voting paper on which no first or only preference is expressed, or on which any first preference is void for uncertainty.
- c) Subsequent preference: the figures "2", "3" etc. standing alone against different candidates on a voting paper; the names or codes of candidates entered in order on a voting paper as second, third etc, preferences.
- d) Candidates vote: the value of voting papers credited to a candidate at any stage of the count.
- e) Stage of the Count: the determination of the first preference vote for each candidate (first stage), or the transfer of a surplus, or the exclusion of a candidate, or two or more candidates at the same time.
- f) Quota: the vote which, if attained by as many candidates as there are places to be filled, leaves at a quota for all other candidates; the total valid vote divided by one more than the number of places to be filled.
- g) Surplus: the amount by which a candidate's vote exceeds the quota.
- h) Continuing Candidate: a candidate not yet elected or excluded.
- i) Next available preference: the next preference in order, passing over earlier preferences for candidates already elected or excluded.
- j) Transferable paper: a voting paper on which a next available preference for a continuing candidate is expressed, or on which any next available preference is void for uncertainty.
- k) Transfer value: the value, being unity or less at which a voting paper is transferred from an elected or an excluded candidate to a continuing candidate.
- l) Non-transferable vote: the value credited as non-transferable at any stage of the count.
- m) Vote in suspense: the value of voting papers held in suspense at any stage of the count.
- n) Vote record form: a form showing the vote credited to any one candidate, or showing the vote credited as non-transferable, at successive stages of the count.
- o) Election result sheet: a sheet showing the vote credited to each and every candidate, and the vote in suspense and the non-transferable vote at successive stages of the count.
- p) Surplus form: a form showing the calculation of the transfer value and the distribution of transferable papers from an elected candidate to continuing candidates.

- q) Exclusion form: a form showing the distribution of batches of papers in descending order of transfer value from one or more excluded candidates to continuing candidates.
  
- r) Counting slip: a slip inserted with a bundle of voting papers, showing the stage at which the papers are transferred, the number of papers in the bundle, and the transfer value of each paper.

## **BYE-LAW FOUR: ULSTER UNIVERSITY SPORTS CONSTITUTION**

### **Section One: Preamble**

#### **1.1 Name**

The name of the organisation shall be the Ulster University Sports Union, hereinafter referred to as "The Sports Union".

#### **1.2 Identity**

The Sports Union should be constituted in accordance with this Bye-law UUSU's Articles of Association and shall have responsibility for the sporting activities of the members of the Union.

#### **1.3 Mission statement**

To be the voice of student sport and facilitate participation, development and performance of Ulster University students in sport.

#### **1.4 Funding**

- a) The Sports Union funding shall be administered by the Students' Union as part of the University's Block Grant to the Students' Union. However the funding for the Sports Union shall be a ring fenced provision set by the University on an annual basis.
- b) The Sports Union shall aim to maximise revenue from sponsorship and other sources subject to policy set out by the Students' Union.
- c) The Sports Union will be allowed to carry over balances of any monies unspent from its budget allocation at the end of each year.
- d) The Sports Union will not normally be eligible to apply for funding from the Students' Union capital budget and clubs should therefore make adequate provision for depreciation of kit and equipment through the club fundraising account.

### **Section Two: Sports Union Objectives**

#### **2.1 The objectives of the Sports Union shall be:-**

- a) To contribute to the University Sports Liaison Group or its equivalent and influence the University's strategic direction for sport to the benefit of the Sports Union members.
- b) To co-ordinate and administer all student sporting activities and to increase the levels of participation of students in sport and recreation within the Ulster University.
- c) To provide and develop opportunities for the development of 'life skills' through sport for students within Ulster University.

- d) To raise the standard of performance of Sports Union clubs.
- e) To raise the profile of Sports Union Clubs, the Sports Union, the Students' Union and Ulster University within the local, national and international sports arena.
- f) To develop appropriate and effective partnerships and provide a recognised means of communication with other bodies concerned with sport.
- g) To co-ordinate the use of sports facilities for Sports Union Clubs in conjunction with Sports Services, other relevant institutions and sports facility providers.
- h) To represent the views and interests of its members.
- i) To work in accordance with the Sports Union Constitution

### **Section Three: Membership**

3.1 Membership of the Sports Union and of its affiliated clubs shall be open to all members of the Students' Union as defined in UUSU's Articles of Association.

3.2 All members of the Sports Union shall be bound by the regulations contained within the Sports Union Club Handbook, which shall be reviewed annually by the Sports Union Management Committee, and amended if desired on an annual basis.

3.3 There shall be the following classes of members:

#### 3.3.1 Ordinary Full Members

All Ordinary Full Members of the Students' Union as defined in UUSU's Articles of Association may be a member of the Sports Union and any of its affiliated clubs, upon payment of the annual Sports Union membership fee.

#### 3.3.2 Graduate Members

All Ulster University graduates may become members of the Sports Union on payment of the appropriate annual Sports Union membership fee.

#### 3.3.3 Associate Members

Persons not eligible for ordinary full or graduate membership may become Associate Sports Union members by invitation of the Sports Union Management Committee and on payment of the appropriate annual Sports Union membership fee.

#### 3.3.4 Honorary Life Associate

Honorary Life Associate of the Sports Union may be granted by the Student Council of the Students' Union to persons who have given exceptional service to the Sports Union.

- 3.4 Only Ordinary Full Members of the Sports Union shall be entitled to vote in meetings of the Sports Union and its affiliated Clubs and hold Club and Sports Union positions. Graduate and Associate Club Members may sit on Club Committees but in an advisory capacity only and with no voting rights. No individual Sports Club, within the Sports Union shall have more than one Graduate or Associate Club Member for every three Ordinary Members.

#### **Section Four: Sports Union Recognition of Club**

- 4.1 Any sporting club formed by the students of the University may apply for recognition by the Sports Union.
- 4.2 Applications for recognition should be made by the Club Secretary. The application should be accompanied by a copy of the Generic Sports Union Constitution and the names and registration numbers of fifteen students. Upon registration a copy of the club operating statement must be lodged with the Sports Union Office. In exceptional circumstances applications not meeting the criteria will be considered by the Sports Union Management Committee before they can be submitted for recognition.
- 4.3 Applications for recognition will be considered by a Sports Union Open Campus Meeting (of which quorum will be one half plus one of all registered clubs on the site), which may accept applications, which comply with these rules on a simple majority vote subject to criteria established by the Sports Union Management Committee.
- 4.4 There shall be a generic Sports Union Club Constitution that will be available to all recognised sports clubs and will include:
- a) The full name of the Club.
  - b) The aims and objectives of the Club, which must not contravene the aims and objectives of the Sports Union.
  - c) The membership entitlement.
  - d) The provision for calling regular meetings, the Annual General Meeting and Emergency General Meeting.
  - e) The membership fee.
  - f) A provision which ensures that the Office Bearers in the Club are aware of and abide by their legal requirements as laid down in the Sports Union Handbook.
  - g) The Office Bearers and their method of election, who must include the following:-
    - i. Chairperson

The Chairperson shall be responsible for keeping meetings

in order and ensuring that all decisions made are implemented. Their task is to ensure the effective running of the Club.

(ii) Secretary

The Secretary shall be responsible for communication both inside and outside of the Club. It is their duty to call meetings and keep minutes of all meetings.

(iii) Treasurer

The Treasurer shall keep Accounts, prepare Estimates and present Accounts to the Sports Union Management Committee and to the Site Open Campus Meeting if so required. In all, they have overall responsibility for the financial control of the Club funds and must keep a record of all meetings held.

(iv) Child Protection Officer

The Child Protection Officer (CPO) shall have specific responsibility for child protection, on behalf of the Sports Union Club and act as the main point of contact for young people, parents and outside agencies. The CPO must complete specific training for child protection that is provided by the Sports Union.

Any Sports Union member defined under Clause 3.3 is eligible to hold the position of Child Protection Officer subject to Clause 3.4

- 4.5 In order to become an Officer of a Sports Union Club, defined under Clause 4.4 (g), the member must be an Ordinary Full Member in accordance with Clause 3.3.1 except where that position is that of the Child Protection Officer.
- 4.6 Sport specific rules and regulations must be appended to the generic Sports Union Club Constitution and must be approved by the Sports Union Management Committee prior to the submission of the application for recognition to the Open Campus Meeting.
- 4.7 No Sports Union Club recognised by the Sports Union shall assume to itself any activities outside those defined in its Constitution; neither shall any Sports Club include in its Constitution's aims and objectives, which are by virtue of its position rightly those of the Sports Union or the Students' Union.
- 4.8 Any Sports Club which by additions to or deletions from its Constitution or by virtue of its activities on or off the campus contravenes the Constitution of the Sports Union shall immediately cease to be officially recognised by the Sports Union.
- 4.9 Any Sports Club from whom the Sports Union withdraws official recognition, shall, from the date of withdrawal of recognition, be ineligible for a grant from the funds of the Sports



Union and be subject to Sports Union Disciplinary Procedures.

- 4.10 If any Sports Union Club becomes 'dormant' for a period exceeding two academic years, the Sports Union may withdraw official recognition from the Club, which will become ineligible for a grant for funds.

### **Section Five: Constitution**

- 5.1 A copy of the Sports Union Constitution shall be kept by the President of the Sports Union in the Sports Union office and Students' Union office on each respective campus for general inspection. A copy should also be kept by each Club Secretary and by each member of the Sports Union Management Committee.
- 5.1.1 Subject to Clause 5.1.2 the Sports Union Constitution may be added to or repealed or amended only when all Site Open Campus meetings agree to the changes.
  - 5.1.2 Any changes to the Sports Union Constitution as referred to in 5.1.1 above, must be ratified by the Students' Union Student Council and shall not be implemented in the absence of this ratification.
  - 5.1.3 The Sports Union Management Committee may propose changes to the Sports Union Constitution at a quorate Sports Union Site Open Campus Meeting on each campus.
  - 5.1.4 Ordinary Full members of the Sports Union may propose and second amendments to the Sports Union Constitution, in writing, to the Sports Union President, fifteen College days in advance of a Site Open Campus Meeting.
  - 5.1.5 All proposed amendments to the Sports Union Constitution shall require ten college days' notice and require the support of two-thirds of those present and entitled to vote, to be carried.
  - 5.1.6 For the Students' Union Student Council to ratify any proposed amendments to the Sports Union Constitution, it shall require the support of at least two campuses' Open Campus Meetings.

### **Section Six: Finance**

- 6.1 The final decision on all financial matters shall rest with the Sports Union Management Committee. All Sports Union Clubs shall have the right to appeal to the Management Committee about decisions taken by the respective Site Committee. The University Sports Liaison Group (or equivalent) will determine policy parameters for expenditure within the ring-fenced monies for Sports Union.

Ulster University, through its Sports Development Officer and Finance Team will need to satisfy itself that payments designated for use only by the Sports Union are used for the purposes for which they are given and are in line with the University's sporting ambitions.

University officers will inform the Sports Union Management Committee and the President of the Students' Union in writing if in their judgment the Sports Union is acting in conflict with this requirement, and must inform the Vice Chancellor.

- 6.1.1 Appeals for additional funds from Sports Union Clubs shall be dealt with by the Management Committee.
- 6.1.2 No Sports Union Club shall be eligible to receive money from Sports Union funds unless it has previously:
  - (a) Elected officers, consisting at least of a Chairperson/President, Secretary, Treasurer, who must be elected by students currently registered at Ulster University at the Club AGM.
  - (b) Drawn up an operating statement, which must be approved by the Sports Union Management Committee.
  - (c) Submitted a budget of their estimated financial needs for the following academic year by the end of the Second Semester, or as otherwise stated by the Management Committee.
- 6.2 The Sports Union may at any time, realise any capital assets bought by the Sports Union for the Sporting Clubs.
- 6.3 Sports Union Clubs may choose to deposit the proceeds of their own fundraising activities and any associated expenditure in either of two ways:
  - a) By using the Bank Account operated by the Sports Union, whereby the Sports Union will hold the funds on behalf of each clubs, or
  - b) By operating a Bank Account in the name of the Sports Union Club which is controlled by the officers of the Club.
- 6.4 Each Sports Union Club shall ensure that:
  - a) Normally by the end of May each year Clubs must hold an Annual General Meeting to review the previous year and provide a report to include a complete financial record, details of Club performances including individual and team successes and to elect the Club Officers for the next academic year.
  - b) All Club accounts are accurately maintained throughout the year and are available to the Sports Union Management Committee for scrutiny at all times.
  - c) No unauthorised expenditure of Sports Union funding granted to the Club is undertaken.
  - d) A full and complete account of all finances is prepared for inclusion in the Union's Audited Accounts.
  - e) It operates within the limits of whatever sums of monies are available to it.

6.5 If any Sports Union Club operates an external banking account and the transactions processed in any financial year are not reflected in the report specified at Clause 6.4 (a), then:

- a) The Sports Union may decide to withhold future funding to the Club, and
- b) Take disciplinary action against the Officers of the Sports Union Club.

6.6 Any Sporting Club official, who enters into any form of financial commitment without the Sports Union's prior authority, commits only themselves and in no way commits the Sports Union.

### **Section Seven: Officers**

The Officers of the Sports Union shall be as follows:

- 7.1 Sports Union President Student Officer);
- 7.2 Site Committee Chairpersons;
- 7.3 Honorary Treasurer – Students Union General Manager;
- 7.4 Honorary Secretary – Students Union President.

### **Section Eight: Election of The Officers**

- 8.1 The election of the Sports Union President shall be in conjunction with Ulster University Students' Union Elections but only Ordinary Full Members of the Sports Union shall be entitled to vote. Each Ordinary Full member of the Sports Union shall be entitled to one vote only and only on the site of their primary course of study.
- 8.2 The period of office shall commence on the 01 July to the 30 June following. The election of the Sports Union President must be in accordance with Bye-law 3 of UUSU's Articles of Association.
- 8.3 The Election of Site Officers and Site Committees shall take place at the Open Campus meeting at the beginning of semester 1 and such Officers shall hold office for that Academic Year. Each Sports Union Club will have one vote.
- 8.4 The Honorary Treasurer of the Sports Union shall be the Students Union General Manager.
- 8.5 The Honorary Secretary of the Sports Union shall be the Students Union President

### **Section Nine: Duties of the Officers**

- 9.1 The Sports Union President shall:

- a) Chair the Sports Union Management Committee;
- b) Represent the Sports Union at all University Sports Liaison Group meetings
- c) Be responsible for the day-to-day running of the Sports Union on each campus and support member Clubs in their internal organisation and administration;
- d) Ensure that the Sports Union and its member Clubs operate within the remit of the Strategy for Sport identified by the University Sports Liaison Group
- e) Ensure that all affiliated Sports Union Clubs operate in accordance with Sports Union policies and procedures;
- f) Be responsible for representing the interests of the Sports Union to the appropriate University Committees and to external organisations as deemed appropriate to include: SSI, BUCS and NIUSC;
- g) Be responsible for representing the interests of the Sports Union to the
- h) Students' Union Student Executive Committee and other appropriate Students' Union Committees;
- i) Be required to report to the Students' Union Student Council and be accountable to such meetings;
- j) Increase levels of participation in Sport and Recreation by students attending the University in conjunction with Sports Services;
- k) Provide students in Ulster University with opportunities for personal development both on and off the sports field;
- l) Develop strategies to raise the levels of performance of both clubs and individuals within the Sports Union;
- m) Promote student sport in Ulster University both within and beyond Ulster University;
- n) In consultation with the Sports Union Management committee to source and obtain additional funding for the benefit of student sport;
- o) Advise the University on the development of sports facilities on all campuses to meet the needs of the Sports Union membership and their clubs;
- p) Promote access to and use of Sports facilities on all campuses by students and Sports Union Clubs;
- q) Organise in conjunction with the relevant Sports Union staff:
  - v. Club Officer / Site Committee Training
  - vi. Freshers Fayre
  - vii. Colours Ceremony
- r) Be required to carry out other duties as stipulated in their Contract of Employment.

### **Section Ten: The Students' Union Student Council**

- 10.1 The Sports Union President and three Site Committee members per campus, elected by Sports Union members shall be members of Student Council.
- 10.2 Sports Union representatives on Student Council will be subject to Clause 5 of Bye-law 2 of the Articles of Association.
- 10.3 The Sports Union President shall report to Student Council on all Sports Union matters.

### **Section Eleven: Sports Union Management Committee**

- 11.1 There shall be a Sports Union Management Committee.
- 11.1.1 The membership of the Sports Union Management Committee shall be:
- i. Sports Union President (who shall be chairperson)
  - ii. Two Club Representatives from each Site Committee
- 11.1.2
- i. Sports Union Development Assistants
  - ii. Four Students' Union representatives/staff,
  - iii. Sports Development Officer
  - iv. External Members will be co-opted onto the committee as required by the Sports Union
- 11.2 The Committee shall meet once a month and as and when required. A meeting of the Sports Union Management Committee shall be called by the Secretary within five University days upon receipt of a written request from any of the following:
- a) The Sports Union President (who shall be Chairperson)
  - b) Two voting Committee members
- 11.3 The Sports Union Management Committee shall be responsible for:
- a) Executing the work of the Sports Union in line with the agreed strategy of the Sports Union
  - b) The development of Sports Union policies
  - c) Ensuring that regular communication is maintained with all members of the Sports Union.
  - d) Appointing sub-committees and co-opting members as required.
  - e) Approving recommendations from sub-committees of the Sports Union Management Committee.
  - f) Reporting on all issues pertaining to the Sports Union.
  - g) Dealing with all matters relating to finance in accordance with the agreed Financial Memorandum between the Students' Union and the University;
  - h) Considering the financial requirements of the Sports Union and preparing annual estimates for submission to the Students' Union to be included in the Students' Union annual estimates to be submitted to University Resource Committee;
  - i) Considering the alteration of allocations during the year;
  - j) Maintain Capital and General Reserves if possible;
  - k) Receive reports on and confirm or amend as appropriate the allocation of grants among its member clubs in accordance with the Articles of Association;
  - l) The allocation of additional funds to member Clubs where the committee deem it necessary or appropriate;
  - m) Judge appeals from member Clubs regarding their allocations considering ) recommendations made by the relevant site committee;
  - n) Source and obtain additional funding and/or resources for the Sports Union.

## **Section Twelve: Site Committees**

- 12.1 On each Site there shall be a Site Sports Union Committee, hereafter known as Site

Committees.

- 12.2 The membership of this Committee on each site shall be:
- a) Six Ordinary Full Members elected. There must be at least one representative from indoor, martial arts, field-sport and water-sport clubs.
  - b) Sports Union President
  - c) Sports Union Development Assistant (s)
  - d) Site Sports Union Administrator (Secretariat)
- 12.3 The Site Committee shall meet monthly during the academic year or as required.
- 12.4 The quorum for meetings shall be half plus one of its membership.
- 12.5 The Site Committee shall be responsible to the Sports Union Management Committee for:
- a) All aspects of Sports Union activity including advising on facilities requirements and fundraising;
  - b) Monitoring Rules and Regulations for the conduct of Sports Union Clubs and Members;
  - c) Presiding over affiliations of Clubs to the Sports Union in accordance with the Regulations;
  - d) Making recommendations to the Sports Union Management Committee on additional requests for funding made by Sports Union Clubs on its respective Site;
  - e) Make recommendations on appeals from Sports Union Clubs regarding allocations to the Sports Union Management Committee;
  - f) Arranging financial management for Sports Union Clubs;
  - g) Notifying Sporting Clubs of their individual allocations and of all allocations made on their respective sites;
  - h) Ensure that all Sporting Clubs adhere to site and Overall Sports Union policies.

### **Section Thirteen: Sports Union Open Campus Meetings**

- 13.1 There shall be on each site a Sports Union Open Campus Meeting which shall be governed by the procedures set out in Bye-law 1 of the Articles of Association. Quorum for this meeting shall be one Club Officer from half plus one of the Clubs affiliated to the Sports Union at the relevant site.
- 13.2 Sports Union Open Campus Meetings shall be chaired by the Sports Union President.
- 13.3 Each Campus must have an Open Campus Meeting at least once in each Semester, one of which must be the Annual General Meeting.
- 13.4 Attendance and Voting Entitlements
- 13.4.1 Any member of the Sports Union may attend an Open Campus Meeting.
  - 13.4.2 Each Sports Union Club affiliated on the relevant site is entitled to one vote. The vote must be cast at an Open Campus Meeting by an officer of the Club, who must also be an ordinary (student) member of the Sports Union.
  - 13.4.3 Each Club must hold a vote among its ordinary full members on the matters that

will be voted upon at an Open Campus Meeting. A declaration from the Sports Union Club must be submitted to the secretary of the Open Campus Meeting, bearing the signatures, Sports Union membership number and student registration number of all of the following persons stating that they have voted upon the matter at club level (the club should not disclose how it will vote on the matter in this declaration):

- (a) Club Chairperson;
- (b) Club Treasurer or Club Secretary; and
- (c) Five ordinary (student) members of the Club.

13.4.4 The Sports Union may at any time contact members of a Student Club to ensure that these procedures are being followed by Club Officers.

13.4.5 At the beginning of each meeting the secretary of the meeting will register those Club Officers entitled to vote. The Club Officer must provide the following information upon registration:

- i. Student Registration Card;
- ii. Signed declaration (as defined in 14.4.3); and
- iii. Proof of position held in club (minutes of Club General meeting at which they were elected will suffice)

13.4.6 If the information as detailed in 14.4.5 is not provided the Club will not hold voting rights at that particular Open Campus Meeting.

13.5 Notice and procedure of Site Sports Union Open Campus Meetings shall be posted on Students' Union and Sports Union notice boards not less than fifteen working days prior to the date of the meeting.

13.6 No ordinary full member may propose, second or amend any more than three motions to any one Site Sports Union Open Campus Meeting.

13.7 Motions for consideration at Open Campus Meetings shall be submitted to the Site Sports Union/General Office in writing at least ten college days prior to the meeting and should bear the signatures of fifteen ordinary student Sports Union members on the respective sites. Proposers shall be Full Ordinary Members, the first proposer being termed the primary proposer.

13.8 All motions submitted to a Sports Union Open Campus Meeting shall be posted on designated Sports Union and Students' Union notice boards five college days before the meeting.

13.9 Amendments to motions must be submitted in writing and signed, to the Secretary at least two college days (forty-eight hours) prior to the meeting. Such amendments must carry the signatures of an eligible proposer and seconder.

13.10 An Emergency Site General Meeting shall be called by the Site Sports Union Administrator who shall act as Secretary within three college days upon receipt of a written request from:

- a) The Sports Union President;
- b) The Sports Union Management Committee;
- c) The respective Site Committee;
- d) 5% of the Ordinary Full Members on the Site being in the form of a petition.

- 13.11 At least two college days (forty-eight hours) notice shall be given of an Emergency Site General Meeting.
- 13.12 An Emergency General Meeting may not amend the Sports Union Constitution.
- 13.13 An Emergency General Meeting shall discuss only the specific issue for which it has been called.
- 13.14 An Open Campus meeting may form policy on a matter, which specifically affects that Site. Such matters shall be termed Site Sports Union Policy. Site Sports Union Policy must at all times take account of overall Sports Union Policy and subject to approval by the Sports Union Management Committee.
- 13.15 When a motion is submitted with the intention of creating overall policy, the motion shall be circulated to all Sites in accordance with procedure for inclusion on the Agenda of each Open Campus Meeting. Such motions shall be posted in the same manner as motions ordinarily submitted but shall be termed "Sports Union Policy". Matters of Sports Union Policy shall be referred to the Students' Union's Student Council after the Open Campus Meeting has voted upon them. Sports Union Policy will be recorded in the Students' Union's Policy Document.
- 13.16 When a motion is submitted in accordance with Clause 14.15 above, the primary proposer shall be entitled to speak to that motion at the subsequent Open Campus Meeting of all Sites of the University, and the Sports Union shall make suitable arrangements to facilitate this. If the primary proposer declines, then any ordinary member of the Union may speak on the motion at their own Open Campus Meeting. If no one speaks on the motion then the Chairperson shall order a vote to be taken without discussion and this shall be recorded in the minutes of the meeting.
- 13.17 All successful Motions shall be subject to Policy lapse as detailed in the relevant Bye-laws of the Articles of Association.

#### **Section Fourteen: Discipline**

- 14.1 There shall be a Sports Union Disciplinary Committee with powers of discipline in keeping with the following:
- 14.2 Powers

The Committee will have the right to:

- a) Require members to attend;
- b) Suspend from all or any privileges of the Sports Union, including membership of the Sports Union;
- c) Suspend and/or remove all of the privileges of association;
- d) Require members to make amends;



- e) Discipline Clubs for breaches of the regulations by which they are bound;
- f) Call members to attend as witnesses.
- g) Impose fines

#### 14.3 Function

The Committee shall investigate where required to do so, breaches of order, incidents of damage to the Students'/ Sports Union in the form of persons, property or standing, and all such matters relating to the activities of members to determine any appropriate action as required on behalf of the Sports Union.

Breaches of order and/or damage to the Students'/ Sports Union could include:

- a) Breach of Byelaws;
- b) Deliberate or negligent damage or loss of Students'/Sports Union property under its and the University's control;
- c) Conduct affecting reasonable enjoyment of Students'/Sports Union facilities by other members, including acts of harassment, offence or discrimination;
- d) Conduct of members officially representing the Sports Union causing damage to other property outside the Sports Union's control;
- e) Actions not in keeping with the spirit of the Articles of Association, Bye-laws and Appendices.

#### 14.4 Composition:

- a) The Chairperson of the Disciplinary Committee shall be the Sports Union President;
- b) The Sports Union Administrator shall act as secretary for their respective sites and shall be responsible for notifying persons to attend, should the incident in question relate to their site;
- c) One member per site will be elected at the respective sites first Site Committee Meeting of the year;
- d) One substitute member per site shall also be elected at the respective sites first Site Committee Meeting of the year;
- e) A quorum for the Committee shall be three;
- f) If a member of the Committee is bringing a charge, is having a charge brought against them, or is a witness, they will not sit on the Committee for that meeting and will be replaced by the elected substitute within a week.

#### 14.5 Procedure:

- a) A Disciplinary Committee may be convened within a week on receipt of charges by the Secretary of the Committee;
- b) Any person required to attend a Disciplinary hearing shall be informed of the powers of the Committee and of relevant information as to the matter being investigated;
- c) Persons against whom specific allegations have been made shall be entitled to be accompanied by a person who may assist in their defence;
- d) The Committee may interview as widely and as often as it requires in assisting it in making its judgement;
- e) The Committee will come to a decision in private wherein a majority decision will

- prevail with the Chairperson having the deciding vote;
- f) Both parties will be informed on any decision reached as soon as possible;
  - g) All decisions of the Disciplinary Committee shall be reported by the Chairperson to the Students' Union Student Council.

### **Section Fifteen: Disciplinary Appeals Committee**

#### 15.1 Powers:

- a) To reverse or endorse a decision of the Disciplinary Committee.
- b) To reduce or endorse a fine imposed by the Disciplinary Committee.
- c) To reduce or endorse any suspension ordered by the Disciplinary Committee.
- d) To order a re-hearing of the case at the Disciplinary Committee.

#### 15.2 Composition:

- a) The Chairperson of the Disciplinary Appeals committee shall be the Honorary Treasurer (Students Union Director).
- b) The Secretary of the Disciplinary Appeals Committee shall be the Honorary Secretary of the Sports Union who shall be responsible for convening meetings.
- c) One member per site will be elected at the respective sites first Site Committee Meeting of the year.
- d) One substitute member per site shall also be elected at the respective sites first Site Committee Meeting of the year.
  - i. The quorum for the meeting shall be three.
  - ii. If a member of the committee is bringing a charge, or is having a charge brought against them or is a witness, they will not sit on the Committee for that meeting and will be replaced by the elected substitute within a week.

### **Section Sixteen: Honorary Sports Union President**

- 16.1 There shall be an elected Honorary Sports Union President in accordance with the Regulations contained in the relevant Bye-laws of the Articles of Association.

## **BYE-LAW FIVE: SOCIETIES**

### **Section One: Introduction**

- 1.1 Societies formed by students at the Ulster University, can apply for affiliation to UUSU, as can those unsuccessful in gaining affiliation to UUSU Sport, and will be subject to the regulations of UUSU.
- 1.2 All Societies shall be bound by the regulations contained within this Bye-law and the Societies Handbook which shall be reviewed annually by the Societies Committee and amended if desired.

### **Section Two: Societies Committee**

- 2.1 The Societies Committee is a sub-committee of Student Council and shall be responsible for societies on all campuses. The membership will be:
  - a) Each campus VP Academic and Student Affairs;
  - b) Each campus Societies Student Council representative, elected from their respective campus forum;
  - c) The Student Activities Coordinators for all campuses;
  - d) Other staff and students as invited by the committee;
  - e) A Chair which will be elected at the first meeting of each semester.
- 2.2 UUSU Societies Committee shall be responsible for:
  - a) Overall policy on Societies activity, and advising the Student Activities Coordinators on developing this area of work;
  - b) Affiliating societies to UUSU, ensuring due diligence to the regulations set out within this Bye-law and abiding by UUSU equality and diversity policies;
  - c) Allocating funds to individual Societies, within the total allocation approved by the Staffing, Finance and General Purposes Committee;
  - d) Preparing annual reports showing the allocation and expenditure of each Society.
- 2.3 UUSU Societies Committee Chairperson shall be responsible for reporting the work of the committee to the next Student Council.
- 2.4 Student Council shall have the power to revoke affiliations if they find the regulations or equality/diversity policies have not been adhered to.

### **Section Three: Societies Forum**

- 3.1 Society Forums on each campus will be called on twice a semester, or at additional times when deemed required by a Student Activity Coordinator or Vice-President Academic and Student Affairs. These forums will act as general meetings and are to include all Societies. Five-university days' notice must be given to Societies. Forums are to be chaired by a UUSU Student Officer or member of staff. The outcome of these meetings must be reported to the next Societies Committee either the Student Officer or member of UUSU staff.

#### **Section Four: Vice-President Academic and Student Affairs Responsibilities**

4.1 The Vice-President Academic & Student Affairs shall be responsible for:

- a) Providing support and assistance for society event;
- b) Attending and supporting the work of the UUSU Societies Committee;
- c) Chairing Society Forum meetings and reporting accordingly.

#### **Section Five: Regulations for Societies**

5.1 The process for a society to be affiliated will be as follows:

- a) Application for affiliation to UUSU should be made by the Society Secretary. The application should be accompanied by a copy of a provisional Constitution. Upon registration, a copy of a formal Constitution must be lodged with the UUSU Student Activities Coordinator of the relevant campus. Affiliations will take place at Societies Committee where upon the members will decide upon ratification of affiliation;

5.2 The follow stipulations must be observed when setting up a society and the Constitution must include:

- a) The full name of the Society;
- b) The aims and objectives of the Society which must not contravene the Aims and Objectives of UUSU;
- c) The membership entitlement;
- d) The provision for calling regular meetings, the Annual General Meeting and Emergency General Meeting;
- e) The membership fee;
- f) A provision which ensures that the Office Bearers in the Society are aware of and abide by their legal requirements;
- g) Agreement to abide UUSU naming conventions and branding guidelines;
- h) The Office Bearers and their method of Election, who must include the following:
  - i) Chairperson  
The Chairperson shall be responsible for keeping meetings in order and ensuring that all decisions made are implemented. Their task is to ensure the effective running of the Non-Sporting Club or Society.
  - ii) Secretary  
The Secretary shall be responsible for communication both inside and outside of the Non-Sporting Club or Society. It is their duty to call meetings and keep minutes of all meetings.
  - iii) Treasurer  
The Treasurer shall keep accounts, prepare estimates and present the accounts to the Annual General Meeting and to a General Meeting if so required. They have overall responsibility for the financial control of the Non-Sporting Club/Society funds and must keep a record of all money, expenditure, requisitions, together with a record of all meetings held.

- 5.3 Membership of student Societies must be open to all registered students of the Ulster University.
- 5.4 The committee may accept applications which comply with these rules. A vote will require 50% +1 of members present to approve the affiliation.
- 5.5 No society recognised by UUSU shall assume to itself any activities outside those defined in its Constitution; neither shall any organisation include in its Constitution aims and activities which are by virtue of its position, rightly those of UUSU.
- 5.6 Any society which, by additions to or deletions from its Constitution or by virtue of its activities on or off the campus, contravenes the Articles of Association of UUSU shall be investigated by the Societies Committee and may be subject to the UUSU disciplinary procedures.
- 5.7 Any society from which UUSU withdraws official recognition, shall, from the date of withdrawal of recognition, be ineligible for a grant from the funds of UUSU.
- 5.8 If a society has been inactive (i.e. no committee, membership or events) for a period of two academic years it will be deemed to have ceased to exist.
- 5.9 Within these two years, if a committee of three members wish to re-activate the society this is permissible. However, following this period the society will cease to exist and will be required to re-constitute.
- 5.10 In the event of a society ceasing to exist, UUSU may decide what happens to any unused funds.

#### **Section Six: Administrative Support from UUSU**

- 6.1 UUSU staff, normally the Student Activities Coordinator/s, will provide support by:
  - d) Taking and recording society membership;
  - e) Processing room/space booking requests;
  - f) Processing claims (Societies and Society Volunteers);
  - g) Taking lodgements (Societies and Society Volunteers);
  - h) Accepting Society Volunteer log-books in the correct format.

#### **Section Seven: Finance**

- 7.1 The overall budget for societies will be decided upon by the UUSU Staffing, Finances and General Purposes committee and administered by the UUSU Societies Committee.
- 7.2 All Societies shall have the right to appeal to the Student Executive Committee against decisions of the UUSU Societies Committee.
- 7.3 Requests for additional funds from Societies shall be dealt with by the Societies Committee purely on merit.
- 7.4 No student Society shall be eligible to receive money from UUSU funds unless it has:

- a) Elected officers, consisting at least of a Chairperson/President, Secretary, Treasurer, who must be students currently registered at the Ulster University;
  - b) Drawn up a Constitution which must be approved by UUSU;
  - c) Submitted a budget of their estimated financial needs for the following academic year by the end of the Second Semester, or as otherwise specified by the UUSU Societies Committee.
- 7.5 On successful affiliation a new society will be eligible to apply for funding.
- 7.6 UUSU Society Committee decisions shall be ratified by the Student Executive Committee. Once ratified, an allocation shall be understood to represent the total limit of UUSU's financial liability to each of the Societies concerned.
- 7.7 Each Society shall ensure that:
- a) In May of each year a financial statement of its activities during the preceding year is prepared, or at any time as is required by representatives of UUSU;
  - b) A true record of the state of its current finances is maintained;
  - c) No unauthorised expenditure by UUSU is undertaken;
  - d) It operates within the limits of whatever sums of monies are available to it.
- 7.8 All Societies shall bank with a bank designated by UUSU and UUSU shall not be held liable for any overdrafts or debts incurred in the private accounts operated by any Society.
- 7.9 Any Society official, who enters into any form of financial commitment without UUSU's prior authority, commits only themselves and in no way commits UUSU.

## **BYE-LAW SIX – Finances**

### **Section One: Finances**

- 1.1 The financial affairs of the Union shall be administered by the Union Board of Trustees which, insofar as is compatible with the Union's status as a charitable body, shall allocate grants to the sub-committees and authorise other Union expenditure. This shall be in accordance with the Rules Governing Union Finance laid down in the Financial Memorandum.
- 1.2 The Board of Trustees shall do all things deemed necessary for the efficient management and administration of the revenue and property of the Union; and in particular:
  - a) Govern, manage and regulate the finances, accounts investments, property, business and all affairs whatsoever of the Union and for that purpose shall appoint Bankers, Auditors and any other Officers or Agents it may deem expedient and shall ensure that books of account are kept in such a manner as to give a true and fair view of the Union's affairs.
  - b) Invest monies belonging to the Union in such stocks, funds, full paid shares or securities as the Student Council thinks fit whether within the United Kingdom or not: purchase freehold or leasehold property including rents provided that in the case of monies held by the Union as trustees, the power conferred by this paragraph shall be exercised subject to the provisions of the law relating to investments by trustees.
  - c) Sell, buy, exchange, lease or accept leases of real and personal property on behalf of the Union.
  - d) Borrow money on and for that purpose mortgage or charge all of or any part of the property of the Union whether real or personal unless the conditions of any will, deed, gift or other instrument are thereby contravened, and to give such other security whether upon real or personal property or otherwise as the Board of Trustees may think fit.
  - e) Provide the buildings, premises, furniture and equipment and other means required for carrying out the work of the Union.
  - f) Enter into, vary, carry out and cancel contracts on behalf of the Union.
  - g) Give on behalf of the Union guarantees, whether in pursuance of continuing arrangements or not.
  - h) Receive and call for such reports and make such arrangements as it thinks proper for the promotion and maintenance of efficiency and good order in the Union.
- 1.3 Day-to-day financial control shall be undertaken by the Students' Union's Staffing, Finance and General Purposes Committee. The Board of Trustees may not discuss a financial matter unless it has previously been discussed by the Staffing, Finance and General Purposes Committee.

## **Section Two: Financial Estimates**

- 2.1 Financial Estimates of Income and Expenditure for each financial year shall be prepared by the President for the approval of the Staffing, Finance and General Purposes Committee with the advice of the General Manager, not later than one month before the date for submission to the University.
- 2.2 The Staffing, Finance and General Purposes Committee shall ensure that the Financial Estimates are submitted to the University Finance Committee by the Date specified by the University.
- 2.3 The Staffing, Finance and General Purposes Committee shall establish a date for receipt of Estimates from within the Union.
- 2.4 The Staffing, Finance and General Purposes Committee is a Standing Committee of Board of Trustees. It shall consider all estimates in detail and shall submit recommendations to the Union Board of Trustees. The Union Board of Trustees shall be bound to take into account the recommendations of the Staffing, Finance and General Purposes Committee.

## **Section Three: Auditor for the Students' Union**

- 3.1 The Union shall, in each financial year, reappoint a qualified Auditor to audit its Accounts and Balance Sheet for that year. The qualified person shall be a Member of the Institute of Chartered Accountants or an equivalent recognised organisation.
- 3.2 The Auditor should be reappointed annually by the Trustee Board. The Auditor appointed for the previous year shall be appointed for the current year unless:
  - a) A Resolution of the Union Board of Trustees has stated otherwise.
  - b) They have given notice in writing of their unwillingness to be reappointed.
  - c) They are eligible for reappointment.
  - d) They have ceased to act, as an Auditor by virtue of incapacity.
  - e) The Auditor is currently used by the University.
- 3.3 None of the following shall be appointed as Auditor:
  - a) A body corporate
  - b) An Officer of the Union
  - c) A person who is partner or employee of an Officer of the Union.
  - d) An employee of the Union.
  - e) Any Member of the Union.
  - f) The University's current Auditors unless they will no longer hold that office by the time they assume responsibility for the Union's audit.
- 3.4 The Auditor is required to make a report at a meeting of the Board of Trustees on the Profit and Loss Account, Trading Accounts, Balance Sheet and the Source and Application of Funds.
- 3.5 The Auditor shall have a right of access at all times to the books and accounts of the Union and to any other documents relating to its affairs. They shall be entitled to receive all information and explanations from Officers and Members of the Union and relevant staff as they deem necessary for them to carry out their duty as Auditor.



- 3.6 A copy of the Audited Accounts shall be available for inspection by any Full Ordinary Member of the Union.

#### **Section Four: General**

- 4.1 Subject to the levels set out in the Financial Memorandum no order shall be placed for goods or services unless accompanied by an official Union Order Form. All order forms should bear details of the goods or services required, state the price and be signed by a senior permanent member of staff and the relevant student officer.
- 4.2 All monies received by on or behalf of the Union shall as soon as practicable be banked for the credit of the Union.
- 4.3 The Staffing, Finance and General Purposes Committee will have full authority to make or change all arrangements for banking, the payment of cheques and the maintenance of financial records.
- 4.4 The expenses claims of Executive Officers shall be countersigned by the President and the General Manager or their nominee for approval of payment.
- 4.5 The President's expenses claims will be approved and signed by a Site Vice President and countersigned by the General Manager.
- 4.6 Expenses claims for the General Manager must be approved and signed by the President and countersigned by another student officer

## **BYE-LAW SEVEN: STAFF PROTOCOL AGREEMENT**

### **Section One: Statement of Interests**

- 1.1 It is intended that these provisions:
- a) Ensure that the Union complies with all relevant legislation and regulations governing the employment of Staff by the Union, as agreed by the Financial Memorandum
  - b) Should protect individual employees from breaches of Contract on the part of the Union and from breaches of reasonable confidentiality in respect of their personal affairs.
  - c) Should empower the Staffing Committee to decide on all staffing matters or delegate where appropriate.
  - d) Should protect the Union from any direct interference in the conduct of its policy-making by employees.
  - e) The Staffing Committee shall report regularly to the Board of Trustees on its activities but shall not discuss the affairs of any individual employee outside its meeting.
  - f) No individual staff member may be named or their job discussed at any Union meeting outside of the Union Staffing Committee. Any complaint or request for information should be processed through the President.

### **Section Two: Role of Staffing Committee**

- 2.1 The Committee shall report directly to the Board of Trustees and shall not be subject to the decisions of any other committee, but shall be required to consult with the Executive and Bar Club Committees on all matters of mutual concern.
- 2.2 Acting in compliance with legislation and rules referred to in 1.1.(a) above, the Staffing Committee shall act with the full-delegated authority of the Board of Trustees in the implementation of these guidelines. In particular, Staffing Committee shall:
- (a) Ensure that the President of the Union signs Contracts of Employment.
  - (b) Having regard to budgetary provision determine the level of staffing required in areas approved by the Board of Trustees.
  - (c) Conduct the Annual Salary Review.
  - (d) Supervise the implementation of the Union's Terms and Conditions of Employment.
  - (e) Maintain the staff establishment.
  - (f) Conduct all negotiations with bodies representing staff.
  - (g) Decide which Trade Union shall be recognised by the Union.

- (h) Periodically review the Union's terms of Reference of Staffing Committee.
- (i) Shall have the power to delegate to sub committees, and create same where deemed necessary.

### **Section Three: General**

- 3.1 Staff members may attend meetings of any body of the Union when invited to do so by the President.
- 3.2 Staff members may not vote in any meeting of the Union.
- 3.3 Staff members may advise Officers of the Union on any matter within their area of competence, but will not seek to influence the policy-making process of the Union.
- 3.4 The Union recognises that staff members have the right to hold personal, political and religious views and agrees to afford its employees protection within their posts from infringement of their statutory rights, consistent with legislation in force.
- 3.5 For the purposes of this Bye-law student officers shall not be regarded as Union Staff.

## **BYE-LAW EIGHT: REFERENDA**

### **Section One: Referenda**

- 1.1 A Referendum shall be a competent of authority to amend the Articles of Association, not the Bye-laws to the Articles of Association.
- 1.2 A Referendum may be held on any proposal where the Student Executive Committee, the Trustees, or Student Council deem it necessary, or upon receipt by the President of a request bearing the signatures and student numbers of 1% of the student population of which the outcome of the decision would affect.

### **Section Two: Procedure for Holding a Referendum**

- 2.1 A Referendum shall be on a proposal decided by the Trustees, Student Council, or a resolution supported by 1% of the Union's membership. If more than one proposal is submitted, the procedure in Clause 1.2 of this Bye-law must be adhered to with regard to each separate proposal.
- 2.2 The date and time of a Referendum held under the relevant Bye-law may be decided by the Student Executive Committee or the Student Council or stated on the submitted request, provided that three clear university days (excluding Saturday and Sunday) were allowed after submission of the petition.
- 2.3 The President shall be responsible for the conduct of all Referenda and shall appoint such assistants as they deem necessary.
- 2.4 Only full members of the Union will be entitled to vote.
- 2.5 The President shall arrange for polling to take place in at least one central polling booth which will be open for a minimum from 10.30am to 5.00pm.
- 2.6 The President may arrange for online voting and will inform students of the procedure involved with this.

### **Section Three: Decision by Referendum**

- 3.1 A decision taken by a Referendum shall be referred to as a decision of the Union Membership.
- 3.2 A decision taken by a Referendum and voted upon by at least 1% of the Union Membership shall be mandatory and binding on the Union or anybody to which it is directed, provided that those votes in favour number 50+ 1 of the total number of votes cast.
- 3.3 In the case of a Referendum on Affiliation to NUS/USI a simple majority of 50% plus one of a quorate Referendum will be required to reject this affiliation.
- 3.4 A motion or proposal to alter or rescind a decision of the Union Membership shall not be

considered in the six months following the date from which the decision was passed.

- 3.5 The President shall give a ruling if a dispute arises in relation to Clause 3.4 of this Bye-law. Such a Presidential ruling can only be overturned by a decision of a quorate meeting of the Student Council.
- 3.7 A decision taken by a Referendum and voted upon by less than 1% of the Union Membership shall have powers of recommendation which shall be advisory only, provided that those votes in favour number 50+ 1 of the total number of votes cast.

#### **Section Four: Reporting Function**

- 4.1 A Union Body, Committee, Officer or other specified person which has carried out a mandate or recommendation of the Union Membership shall report to the next Student Council meeting.

#### **Section Five: A Referendum Result**

- 5.1 The President shall publish the result of any Referendum submitted under Clause 1.2 of this Bye-law not later than one clear day (excluding Saturday and Sunday) after the Referendum has been held.
- 5.2 Any full member who has reason to believe that there was any irregularity of any kind regarding the conduct of the Referendum, shall have the right to lodge a Referendum petition with the President within seventy two hours of the alleged irregularity.
- 5.3 A Referendum petition shall contain all details regarding the alleged irregularity and shall be signed by at least one person who is willing to substantiate the statements.
- 5.4 The Chair shall convene a Special Meeting of the Student Council to consider the petition. A decision of the Student Council in relation to a Referendum petition shall consider the following:
  - a) Whether the alleged irregularity has, or may have occurred.
  - b) If the alleged irregularity is such, as could have materially affected the result of the Referendum.
  - c) Subject to the outcome of their considerations in 5.2 Student Council may declare the Referendum valid or invalid

## **BYE-LAW NINE: STUDENT OFFICER ACCOUNTABILITY**

1. The student officer term of office shall be as stated in the Bye-laws.
2. Student officers shall work a minimum of 39 hours per week, and will normally be present at their workplace between the hours of 9.00 a.m. and 5.00 p.m. Monday to Thursday, 9.00 a.m. to 4.00 p.m. Friday.
3. Student officers will on occasion be absent unavoidably from their place of work, due to attendance at meetings, conferences, etc in the course of their duty. They must make every effort to ensure reasonable cover, and at all times must make reasonable efforts to inform office staff where they are, and aware of their availability. In the absence of student officers, members of staff will not be expected to carry out their duties.
4. Student officers will carry out their duties as listed in these Bye-laws, but must also offer assistance in all parts of the Union's activity where necessary.
5. Any member of Staff or officer who is of the opinion that the Staff Protocol Agreement has been breached may raise a grievance in accordance with the procedure outlined below.
  - a) Any grievance by a student officer must be raised in writing and presented to the President. If the grievance relates to the President, one of the site Vice Presidents shall receive the grievance. If the grievance cannot be resolved at that level the President shall circulate any relevant material and arrange for a meeting of Staffing, Finance and General Purposes Committee to take place within seven university days in order to resolve the issue.
  - b) Any grievance by a member of staff should in the first instance be raised orally with their Line Manager. If the issue is not resolved at that level the member of staff should then raise the matter in writing with the General Manager, with a copy to the President (or the one of the site Vice Presidents if the grievance involves the President). The President or one of the site Vice Presidents will arrange for a meeting of Staffing, Finance and General Purposes Committee to be held within seven university days to resolve the issue, and will circulate any relevant material as appropriate.
6. If a student officer is found to have been absent from work without just cause, the Student Executive Committee or in its absence, the President has the right to make a deduction from their salary.
7. If a student officer is found to have breached either the Code of Conduct or Staff Protocol, the Executive Committee can impose a period of suspension.
8. If a student officer is found to have been negligent over specific area(s) of responsibility as agreed by Executive, the Executive Committee can remove the student officer from that area of responsibility and administer an appropriate penalty.
9. Any allegation about a student officer shall be discussed at the next scheduled Student Executive meeting and dealt with by that meeting. After that the matter shall rest, unless the student officer (s) concerned wish to appeal.
10. Process of appeal shall be to Student Council, which shall have the authority to overturn the

Executive's decision, reimburse salary and return responsibility to student officers.

11. Appeal shall be made to Student Council within four working weeks of penalty being imposed.
12. Any student officer, who wishes to take leave, shall inform the President in writing, who shall record all holidays and inform the relevant staff. The President shall inform all student officers in writing of their intention to take holidays.

## **BYE-LAW TEN: THE REGULATIONS FOR THE CONDUCT OF STUDENT OFFICERS**

### **Section One: Introduction**

- 1.1 These Regulations apply to any student officer of the Students' Union or Sports' Union
- 1.2 Under these Regulations, the President has the responsibility for carrying out particular functions. Some of these functions may be delegated. In the case where the President has breached these Regulations, one of the four site Vice Presidents shall carry out any investigations or procedures required.
- 1.3 The objective of these regulations is to give all Officers the opportunity to improve their behaviour where they fall below reasonable standards. The formal procedure will not be normally invoked until the President (or nominee) has advised the Officer of their alleged unsatisfactory behaviour or performance and has provided every reasonable assistance by way of information, counselling or training to achieve the required standards.
- 1.4 Officers are encourage to seek advice on and to discuss as early as possible, problems directly or indirectly relating to work, which may have a subsequent bearing on their work performance.
- 1.5 Whilst it is accepted that most Officers will observe acceptable standards of performance and behaviour, this procedure is designed to help and encourage all Officers to achieve and maintain acceptable standards of conduct, attendance and job performance. The aim is to ensure consistent and fair treatment for all.
- 1.6 The Students' Union expects all its Officers to abide by the terms and conditions of their employment and to comply with the rules, regulations and standards established by the Students' Union and the University. If there is a disagreement between SU and University on disciplinary matters within the Students Union, the final decision shall rest with the Union. .

### **Section Two: General Student Officer Regulations**

#### **2.1 Attendance**

Students' Union student officers (officers) attendance at work is compulsory in accordance with the Student Officer Contract which all Officers are required to sign.

Officers who are unable to attend work for any reason must apply for authorisation for leave of absence from the President (or nominee) as soon as practicable. Unauthorised absence is not acceptable and may attract disciplinary penalties. Officers who do not have the required authorisation and do not respond to communications from the Students' Union and who are absent for two weeks or more, excluding holidays, may be deemed to have withdrawn from the officer position. Where an officer is deemed to have withdrawn, the date of withdrawal



will be recorded as the last day of attendance. Persistent absence from work, without authorisation from the President (or nominee) may if necessary warrant disciplinary action.

In the event of absence due to illness, medical certificates must be produced promptly to the President (or nominee) whenever the Students' Union so requests and, in any event, if the absence continues for seven days or more. Any Officer who has submitted a medical certificate shall refrain from attending work in the Students' Union in accordance with the terms of the medical certificate.

## 2.2 Criminal Convictions

The Students' Union requires Officers to declare any criminal convictions that they become subject to during their year of office to enable it to safeguard the Students' Union and its' members. If an officer becomes subject to a criminal conviction (which is not immediately spent) during their period of office, they must make a declaration to the President (or nominee), who will decide whether there are any implications in relation to your term of office and your standing with the University. The declaration of a criminal conviction will not necessarily affect your position in the Students' Union. However, it may be necessary for the Students' Union or University to take action where the conviction contravenes the Disciplinary Regulations (see 3.1 and 3.4) or in any other circumstance which the Union or University deem necessary. The failure to disclose a criminal conviction during the term of Office may itself constitute a disciplinary offence. Any disclosure information relating to a criminal conviction will be handled in accordance with the Data Protection Act and advice from such agencies as the Disclosure and Barring Service.

## 2.3 Safety

Officers shall take reasonable care for the health and safety of themselves and of others who may be affected by their activities.

Officers shall not endanger themselves or others by intentionally or carelessly interfering with, or misusing, any article, substance or material provided by the Students' Union on its premises or whilst engaged in associated activities.

Officers shall use any protective equipment provided, and ensure, so far as it is reasonably practicable, that they understand and abide by safe systems of work and any safety procedures and regulations established by the Students' Union in connection with any of its activities.

In seeking to enhance the safety of the Students' Union, some of the Students' Union premises are monitored by CCTV surveillance equipment. Footage from CCTV cameras may be used in proceedings under the Disciplinary Regulations (see section 3) or in any criminal proceedings.

## 2.4 Damage to Equipment and Premises

Any officer found to be responsible, through any wilful act, omission or negligence, for any loss or damage to the Students' Union's or any of its associate premises, equipment or property shall be liable for the cost of restoration or repair as is necessary at the Students' Union discretion. The amount of such costs shall be payable on demand to the President or nominee.

### 3. Disciplinary Regulations

- 3.1 During their term of office Student Officers are representatives of the Union and expected to conduct themselves at all times in a manner which demonstrates respect for the Students' Union, the University, its staff, students, other persons and property. The President, or their nominee will have the power to suspend any officer pending an investigation of wrongdoing. The following list is indicative of types of misconduct but is not intended to be exhaustive.
- (a) Behaving in a manner whereby reasonable cause is given to believe that danger or a breach of peace or damage to property is likely to ensue.
  - (b) Violent, indecent, disorderly, aggressive, threatening or offensive behaviour or language whether orally or in any writing, sign or other visible representation, including electronically whilst in the employment of the Students' Union.
  - (c) Distributing or publishing a poster, notice, sign, publication or material of any nature which is threatening, abusive, insulting, obscene, offensive or constitutes harassment or is illegal or makes others fear violence;
  - (d) Fraud, deceit, deception, misrepresentation, falsification of records or dishonesty in relation to the Students' Union, the University or its staff or in relation to being a student of the University including the making of false, malicious, frivolous or vexatious allegations or complaints;
  - (e) Action likely to cause injury or impair safety on the Students' Union or University premises or where the consumption of alcohol and/or misuse of drugs affects the satisfactory performance of employment role;
  - (f) Harassment of any student, member of staff or agent of the Students' Union, University, or any other authorised visitor of the Students' Union or University as defined in Ulster University's Rules, Policies and Procedures for dealing with Harassment of Students;
  - (g) Breach of the provisions contained within any Students' Union or University Regulations/Guidelines/ Rules/Codes/Conditions/Policies;
  - (h) Damage to or defacement of Students' Union or University property or the property of any student, member of staff or agent of the Students' Union or University caused intentionally or recklessly and misappropriation of such property;
  - (i) Misuse or unauthorised use of the Students' Union or University premises or items of property, including computer misuse or deliberate disclosure of privileged and confidential information to unauthorised people;
  - (j) Conduct which constitutes or is alleged to have constituted a criminal offence where that conduct:

- (i) brings into disrepute the name of the Students' Union or the University; or
  - (ii) took place on Students' Union or University premises; or
  - (iii) affected or concerned any student, member of staff or agent, of the Students' Union or University;
- (k) Behaviour which brings the Students' Union or University into disrepute;
  - (l) Failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given;
  - (m) Conduct of any nature which is intended to or has the effect of: inciting or enticing another student to breach any of the Disciplinary Regulations; or aiding or abetting another student in the breach of any of the Disciplinary Regulations.
  - (n) Engaging in any trade or business or engaging in the activities of any other form of employment, on Students' Union or University premises, other than employment by the Students' Union.
  - (o) Failure to comply with the terms of any written undertaking or previously imposed penalty, partial exclusion or suspension under the Regulations for the Conduct of Students' Union student officers;

### 3.2 The discretion to dismiss complaints

Where a complaint of misconduct has been made, the President (or nominee) may rule that the complaint should not be the subject of further action under these Regulations, but such a ruling shall not preclude informal action by way of caution or otherwise if appropriate.

### 3.3 Mitigation due to Illness

Where an allegation of misconduct has been made and the President (or nominee) has reason to believe that illness of any nature, including mental illness, is a contributory factor in the alleged behaviour, they may adjourn the proceedings and, if appropriate, partially exclude or suspend the Officer pending the production of a satisfactory medical or psychiatric assessment. In these circumstances it will normally require that an appropriately qualified medical practitioner approved by the Students' Union or University is satisfied that the Officer is fit to return. The Students' Union reserves the right to proceed with the disciplinary process or to terminate the proceedings subject to the Officer receiving relevant medical treatment.

### 3.4 Criminal Offences

The following procedures apply where the alleged misconduct would also constitute an offence under the criminal law if proved in a court of law:

- (a) Where the alleged offence under the criminal law is considered to be not serious, action under these Regulations may continue but such action may be deferred pending any police investigation or prosecution.
- (b) In the case of all other alleged offences under the criminal law, no action (other than suspension or partial exclusion pursuant to section 3.5) will normally be taken under these Regulations unless the matter has been reported to the police and either prosecuted or a decision not to prosecute has been taken, at which time the President (or nominee) may decide whether disciplinary action under these Regulations should continue or be taken.
- (c) The Students' Union has the right to report any criminal matter to the police. However, if a person claims to be the victim of a serious offence committed by an Officer, but does not wish the police to be involved, the President (or nominee) may agree not to report the matter to the police. In such circumstances the Students' Union will not normally proceed with internal disciplinary measures for the serious offence, although it may take disciplinary action over other related offences.
- (d) Where a finding of misconduct is made and the Officer has also been sentenced by a criminal court in respect of the same facts, the court's penalty shall be taken into consideration in determining the penalty under these Regulations.

### 3.5 Suspension and partial exclusion pending a hearing

- (a) An Officer who is the subject of a complaint of misconduct or against whom a criminal charge is pending or who is the subject of police investigation may be suspended or partially excluded by the President (or nominee) pending the disciplinary hearing or the conclusion of criminal proceedings.
- (b) When the President has delegated the power under this section, a report shall be made to the President of any suspension or partial exclusion under this section.
- (c) Suspension and partial exclusion are defined as follows:
  - (i) Partial exclusion involves selective restrictions on attendance at or access to the Students' Union or prohibition on exercising the functions or duties of any office or committee membership in the Students' Union or University, the exact details to be specified in writing.
  - (ii) Suspension or expulsion involves a total prohibition on attendance or access to the Students' Union and on any participation in Students' Union activities; but it may be subject to qualification, such as permission to attend for the purpose of counselling or for the purpose of seeking advice in relation to a disciplinary procedure or appeal.

Acting in breach of such partial exclusion or suspension shall constitute a further disciplinary offence.

- (d) Suspension will only be used where partial exclusion from specified activities or facilities would in the opinion of the President (or nominee) be inadequate or where the range of activities for which the President (or nominee) is of the opinion that partial exclusion should be made is such that it should most effectively be achieved by suspension.
- (e) An order of suspension or partial exclusion may include a requirement that the officer should have no contact of any kind with a named person or persons.
- (f) Suspension or partial exclusion pending a hearing will not be used as a penalty. The power to suspend or partially exclude under this provision is to protect the members of the Students' Union or University community in general or a particular member or members and the power shall normally be used where the President (or nominee) is of the opinion that it is urgent and necessary to take such action. Written reasons for the decision shall be recorded and made available to the Officer.
- (g) No Officer shall be suspended or partially excluded unless they have been given an opportunity to make representations in person to the President (or nominee). Where for any reason, it appears to the President (or nominee) that it is not possible for the Officer to attend in person, they shall be entitled to make written representations.
- (h) In cases of great urgency, the President (or nominee) shall be empowered to suspend an Officer with immediate effect if necessary without being given the opportunities mentioned in 3.5 (g) provided that within five working days the opportunities mentioned in 3.5 (g) above are given and the matter reviewed.
- (i) The President (or nominee) shall review the suspension or partial exclusion as appropriate, in light of any developments and of any representations made by the Officer in writing or anyone else on their behalf. Such a review will not involve a hearing or submissions made in person. It is the responsibility of the Officer to inform the Students' Union of the outcome of any criminal proceedings.

#### **Section Four: Disciplinary Procedure**

##### Stage One: The Disciplinary Interview

- 4.1 Allegations of misconduct under these regulations should be made to the President (or nominee) who will make arrangements for such enquiries to be made as are reasonable in the circumstances to confirm the facts and determine the seriousness of the incident.
- 4.2 The President (or nominee) will interview the Officer who may be accompanied by a friend or representative. The Officer will be informed of what is alleged against

them and will have an opportunity to respond. The President shall nominate a student officer or appropriate person to act as secretary of a Disciplinary interview.

- 4.3 The President (or nominee) shall either decide that the case should not proceed, or that a breach of the Disciplinary Regulations has been proven or admitted in which case they may apply one or more of the following:
- (i) an oral reprimand which will normally be effective for three months unless otherwise stated at the disciplinary interview;
  - (ii) a written reprimand which will normally be effective for six months unless otherwise stated at the disciplinary interview;
  - (iii) any of the supplementary outcomes given in 5.14(b);
  - (iv) refer the matter to the University student disciplinary procedure.
- 4.4 The President (or nominee) will notify the Officer verbally of their decision. The decision will be confirmed in writing within 3 days of the disciplinary interview.
- 4.5 The President (or nominee) may refer the matter to the University with a request for a disciplinary hearing to be convened if there is evidence of a more serious breach of the Disciplinary Regulations or in the event of repeat infringements or a failure to comply with the conditions of any written undertaking.
- 4.6 Any Officer who is dissatisfied with the decision of the President (or nominee) to impose an oral or written reprimand may refer the matter for an appeal to the Chair of Student Council by submitting a written request to one of the site Vice Presidents (or nominee) within 7 working days of receipt of the decision of the President (or nominee). The written request should state the reasons why the penalty is considered inappropriate.
- 4.7 Where an allegation is referred to the University by the President (or nominee) (see 4.5), the record of the interview between the Officer and President will form part of the evidence.

#### Stage Two: The Disciplinary Hearing

- 4.8 A request for a disciplinary hearing made by the President or nominee (see 4.5) shall be in writing addressed to the relevant Senior Officer within the University. The Vice-Chancellor's nominee may decide to suspend or partially exclude an Officer pending the disciplinary hearing as set out in 4.5 or 4.3 above.
- 4.9 The relevant Senior Officer within the University shall decide whether further investigation is needed before a disciplinary hearing can take place. If further investigation is needed the Senior Officer will nominate a member of staff with no material involvement with case at that time, to undertake such investigation as is reasonable in the circumstances and to report to the relevant Senior Officer within the University before a disciplinary hearing is arranged.
- 4.10 If the relevant Senior Officer within the University decides to proceed with disciplinary action then the disciplinary hearing will be conducted by the University's Disciplinary Committee.

#### Section Five: Appeals Procedure

- 5.1 On matters of internal discipline of Officers, the President shall report to the Student Council which shall be the only body that has the power to revoke, modify or condone the disciplinary action taken by the President. Any officer wishing to appeal a disciplinary decision taken by the president, shall have the right to make representation to Student Council where the disciplinary action may be revoked, modify or condoned.

## **Section Six: Examples of Misconduct**

This sets out examples of misconduct into minor, major and gross misconduct. These are examples and must not be considered exhaustive.

### **1. MINOR MISCONDUCT**

- Absenteeism
- Lateness
- Careless Work
- Poor effort at work
- Ignoring safety/hygiene/security rules
- Unwillingness to co-operate with colleagues
- Misuse of telephone or electrical equipment belonging to the Students' Union or University owned equipment

### **2. MAJOR MISCONDUCT**

- Unauthorised absence
- Performance of duties below an acceptable standard
- Refusal or failure to carry out a reasonable instruction
- Smoking in prohibited areas
- Bringing intoxicants into the premises without permission
- Neglect causing damage to property, facilities or equipment belonging to the Students' Union, the University, students, members of staff or visitors
- Use of foul language
- Misconduct prejudicial to the efficiency, discipline or reputation of the Students' Union

### **3. GROSS MISCONDUCT**

- Theft, fraud, deliberate falsification of records
- Physical violent behavior or assault
- Deliberately ignoring safety rules and thereby endangering own or another's physical well-being
- Obscene or indecent behavior
- Serious incapability induced by alcohol or drugs not prescribed by a doctor and thus endangering self and others in a high risk environment
- Willful negligence of work duties which causes unacceptable loss, damage or injury
- Gross insubordination
- Direct discrimination on the grounds of religion, politics, race or sex
- Proven sexual/religious harassment

## **BYE-LAW ELEVEN: CODE OF CONDUCT, REGULATIONS AND DISCIPLINARY PROCEDURES GOVERNING THE BEHAVIOUR OF MEMBERS OF THE STUDENTS' UNION**

### **Section One: Introduction**

- 1.1 UUSU has drawn up this Code of Conduct, which governs the activities of its members. The term "member" refers to all full members of the Students' Union as defined in the Articles of Association.
- 1.2 The Code of Conduct and associated disciplinary procedures are intended to promote fairness and order in the treatment of individuals and in the conduct of the Students' Union, in line with the policies of UUSU and its parent institution.
- 1.3 Should it become necessary to take action against any member whose behaviour is contrary to accepted standards then the Code of Conduct explains the grounds on which members may be disciplined.
- 1.4 All members will be responsible for making themselves acquainted with all Union policies and procedures affecting them. It is a requirement of membership that members accept their obligations under the Code of Conduct, and all other relevant policies, rules and regulations.
- 1.5 Members will be issued with an identity card by the University. This card must be produced to any Officer or staff member of UUSU upon request when on Students' Union occupied premises or utilising Students' Union services or facilities or taking part in activities which fall under the auspices of UUSU. Inability to produce an identity card may lead to immediate exclusion from the premises, services, facilities or activity.
- 1.6 Members whose conduct, in the opinion of the licensees of Students' Union operated licensed services, is prejudicial to the maintenance of good order on licensed premises may be subject to action initiated and enforced by the licensees or representative of the licensee. Such action does not form part of these Code of Conduct Regulations and may be taken either independently or in addition to action arising from this Code of Conduct.

### **Section Two: Conduct Regulations**

- 2.1 General
  - (a) Misconduct is defined as "improper interference with the proper functioning or activities of the Students' Union, or other members, or those who work in the Students' Union, or action which is considered detrimental to the best interests of the Students' Union."



- (b) There may be instances where such breach is of such a serious nature as to warrant suspension or exclusion from membership and/or activities of the Students' Union.
- (c) The functioning or activities of the Students' Union include those activities undertaken by student societies.
- (d) Repeated or serial misconduct may be categorised as serious misconduct for the purposes of determining jurisdiction and penalty.
- (e) Breach of any of the following regulations or other misconduct shall make a member liable for disciplinary action.

2.2 Behaviour towards other members of UUSU, UUSU Employees, Visitors, Guests and other persons.

- (a) Members should always act with reasonable consideration towards other members, employees and other persons using UUSU services, facilities or activities, or towards other persons away from the Students' Union and the University who they may have contact with whilst representing UUSU or participating in UUSU activities, and observe this Code of Conduct and all subsidiary regulations.
- (b) Members shall comply with any reasonable instruction issued by any officer, employee, representative or agent of the Students' Union. In the event of proceedings being brought for non-compliance with any such instruction, it shall be a defence that the instruction was unreasonable or unnecessary in the circumstances for the proper functioning and efficiency of the Students' Union and the safety and well-being of its members or other persons.
- (c) Members shall not commit or threaten to commit any action which may lead to injury to any person. Members shall not cause any person using Students' Union services, facilities or activities or any guest of the Students' Union, or other persons away from the Students' Union and the University who they may have contact with whilst representing UUSU or participating in UUSU activities, to be concerned for their safety or well-being.
- (d) Members shall not commit any act of sexual harassment.
- (e) Members shall not commit or encourage the discrimination of people with different religious belief, people of political opinion, people of different racial groups, people of different ages, people of different marital status, people of different sexual orientation, men and women generally, people with a disability and people without, people with dependants and people without.

- (f) Members are required to observe the Students' Union's and the University's Health and Safety and Fire regulations and procedures.
- (g) Members shall observe the Health and Safety and Fire regulations and procedures of other organisations or premises that they may visit whilst representing UUSU or participating in UUSU activities.

### 2.3 Use of Building, Grounds & Equipment

- (a) Members shall not deface nor maliciously damage any premises or property occupied, used or owned by the Students' Union.
- (b) Members shall not deface nor maliciously damage any premises or property at any other establishment away from the Students' Union whilst representing UUSU or participating in UUSU activities.
- (c) Members shall not intentionally or recklessly interfere with or misuse any equipment provided in the interests of health, safety and welfare.
- (d) Members shall not drop litter, eat or drink in unauthorised areas or smoke in unauthorised areas.
- (e) Members shall not enter any part of Students' Union occupied premises which they do not have sufficient cause to enter which is not designated as a communal or public area.
- (f) Except for calls relating to official Students' Union business, or other calls authorised by a student officer or responsible member of staff, no member is permitted to use the Students' Union's telephone for external calls.
- (g) Members shall not make unauthorised use of Students' Union computers, photocopiers or other equipment and shall observe regulations governing the use of such equipment and services.
- (h) Members shall not make unauthorised use of Students' Union vehicles and shall observe all regulations and policies relating to the driving or use of such vehicles.

### 2.4 Administration

- (a) Members shall observe the requirements of the Articles of Association.
- (b) Members shall not interfere, or seek to interfere, with Students' Union elections with the intent to frustrate the election process, to gain unfair advantage for a candidate(s), or to disadvantage a candidate(s).

- (c) Members or their guests, shall not provide false information with the intent to deceive when seeking to register or apply for any other service or activity.
- (d) Officers of societies or Sports clubs shall observe all regulations and policies governing the operation of clubs and societies.
- (e) Members shall not forge, alter or misuse any Students' Union documents, records or identification cards.
- (f) Members shall not seek to utilise the services of the societies and Sports Union clubs without first having paid the appropriate membership fee.
- (g) Members shall not seek to gain admission to events, access to services or products for which a charge is payable without paying due charges.
- (h) Members shall pay any debts or charges due and payable (including fines) to the Students' Union at the required time.

## 2.5 General

- (a) Members shall not commit any act that the President has reason to believe is either a breach of acceptable behaviour or which is detrimental to the best interests of the Students' Union.
- (b) Members shall not behave, whether within the premises occupied by the Students' Union, the University or anywhere else, in a way likely to bring the name of the Students' Union into disrepute.
- (c) No offensive weapon may be brought onto Students' Union occupied property even if properly licensed.
- (d) Members shall observe regulations in force with regard to the purchase of tickets for entertainments and other social activities.
- (e) Members shall observe regulations in force governing admission to premises for the purposes of visiting bars or entertainments events. Such regulations may permit the member to invite guests and in such circumstances the member shall be responsible for the behaviour of their guest.
- (f) Members shall not purchase alcohol with the intention that the alcohol is to be consumed by a person who is under 18 years of age.
- (g) Members who are under 18 years of age shall not purchase or consume alcohol whilst on any Students' Union licensed premises.

- (h) Members shall not possess or use illegal substances whilst in Students' Union occupied premises, representing the Students' Union or participating in Students' Union activities.
- (i) UUSU reserves the right to request members to consent to a search of their belongings and/or persons either on admission to premises/events or whilst on the premises or at events. Members will usually be asked to give such consent if their behaviour is or has been consistent with behaviour which could be associated with breaches of this Code of Conduct. In addition, a system of random searches will usually be operated at the entrance to licensed premises. UUSU is under no obligation to provide members with reasons as to why a request for a search was made. Members may choose to decline to a search of their belongings and/or persons, in such instances admission to the premises/event will normally be denied or the member will be asked to leave the premises/event for the remainder of the trading day. Members shall be required to observe and respect such requests.
- (j) Members who sign in guests to events shall be responsible for giving accurate details of their guest and also for the behaviour of their guest. Where the behaviour of a guest warrants action under these regulations, action will normally be taken against the member who signed them in.

## 2.6 Criminal Offences

- (a) Members shall not commit any offence against the Criminal Law whilst on Students' Union occupied premises, representing the Students' Union, or participating in Students' Union activities.
- (b) Members who allegedly commit a criminal offence in their private lives may be in breach of the Code of Conduct and subject to the Disciplinary Procedure where it is felt that the alleged offence either brings the name of the Students' Union into disrepute, where the behaviour of the member has an adverse impact upon the Students' Union or the ability of other members to benefit fully from their membership of the Students' Union, or where other members or employees of UUSU might feel threatened by their presence.
- (c) Alleged misconduct, which also appears to constitute a criminal offence, maybe referred to the police.
- (d) The victim of alleged misconduct may refer the matter or require the matter to be referred to the police. Where an alleged or suspected offence has occurred, anyone may make a report to the police and no person may prevent another person from making such a report.

- (e) The Students' Union has the right to report any criminal matter to the police. However, if a person claims to be the victim of a serious offence committed by an Officer, but does not wish the police to be involved, the President (or nominee) may agree not to report the matter to the police. In such circumstances the Students' Union will not normally proceed with internal disciplinary measures for the serious offence, although it may take disciplinary action over other related offences.

## 2.7 Complying with Disciplinary Procedures

- (a) Members shall not reasonably refuse to assist in procedures for operating the Code of Conduct and Disciplinary Procedures. This shall include a requirement that they identify themselves when requested to do so by any employee of UUSU when on Students' Union occupied premises or utilising Students' Union services or facilities or taking part in activities which fall under the auspices of UUSU.
- (b) Members shall comply immediately with a disciplinary decision upon receipt of notice of the decision, pending the outcome of any appeal if lodged.

## Section Three: Penalties

3.1 The Students' Union shall have the powers to impose a range of penalties for breaches of the Code of Conduct or any other Students' Union regulations. The penalties are:

- (a) Reprimand or caution.
- (b) A written or verbal apology to aggrieved person.
- (c) A formal and recorded written warning indicating the action which may be taken if there is a further breach of the Code of Conduct. A copy of any written warning shall be given to the student, one copy placed on the Disciplinary File kept by the General Manager or their nominee on behalf of the President. (Normally no more than one written warning shall be issued before the imposition of a more severe penalty in the event of a further proven or undisputed breach of the code by a member to whom the warning(s) have been issued. However, the period between a first warning and a second proven or undisputed breach of the student conduct regulations as well as the nature of the incidents concerned should be considered before imposing a penalty).
- (d) Financial restitution in full or in part of the cost of making good any damage or loss suffered by the Students' Union or other members or persons.

- (e) Financial penalty up to £100 for being in breach of the Code of Conduct. All monies paid by way of penalty, shall be deposited into the Students' Union.
- (f) Exclusion from Students' Union occupied premises or withdrawal of rights to participate in or benefit from specified Students' Union services, facilities or activities for a specified period. (Exclusion or withdrawal of rights may be imposed pending a hearing or pending further investigation of an alleged offence where the nature and/or severity of the alleged offence warranted it).
- (g) Any combination of the above penalties.

3.2 Deferral of penalty. A penalty may be deferred to apply from a certain date to avoid any untoward consequential penalty. Certain decisions by their nature or timing entail further direct or indirect consequential penalties. An example would be where a penalty withdrawing the right of a member to enter the bars coincides with hustings due to take place in the bar for an election in which the member is standing. A consequential penalty should NOT normally be taken into account when arriving at the initial decision on the appropriate penalty. It may, however, be appropriate to adjust the penalty which would otherwise have been applied to ensure the effect of any consequential penalty is also fully considered.

3.3 The Students' Union may choose to make a report of the case to the relevant Senior University officer.

#### **Section Four: Disciplinary Procedure**

4.1 The following principles govern the Disciplinary Procedure:

- (a) Members are entitled to know the full details of any charge of misconduct.
- (b) Members are entitled to be accompanied and assisted at a hearing or appeal by another member.
- (c) Members have the right to see all evidence to be presented throughout the hearing of evidence excluding the personal details of Students' Union staff or members.
- (d) Disciplinary procedures will be concluded as speedily as possible consistent with fairness and the nature of the alleged misconduct.
- (e) The process provides a right of appeal.
- (f) Serious cases of alleged misconduct will be heard directly by the Disciplinary Committee following an investigation carried out by the Chairperson of the Disciplinary Committee.

(g) In all disciplinary proceedings a student shall be presumed to be innocent of the charge until the contrary is proved on the balance of probabilities.

- 4.2 The Disciplinary Procedure may be initiated by any member of the Students' Union, or by members of staff of the Students' Union through the General Manager. The alleged misconduct, together with detail of the student(s) concerned, shall be referred by the complainant to the site Vice President at the campus where the student is registered as soon as reasonably possible after the occurrence of the alleged breach. Where a member refuses to identify themselves, this shall be regarded as a further breach of the Code of Conduct Regulations.
- 4.3 The President shall nominate two student officers to act as members of the Disciplinary Committee for the case.
- 4.4 Where an alleged breach of the Code of Conduct Regulations involves a member in an alleged act of misconduct either within or in the immediate vicinity of licensed premises, then a licensee or representative may suspend that member's right of admission to the licensed premises. (This provision is in addition to the right of the licensees to take action independent of this procedure).
- 4.5 Where an alleged breach occurs in any other setting (including trips or activities away from the Students Union) then the appropriate Officer, staff member or other agent shall have the authority to exclude the member from the facility, service or activity or to take any other reasonable action to prevent further immediate breaches of the Code of Conduct Regulations by any member whom they believe to have already breached the Regulations. This action shall at the earliest be reported to the Disciplinary Committee who shall endorse, amend or withdraw the restrictions pending a disciplinary hearing.
- 4.6 Where the alleged breach constitutes a criminal offence, the Students' Union may decide to refer the matter to the Police. Where a member is subject to criminal proceedings arising out of the alleged breach of the Code of Conduct Regulations, the Students' Union may, at the discretion of the Disciplinary Committee, choose to suspend disciplinary proceedings pending the outcome.

(In such circumstances, the Disciplinary Committee may decide to impose a temporary exclusion from Students' Union occupied premises or temporary withdrawal of rights to participate in or benefit from specified Students' Union services, facilities or activities pending the outcome of criminal proceedings and any subsequent disciplinary action under this Code of Conduct. Such action will only be taken where it can be demonstrated that the alleged breach of the Code of Conduct, if proven, would mean that the continued presence of the member would either bring the name of the Students' Union into disrepute, where the behaviour of the member has an adverse impact upon the Students' Union or the ability of other members to benefit fully from their membership of the Students' Union, or where other members or employees of UUSU might feel threatened by their presence or any other reasonable reason).

- 4.7 Appropriate investigations will be undertaken as soon as possible. All persons concerned in the alleged misconduct, whether complainant, respondent or witness, will be required to complete a statement. All evidence will be submitted promptly, together with any additional documentation as appropriate. If the Disciplinary Committee determines that there is prima facie evidence of misconduct, then they shall write to the member concerned within 5 working days informing them of the outcome and subsequent penalty.
- 4.8 Where the Disciplinary Committee determines there is a prima facie evidence of serious misconduct (as defined in section 2.1) then they shall immediately bring the allegation to the attention of the University, before completing their investigation.

### **Section Five: Rights of Appeal**

#### **5.1 Appeal against the Finding**

- (a) The member may appeal against the decision of the Disciplinary Committee to the Disciplinary Appeals Committee.
- (b) The appeal process may be against the finding or the penalty. Any appeal against the finding must be based on:
  - i. additional new evidence
  - ii. perversity of judgement against weight of the evidence presented
  - iii. procedural irregularity
  - iv. demonstrable prejudice or bias against the member.

- 5.2 Any appeal shall be in writing and lodged with the President within five university days of receipt of the decision of the Disciplinary Committee. The President shall then call a meeting of the Disciplinary Appeals Committee as soon as practicable.

### **Section Six: Disciplinary and Appeals Committees**

- 6.1 The membership of the disciplinary committee shall normally be two Student Officers.

- 6.2 The membership of the disciplinary appeals committee shall normally be two Student Officers, who have had no involvement in the original disciplinary process thus far.



## **BYE-LAW TWELVE: Honorary President & Life membership**

### **Section One: Definition**

- 1.1 There shall be for the purposes of furthering the aims and objectives of the Union a position of Honorary President.

### **Section Two: Roles, Rights and Responsibilities**

- 2.1 Be sympathetic to and help promote the aims and objectives of the Union.
- 2.2 Attend Union events where possible.
- 2.3 Shall have the right to attend and speak at Student Council.

### **Section Three: Election of Honorary President**

- 3.1 The President or their nominee shall be responsible for the advertising and timetabling of an Election for the position of Honorary President.
- 3.2 Nominations must be submitted in writing to the President along with a Proposer, Secunder and twenty signatures.
- 3.3 The vote for an Honorary President shall be carried out Student Council.
- 3.4 The post holder shall remain in office for three years.
- 3.5 The post holder may only be removed from office by a vote of no confidence across the four campuses and subsequently ratified at Student Council.
- 3.6 The Student Council have the right not to accept nominations which it believes are not within the spirit of the Articles of Association.

### **Section Four: Awarding of Life Membership**

- 4.1 The President or their nominee shall be responsible for the advertising and timetabling of a nomination process for students to be considered for life membership of the union.
- 4.2 Nominations will be considered by Student Council and approved by a simple majority.
- 4.3 Life membership does not entitle recipients to the benefits of full membership.
- 4.4 Life Memberships are open to all – there is no prerequisite of previously being a full member of the Union.