

University of Ulster Students' Union



Constitution

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CONSTITUTION

INTRODUCTION

General:

The University of Ulster Students' Union is an integral part of the University of Ulster, which received its Charter on October 1 1984. The Students' Union is established in pursuance of Article 20 of the Charter and Statute XXI.

The following is an extract from Statute XXI of the University of Ulster:

1 "THERE SHALL BE FOR THE BENEFIT OF THE STUDENTS A STUDENTS' UNION. THE CONSTITUTION, PRIVILEGES AND OTHER MATTERS RELATED THERETO SHALL BE PRESCRIBED BY THE ORDINANCES. WITHIN THE PROVISIONS OF SUCH ORDINANCES, THE STUDENTS' UNION SHALL HAVE THE POWER TO MANAGE ITS OWN AFFAIRS AND FUNDS.

2 THE FUNCTIONS OF THE STUDENTS' UNION SHALL BE TO:

(1) PROMOTE THE INTERESTS OF THE STUDENTS AND TO REPRESENT THEM IN ALL MATTERS AFFECTING THEIR INTERESTS;

(2) AFFORD A RECOGNISED MEANS OF COMMUNICATION BETWEEN THE STUDENTS AND THE AUTHORITIES OF THE UNIVERSITY;

(3) PROMOTE SOCIAL INTERCOURSE AND UNITY OF SPIRIT AND FEELING AMONG THE STUDENTS; AND

(4) BRING THE STUDENTS INTO CLOSER RELATIONS WITH THE STUDENTS OF OTHER UNIVERSITIES AND INSTITUTIONS OF HIGHER AND FURTHER EDUCATION."

Note: The above Statute XXI is a part of the Second Schedule of the Charter of the University of Ulster granted on October 1984.

THE CONSTITUTION OF THE UNIVERSITY OF ULSTER STUDENTS' UNION

1 Preamble:

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

1.2 The University of Ulster shall hereinafter be referred to as the "University".

A university day shall mean any weekday within the official term dates of the University.

This Constitution replaces all previous Constitutions pertaining to the Institution known as the University of Ulster Students' Union.

2 Aims and Objectives:

2.1 The aims and objectives of the Union in so far as they accord with Article 20 of the Charter and Statute XX1 shall be to:-

- (a) Foster and develop a corporate spirit among its members;
- (b) Promote the general and particular interest of its members and to represent them in all matters affecting their interests;
- (c) Afford a recognised channel of communication between its members and the University;
- (d) Provide, maintain and develop facilities and services for its members.
- (e) Assist in the development of the social cultural and athletic life of its members.
- (f) Establish and maintain relations between students of the University and those of other institutions of education;
- (g) Enhance the standing of students in the community;

2.2 The Union shall ensure that preference shall not be given to or advantage withheld from any member on grounds of religious belief, political opinion, racial group, age, marital status, sex, disability, sexual orientation or responsibility for dependants.

Membership:

3.1 Ordinary Full Members

Ordinary full membership shall be accorded to all full-time registered students of the University, and those part-time students registered for a period of thirty weeks in the academic year whose course of study leads to a recognised academic award.

3.2 Associate Membership

Associate Membership may be accorded to the following persons on receipt of such fee as shall be determined under Clause 3.6. below:

- 1 Those part-time students ineligible for full membership under Clause 3.1;
- 2 Occasional students;
- 3 Other persons that the Senate may determine within the provisions of Statute 1(i).

3.3 Life Associate

All past students of the University may apply for Life Association of the Union, by a form of written application to the General Council of the Union.

3.4 Honorary Life Associate

Honorary Life Association may be granted by the General Council of the Union, to persons who have given exceptional service to the Union.

3.5 Reciprocal Associate

All members of any Students' Union or recognised educational institution with whom the Union has concluded a reciprocal membership agreement shall be deemed Reciprocal Associates.

3.6 Sports Union Membership

Membership of the Sports Union may be accorded to any person deemed eligible under the criteria set out in Schedule 4.

3.7 Membership Fees

All fees pertaining to membership association of the Union shall be determined by the General Council of the Union.

4 Rights and Privileges of Members

4.1 All Ordinary Full Members of the Union shall have the following rights and privileges:

(a) To use, or to make arrangements to use, facilities that the Union provides, with the exception of the Union offices and transport, which shall be subject to the discretion of the Officers of the Union.

(b) To become members of the Sports Union and of its affiliated clubs subject to compliance with the eligibility criteria set out in Schedule 4

(c) To become members of Societies within the Union subject to compliance and procedures set out in Schedule 5.

(d) To hold ordinary office in those Societies and the Sports Union's affiliated clubs subject to their respective criteria for holding office

(e) To vote in Union elections, save any elected office of the Sports Union, which shall be reserved for the members of the Sports Union alone.

(f) To have full voting rights in the Union General Meetings, held on their site of study, and the right of speak subject to Standing Orders.

(g) To attend Union General Meetings as Observers on all sites, subject to the Constitution.

(h) To hold office in the Union, subject to the Constitution.

4.2 All Associate Members shall have the rights and privileges as detailed in 4.1.(a), (b), (c) and (g).

4.3 All Life, Honorary and Honorary Life Associates shall have the rights and privileges as detailed in (a), (b), (c) and (g).

4.4 All Reciprocal Associates shall have the rights as detailed in 4.1.(a)

5 Governance of the Union, and its Clubs and Societies including the Sports Union

The governance of the Union shall be based upon the democratic principle that every Ordinary Full Member shall have the fullest opportunity to participate in controlling the affairs of the Union.

There shall be a General Council of the Union, which shall be its supreme governing body, the membership duties and powers of which shall be defined by Schedule 2. The General Council shall have the powers to appoint Committees as defined by Schedule 2.

There shall be General Meetings of the Union, the duties and powers of which shall be defined by Schedule 2.

5.4 There shall be an Executive Committee of the Union, which shall comprise all of the full-time elected Officers of the Union, the duties and powers of which shall be defined by Schedule 2.

5.5 There shall be Site-Committees of the Union which shall comprise of all of the elected Officers of the Union at each site, the duties and powers of which shall be defined by Schedule 2.

5.6 The Union shall represent its members in all matters affecting their interests, and shall organise elections of representatives as defined by Schedule 2.

5.7 Subject to the financial provisions provided by the University in this regard, the Union shall facilitate the organisation and provide finance and facilities for, and control sporting clubs constituted in accordance with Schedule 4, through the Sports' Union.

5.8 The Union shall facilitate the organisation and provide finance and facilities for, and control all societies constituted in accordance with Schedule 5.

5.9 The Union shall operate a Code of Conduct in respect of members' activities as defined in Schedule 13.

5.10 The Union shall have control over its own finances and shall manage its own affairs and funds in accordance with the Constitution and Schedules and Appendices.

5.11 The Union shall administer all premises set aside for its use by the University in accordance with the Constitution and Schedules and Appendices.

5.12 The Union shall employ its own staff, in accordance with the Constitution and Schedules.

5.13 There shall be a Staff Protocol Agreement, established between the Union and its staff, as defined by Schedule 7.

5.14 There shall be Standing Orders to govern the procedure and conduct of Union meetings, as defined by Schedule 2.

6 Indemnification

6.1 Every officer, or member of staff of the Union or any person appointed to carry out duties on behalf of the Union, other than under a service contract, acting in the course of his/her duty, shall be entitled to be indemnified out of the assets of the Union against any losses or liability providing that nothing in this Clause shall affect his/her liability for the consequences of any wilful act or omission on his/her part

7 Amendments

7.1 A referendum, open to all Ordinary Full Members of the Union shall be the sole method of agreeing amendments to the Constitution. For the avoidance of doubt, this does not refer to amendments to the Schedules.

7.2 The General Council of the Union shall put into affect the amendments adopted by the said referendum, at its next meeting, subject to the provisions of Schedule Eight.

7.3 Amendments to the Constitution must follow the procedure set in accordance with the Schedules.

7.4 Subject to Clause 5 of Schedule 4, amendments to the Schedules of the Constitution can be made only by General Meetings of the Union, subject to ratification by General Council.

7.5 The General Council of the Union shall put into effect any amendments to the Sports Union Constitution (Schedule 4), if ratified by the General Council at the meeting where ratification is due to take place.

8 Interpretation

8.1 For the purpose of interpretation of the Constitution and its Schedules, the version written in English shall take precedence.



SCHEDULE 1

THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule One

Standing Orders

1 Definition

Standing Orders are Rules, which govern the procedure and conduct of all Union Meetings and meetings of the Union General Council, except where otherwise provided for in the Constitution.

2 The Chair

2.1 The person taking the Chair shall be referred to as the Chairperson.

The Chairperson shall be the sole interpreter of these Standing Orders and may rule on the provision therein.

(b) Such a ruling on the Standing Orders may be subject to challenge under Clause 1.1 of this Schedule.

(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 to the meeting.

2.2 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, and in so doing he/she shall be heard in silence.

The Chairperson shall relinquish the Chair to a Deputy if:

A Motion of "No Confidence" in him or her has been put to the meeting.

(b) His or her ruling has been challenged.

He or she wishes to speak on a Motion or is implicated in any item under discussion.

2.4 Except as in Clause 2.2. the Chairperson shall not participate in any debate.

2.5 Persons wishing to speak may do so by rising and addressing themselves solely to the Chair.

3.2 Procedures at Meetings

Business at meetings shall be taken in the following order:

Quorum Count

- (b) Minutes of previous meeting
- (c) Matters Arising
- (d) President's Communications
- (e) Notice of Elections (if any)
- (f) Committee Reports
- (g) Tabled Motions and Amendments
- (h) Tabled Questions (timed session), which must be submitted 24 hours before the start of meeting.
- (i) Questions and Answers (time session), allow free questioning of all Officers. In case of difficulty the President shall decide if it is reasonable for the Officers to provide an answer, whether orally at the meeting or within a specified period in writing.

3.2 The procedure for the calling of Union General Meetings is as follows: Procedure, notice and the business of the meeting must be posted on Union notice boards ten university days before the meeting.

- (b) Motions for the meeting must be submitted in writing five university days before the meeting.
- (c) Tabled Motions must be displayed on Union notice boards four university days before the meeting.

3.3 Quorum:

(a) For each Union Meeting there shall be a quorum, which shall be defined, in the appropriate Schedule.

If a duly convened meeting fails to attain a quorum within thirty minutes of the appointed starting time of the meeting, then the meeting shall close without considering any business.

(c) If a situation as described in 3.3.(b) occurs, the meeting may be called again within two university days at the discretion of the Site executive, providing:

(i) the Secretary or Site Vice-President posts notice to this effect within one hour of the close of the inquorate meeting;

(ii) the agenda is not changed in any way;

(iii) if this meeting is not quorate, procedure will be as described in 3.2.

(d) 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.

4 Motions

4.1 There shall be four types of Motions:

(a) Substantive, Emergency and Procedural Motions and Amendments.

(b) Motions shall require a simple majority except where otherwise specified.

(c) A Substantive Motion is a Motion that has been placed on the Agenda and if carried becomes a Resolution.

(d) A Substantive Motion requires a Proposer and a Seconder, at least one of whom shall be present at the meeting, it shall thereafter be open for discussion in accordance with these Standing Orders.

(e) Only one motion may be debated by the meeting at any one time.

(f) Motions not on the Agenda will not be accepted.

(g) The Proposer of any Motion shall have the right to sum up immediately before a vote is taken.

(h) No new information may be introduced, asked of, or given to the Speaker during summation.

4.2 Except as provided for in Clause 4.1.(g) of this Schedule, no member may speak more than twice to the same motion unless with the express permission of the Chairperson whose decision will be final.

4.3 In the absence of any discussion, the Chairperson shall ask if there are any further speeches on the Motion and if not will put the Motion to the vote.

4.4 No defeated Motion, or the negative of a successful Motion, shall be tabled for discussion until at least two Ordinary meetings after the meeting at which it was discussed have elapsed.

4.5 All Motions and amendments shall be submitted in writing to the Site Vice-President in accordance with 3.2. of this Schedule.

4.6 The President shall have the right to refer back to the Executive for advice, any Motion submitted which may be deemed to conflict with the stated Aims and Objectives of the Union or a negative of a previous Motion and a Motion which is not compatible with the terms of Clause 5.1. of this Schedule.

5 Emergency Motions

5.1 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 the Union may be impaired by the delay of discussion.

Failure to implement the instructions in the Motion before the next meeting would hazard the welfare of the members of the Union.

5.2 Emergency Motions shall be submitted in writing to the Site Vice-President or a nominee in accordance with 3.2. of this Schedule and shall bear the signature of 10 Ordinary full members.

An Emergency Motion shall:

Only be discussed if two-thirds of those present vote in favour of placing it on the Agenda.

(b) Be taken after item (d) as determined in Clause 3.1. of this Schedule.

6 Amendments

- 6.1.** An amendment may be made to any Substantive Motion and may change in any way the meaning, but not the subject of the Motion.
- 6.2.** All amendments to Motions must be submitted in writing to the Site Vice-President or a nominee in accordance with 3.2. of this Schedule.
- 6.3** 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.
- 6.4** 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.
- 6.5** If the Amendment is defeated, another Amendment may be considered if submitted in accordance with these Standing Orders.
- 6.6** When all Amendments have been voted upon the Substantive Motion shall be debated.
- 6.7** No business may appear as an Amendment if it could have appeared on the Agenda.

7 Points of Order

- 7.1** 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.
- 7.2** **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 behaviour.

4.2 Except as provided for in Clause 4.1.(g) of this Schedule, no member may speak more than twice to the same motion unless with the express permission of the Chairperson whose decision will be final.

4.3 In the absence of any discussion, the Chairperson shall ask if there are any further speeches on the Motion and if not will put the Motion to the vote.

4.4 No defeated Motion, or the negative of a successful Motion, shall be tabled for discussion until at least two Ordinary meetings after the meeting at which it was discussed have elapsed.

4.5 All Motions and amendments shall be submitted in writing to the Site Vice-President in accordance with 3.2. of this Schedule.

4.6 The President shall have the right to refer back to the Executive for advice, any Motion submitted which may be deemed to conflict with the stated Aims and Objectives of the Union or a negative of a previous Motion and a Motion which is not compatible with the terms of Clause 5.1. of this Schedule.

5 Emergency Motions

5.1 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 the Union may be impaired by the delay of discussion.

Failure to implement the instructions in the Motion before the next meeting would hazard the welfare of the members of the Union.

5.2 Emergency Motions shall be submitted in writing to the Site Vice-President or a nominee in accordance with 3.2. of this Schedule and shall bear the signature of 10 Ordinary full members.

An Emergency Motion shall:

Only be discussed if two-thirds of those present vote in favour of placing it on the Agenda.

(b) Be taken after item (d) as determined in Clause 3.1. of this Schedule.

6 Amendments

- 6.1.** An amendment may be made to any Substantive Motion and may change in any way the meaning, but not the subject of the Motion.
- 6.2.** All amendments to Motions must be submitted in writing to the Site Vice-President or a nominee in accordance with 3.2. of this Schedule.
- 6.3** 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.
- 6.4** 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.
- 6.5** If the Amendment is defeated, another Amendment may be considered if submitted in accordance with these Standing Orders.
- 6.6** When all Amendments have been voted upon the Substantive Motion shall be debated.
- 6.7** No business may appear as an Amendment if it could have appeared on the Agenda.

7 Points of Order

- 7.1** 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.
- 7.2** **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 behaviour.

8 Points of Information

- 8.1** A member may ask the Chairperson to give or ask Points of Information of the Speaker.
- 8.2** If the Speaker is not prepared to answer or accept Points of Information they shall not be asked or given.
- 8.3** Points of Information shall be factual.

9 Duration of Speeches

- 9.1** The maximum duration of speeches shall 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 each
 - (e) Proposer of Motion, summation - two minutes
- 9.2** The meeting may extend or restrict the time limit on a yes/no show of cards.

10 Voting

- 10.1** All Ordinary full members as defined in the Constitution shall be entitled to vote.
- 10.2** Tellers shall be appointed by the Chairperson at the beginning of the meeting.
- 10.3** A vote shall not be registered by proxy.
- 10.4** In the event of a tie, the Chairperson shall have a casting vote.
- 10.5** Voting shall be by a show of Registration Cards.

Unless the total number of votes cast (whether for, against or in abstention) equals or exceeds the quorum, the vote shall be declared invalid. Any member who does not raise their card shall be deemed not to have cast a vote.

- 10.7** A secret ballot may take place if two-thirds of those present at the General Meeting vote for this. In this case the Speaker will be responsible for arranging tellers to distribute stamped ballot papers on production of a Student Identity Card.

11 Procedural Motions

11.1 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) A suspension of individual Standing orders.
- (e) That the Motion be voted on in specified parts.
- (f) That the Motion now be put.
- (g) That the Motion not be put.
- (h) That the member speaking be no longer heard.
- (i) That an item of business be prioritised on the Agenda.
- (j) That the matter be postponed or adjourned to a later specified date or meeting for a decision.
- (k) That the Motion be referred back to a Committee or a Sub-Committee for investigation or re-examination.

That the meeting shall go into closed session for a specified period (i.e. that only Ordinary Full Members of the Union be present).

- (m) That the meeting be adjourned for a specified time.
- (n) That vote shall be by secret ballot.
- (o) That the matter be referred for Referendum.
- (p) That the meeting be closed.

11.2 Procedural Motions shall require a Proposer and a Seconder and, except for a Motion under 11.1(a) of this Schedule, shall not be moved during a speech or the act of voting.

11.3 For all Procedural Motions except 11.1(a) of this Schedule, there shall be one speech for and one speech against.

11.4 Procedural Motion 11.1(a) of this Schedule, shall be put to the vote without discussion.

11.5 The Chairperson shall/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.

11.6 Procedural Motions 11.1(b) and (d) of this Schedule require a two-thirds majority of those present and voting to be passed.

- 11.7** Procedural Motion 11.1(d) of this Schedule, if effected, shall be for a maximum stipulated period of the duration of the matter under discussion.
- 11.8** Should Procedural Motion 11.1(a) or 11.1(b) of this Schedule be proposed and seconded, the Chairperson shall vacate the Chair. He or she shall have the right of reply.
- 11.9** Should Procedural Motion 11.1(b) or 11.1(c) of this Schedule be carried, the Chairperson shall vacate the Chair to the Deputy of their choice for the duration of the meeting.

12 Tabled Questions

- 12.1** The notice of a question shall bear the name and Student Registration Number of two Ordinary full members putting the question and must be submitted in writing to the Site Vice-President or nominee 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 Union General Meeting or General Council Meeting by an Ordinary full member is two.
- 12.2.** Question time shall not exceed thirty minutes save where the meeting directs otherwise. Either of the Ordinary members tabling the question may put a supplementary question at the meeting to seek clarification. Any question not answered within the prescribed period shall be displayed on the university notice boards with appropriate answer not later than five clear university days after the meeting.
- 12.3** A question shall be addressed to an officer of the Union, a Member of the Executive Committee, or the Chairperson or Secretary of any Committee of the Council.

13 Alterations of Standing Orders

- 13.1** These Standing Orders may not be amended or added to except by a formal Motion passed by a two-thirds majority of those present and voting at any Ordinary meeting of the General Council.



SCHEDULE 2

THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule Two Structures and Representation

1 General

1.1 The Union shall represent the expressed views of its members and decision-making bodies through the representatives who have been elected in accordance with its Constitution and Schedules, within the University and within the wider community.

2 Delegates and Representation

2.1 Representatives of the Union on University Committees and external organisations shall be required to present a suitable report to a relevant body of the Union.

2.2 **Representatives on external bodies and conferences shall be nominated by the Executive Committee, on behalf of General Council, unless otherwise specified within the Constitution and Schedules of the Union.**

3 National Students' Union

3.1 The Union 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 every three years as stipulated in Schedule 8 to facilitate sensible discussion on Affiliation to NUS/USI.

3.2 Representatives to the conferences of NUSUK and the Annual Congress shall be elected by cross-campus ballot at each site. The President is a delegate ex officio. The number of delegates to be elected on each site shall be decided by the General Council.

4 Democracy and Control

4.1 The control and government of the Union shall be based upon the democratic principle that every Ordinary Full Member shall have the fullest opportunity in controlling the affairs of the Union through the structure defined in this Schedule.

5 The Full-Time Officers of the Union

5.1 The Full-Time Officers of the Union shall be:

- (a) The President
- (b) Sports Union President
- (d) The Vice President (Belfast)
- (e) The Vice President (Coleraine)
- (f) The Vice President (Jordanstown)
- (g) The Vice President (Magee)
- (h) The Vice President Education and Welfare (Belfast and Jordanstown)
- (i) The Vice-President Education and Welfare (Coleraine)
- (j) The Vice President Education and Welfare (Magee).

5.2 (a) Each full-time Officer of the Union shall be elected annually in accordance with Schedule 3 (“Regulations for the Conduct of Elections”) and shall serve from the 1st July until 30th June the following year.

(b) There shall be a hand-over period of one remunerated week prior to the commencement of employment in which the Officer-elect and the out-going Officer shall be required to attend.

(c) Each full-time Officer of the Union shall comply with Clause 6 of this schedule and The Regulations for the Conduct of Students’ Union Sabbatical Officers set out in Schedule 12.

5.3 The President shall:

(a) Be the Chief Executive Officer of the Union and have Executive power between meetings of the Union’s decision-making bodies, to which he or she will be answerable for all decisions taken.

(b) Allocate specific briefs of responsibility to the Executive Committee members at the beginning of their term of office and as the need arises.

(c) Be responsible for the administration, finances, premises and staffing of the Union.

(d) Be the Chairperson of the Executive Committee and General Council.

(e) Be responsible for the co-ordination, management and development of all Union services.

(f) Be principal spokesperson of the Union and ensure that there is adequate dissemination of information within the Union, its members and other appropriate bodies.

- (d) Be responsible for the co-ordination of all Union overall campaigns.
- (c) Be responsible, with the Site VPs, for the co-ordination and timetabling of all Union Elections and Referenda
- (d) Be responsible for the co-ordination of the sponsorship activities of the Union, where required
- (e) Be responsible for the co-ordination of attendance at Conferences/ Training Events and make the necessary arrangements for this.
- (f) Be responsible for the Societies Handbook, in consultation with the four Site Vice – Presidents and the Overall Societies Committee.
- (g) Processing of applications of Life Membership

5.5 The Sports Union President shall:

- (a) Be responsible for all sporting activities of the Union, as directed by the Sports Union Constitution and its democratic structures in accordance with Schedule 4

5.6 The Vice-President (hereafter VP) Belfast

The Vice-President (hereafter VP) Coleraine
 The Vice-President (hereafter VP) Jordanstown
 The Vice-President (hereafter VP) Magee
 Shall (on the relevant Site):-

- (a) Be responsible for the implementation of Union policy and co-ordination of Campaigns.
- (b) Allocate duties to Site Committee members as the need arises.
- (c) Be Chairperson of the Site Committee.
- (d) Be responsible for the co-ordination, development and management of Union services with the President.
- (e) Advise Staffing, Finance and General Purposes Committee on Site staffing and financial matters.
- (f) Deal with routine welfare enquiries.
- (g) Be the Honorary Editor of the relevant Site Union Newspaper, and of a regular cross-campus publication.

- (h) Be responsible for the cultural activities of the Union on Site.
- (i) Be responsible for advising Societies on the presentation of Estimates and Accounts to the Site Societies Committee.
- (j) Monitor the financial performance of all Societies and ensure that Regulations as defined in Schedule 4 are complied with.
- (k) Assist individual Societies on request.
- (l) Assist Societies in achieving sponsorship and record all sponsorship given to Societies
- (m) Be Chairperson of the Disciplinary Committee as required.
- (n) Be Responsible, along with the President, for the co-ordination and timetabling of all elections and referenda

5.7 The VP Education and Welfare Belfast and Jordanstown,
the VP Education and Welfare Coleraine,
the VP Education and Welfare Magee
shall:

- (a) Provide advice in line with Union Policy.
- (b) Provide a confidential enquiry service for all students on educational and welfare matters.
- (c) Represent members of the Union in matters pertaining to their individual or collective welfare.
- (d) Advise members on legislation on housing, student financial support and State Benefit schemes.
- (e) Monitor the nature of University-run accommodation and catering services, the library, learning resources, health and child-care provision, and facilities for the disabled.
- (f) Be aware of educational matters and prepare with appropriate staff reports on developments for presentation to Executive Committee and General Council.

(g) Represent the Union on appropriate University Committees and external bodies.

(h) Maintain and develop welfare-orientated services for students consistent with Union policy and financial guidelines.

Prepare regular welfare information articles for use in the Union publications.

(j) Work together with the Education and Welfare Officers from all sites to provide an equal level of service and campaigning to all University of Ulster Campuses.

(k) Ensuring the Course Representation structure is promoted and supported.

5.8 All full-time Officers of the Union shall, in addition to their specific duties, be generally responsible for:

(a) Encouraging membership participation in all aspects of the Union's activities.

(b) Encouraging members to attend internal and external meetings as required.

(c) Furthering the aims and objectives of the Union.

(d) Presenting the policy of the Union to external organisations and meetings as appropriate.

(e) The production of an annual report outlining their activities, achievements and problems incurred whilst in office.

(f) Any other duties deemed appropriate by the President or General Council

6 Conduct of Officers

6.1 Union Officers shall at all times act in a manner that is fitting to their positions of responsibility.

6.2 The President shall be responsible to the Executive for his/her day-to-day work. The President shall be responsible for overseeing the day-to-day work of the other full-time Officers and shall ensure that they carry out their specific and general duties. All Officers are individually responsible to each other and the Executive.

6.3 Each full-time Officer of the Union shall comply with The Regulations for the Conduct of Students' Union Sabbatical Officers set out in Schedule 12 of this constitution.

6.4 A request for the reprimanding of any Officer may be made by a member in writing to the President (or in the case where a complaint is made against the President then it should be submitted to one of the Site Vice Presidents) who shall reply in writing within five university days with a response.

6.5 Formal discipline of an Officer may take one of four forms:

- (a) A vote of No Confidence in the Officer.
- (b) A Motion of Censure of the Officer.
- (c) Removal of specific responsibility from the Officer.
- (d) Internal discipline as decided by the President.

6.6 If a Motion of "No Confidence" in an elected Officer of the Union is being proposed, no vote shall occur until:

- (a) The Officer is informed in writing of the specific allegations being made against him/her.
- (b) A period of five university days has elapsed.

6.7 A motion of "No Confidence" must be supported by specific factual accusation(s).

6.8 Motions of "No Confidence" shall require a two-thirds majority of those present and voting to be effective.

6.9 If a Motion of "No confidence" is passed regarding an elected Officer of the Union, the Officer shall be deemed to have resigned his/her position.

6.10 In the event of a Motion of Censure or a Motion of removal of responsibility from an Officer of the Union, no vote shall occur until:

- (a) The Officer is informed, by way of Motion, the charges against him/her.
- (b) A period of five university days has elapsed.

- 6.11** Motions of Censure and removal of responsibility shall require a simple majority of those present and voting to be effective.
- 6.12** If a Motion of Censure is passed on an elected Officer of the Union, details shall be recorded in the Minutes of the meeting and published in an appropriate publication of the Union.
- 6.13** If a Motion of responsibility is passed on an Elected Officer of the Union, the Executive Committee shall re-allocate the responsibility to another elected Officer of the Union.
- 6.14** Site Officers and Vice Presidents Education and Welfare may also be disciplined and/or removed from office by a vote of two-thirds of a quorate Union General Meeting on the Site on which they were elected.
- 6.15** Any Officers may be formally disciplined and/or removed from office by General Council in accordance with the provisions set out in Schedule 12.
- 6.16** Elected officers of the Union may be internally disciplined from within the Executive by the President, who as chief Executive Officer of the Union has the responsibility to ensure that all Sabbaticals fulfil their Constitutional and contractual obligations.
- 6.17** The President shall be responsible for the gathering of all relevant information relating to an internal disciplinary issue. The President shall also undertake interviews with any relevant parties and must then present the information gathered to the Officer in question, who shall then be given five university days to explain/refute to the satisfaction of the President the allegations being made against them.
- 6.18** Should the instance arise that the President is alleged to have acted in a manner warranting disciplinary action, this may be dealt with by a special meeting of the Executive Committee who shall elect its chairperson for the occasion who shall have the same responsibilities and duties as outlined for the President in matters of internal discipline. The President shall not be able to vote on matters pertaining to their own discipline.
- 6.19** The President, or other Officer, as defined in 6.18 above, shall have the right to take whatever disciplinary action necessary when satisfied that there is conclusive proof that the Officer is not adhering to their Constitutional/ Contractual responsibilities, or is acting in a manner likely to bring the Union into disrepute.

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- (a) The Officer is informed, by way of Motion, the charges against him/her.
- (b) A period of five university days has elapsed.

6.20 On matters of internal discipline of officers the President shall report to the General Council, which shall be the only body that has the power to revoke, modify or condone the disciplinary action taken by the President.

7 The General Council

7.1 The General Council shall be the supreme governing body of the Union.

7.2 The General Council shall meet at least once in each of the Autumn and Spring Semesters.

7.3 At least five university days notice of meetings must be given in writing to all General Council Members.

7.4 The quorum shall be one half plus one of the Council membership, ensuring that there is at least one representative from each of the campuses.

7.5 The membership of General Council shall be:

(a) All full-time elected Officers of the Union (of which one will be secretary of Council, as decided by the Executive at their first meeting)

(b) One full Ordinary member nominated by each Site Committee, from its own membership.

(c) Two full Ordinary members elected by and from those full Ordinary members attending the first General Meeting of the academic year, at each of the University's sites.

(d) Additional Full Ordinary Members at the rate of one member for every thousand full Ordinary members at each of the University's sites to be elected at Union General Meetings on each site if these positions are not filled then the Site Executive Committee has the right to nominate.

(e) Two members elected from the Students' Union Representation Forum (SURF)

(f) One member elected by Sports Union members from each Site.

(g) One member elected from each Societies Site Committees

7.6 Members of General Council shall be elected at the start of each academic year and shall remain in office until the start of the next academic year.

7.7 The responsibilities of General Council shall be to:

- (a) Further the aims and objectives of the Union as stated in the Constitution.
- (b) Decide the policy of the Union on all internal and external matters.
- (c) Ensure that the Union's policies are adequately presented to internal and external bodies.
- (d) Administer all the Finance, Premises and Staffing of the Union within the terms of the rules as laid down by the University, agreed by the Union and as defined in Appendix 4.
- (e) Receive reports from its own Standing Committees and Working Parties, General Meetings and Site Committees.
- (f) Confirm or reject in whole or in part the Executive's proposals for representatives to serve on all University Committees.

7.8 The General Council shall have the power to:

- (a) Form Working Parties and Committees to conduct its business.
- (b) Delegate any of its powers.
- (c) Engage in commercial undertakings to meet the needs of the student body in accordance with the agreed Financial Memorandum.
- (d) Invest funds and borrow money on behalf of the Union in accordance with the agreed Financial Memorandum.
- (e) Refer any matter to a Referendum, in accordance with Standing Orders.

7.9 At meetings of the General Council all Ordinary members of the Union shall be entitled to observe proceedings, but shall have no voting rights and may speak only with the permission of the meeting. The Chairperson may exclude such observers if he or she believes their presence to be unruly.

7.10 On matters of Union policy which are referred to General Council from Site General Meetings, a Council Member shall vote in accordance with the majority view of the General Meeting on the site at which he or she undertakes his or her primary course of study. The President and the Sports Union President shall be entitled to a free vote, and the President shall only cast his or her vote in the event of a tie.

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(c) Two full Ordinary members elected by and from those full Ordinary members attending the first General Meeting of the academic year, at each of the University's sites.

(d) Additional Full Ordinary Members at the rate of one member for every thousand full Ordinary members at each of the University's sites to be elected at Union General Meetings on each site if these positions are not filled then the Site Executive Committee has the right to nominate.

(e) Two members elected from the Students' Union Representation Forum (SURF)

(f) One member elected by Sports Union members from each Site.

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7.10 On matters of Union policy which are referred to General Council from Site General Meetings, a Council Member shall vote in accordance with the majority view of the General Meeting on the site at which he or she undertakes his or her primary course of study. The President and the Sports Union President shall be entitled to a free vote, and the President shall only cast his or her vote in the event of a tie.

7.11 In the event of any Site(s) not having voted on a Motion, and if the votes of the Members of that Site(s) may have a bearing on the result of General Council's vote, then General Council shall not vote on the Motion; General Council shall instruct the Officers of the Site to have that Motion voted upon at the next General Meeting of the Site(s). General Council shall vote upon the motion at its next Ordinary Meeting, except when an Emergency Meeting has been duly called to vote upon the Motion.

7.12 In the event of two successive General Council Meetings being inquorate the powers vested in the General Council shall be transferred to the Executive Committee, which shall be responsible for its actions to the next quorate meeting of the General Council.

7.13 Emergency General Meetings of General Council shall be called by the Secretary within five university days on receipt of a written request from any of the following:

- (a) The President
- (b) The Executive Committee
- (c) 50% of the Council's membership
- (d) A petition carrying the signatures of 5% of the Full Ordinary members of the Union on all campuses.

8 Committees of the General Council

8.1 All Committees of the General Council shall appoint a Secretary.

8.2 Committee Chairpersons shall make regular written reports, including copies of the minutes available to the General Council through the Secretary of the General Council who shall be responsible for the distribution of said minutes.

8.3 The quorum for Committees of the General Council shall be one half plus one of membership.

8.4 At least three university days notice shall be given in writing to each member before a meeting of a Committee.

8.5 Membership of Committees of General council shall be restricted to Full Ordinary members of the Union, unless otherwise specified.

8.6 Members of Committees need not be members of the General Council.

8.7 Committees shall have the power to establish sub-Committees.

8.8 The Standing Committees of the General Council shall be:

- (a) The Executive Committee
- (b) The Staffing, Finance and General Purposes Committee
- (c) The Overall Societies Committee.
- (d) The Students' Union Representation Forum (SURF)
- (e) The Site Committees
- (g) The Disciplinary Committee
- (h) The Disciplinary Appeals Committee

8.9 The membership of Site Committees may be altered by a motion passed by a simple majority of those present and voting at a Union General Meeting of the appropriate Site.

9 The Executive Committee

9.1 The membership of the Executive Committee shall be comprised of all of the full-time elected Officers of the Union.

9.2 The General Manager of the Union shall attend and may speak at meetings of the Executive Committee but shall have no vote. As responsible Officer under the Terms of the Rules laid down by the University Council, the General Manager will be responsible for notifying the Committee of any compliance issues that may arise from the pursuit of particular courses of action.

The Student Representation Co-ordinator (hereafter SRC) shall be the Honorary Secretary of the Executive Committee. The SRC may attend and speak at the meeting but shall have no vote.

9.3 The Executive Committee should meet monthly throughout the year

9.4 The Executive Committee shall be responsible to the General Council for:

- (a) Executing the work of the Union, in accordance with the Constitution of the Union.
- (b) Fulfilling the mandates of the General Council.
- (c) Supervising the commercial ventures of the General Council in accordance with the agreed Financial Memorandum between the Students' Union and the University.

(d) Ensuring that regular communication is maintained with members of the Union.

(e) Dealing with all matters related to Finance and Premises prior to consideration by General Council in accordance with the agreed Financial Memorandum between the Students' Union and the University.

(f) Co-ordinating the Campaigns of the Union.

(g) Nominating representatives of the Union to external organisations, except where otherwise specified in the Constitution and Schedules.

10 The Staffing, Finance and General Purposes Committee

10.1 The membership of the Staffing, Finance and General Purposes Committee shall be:

(a) The President (who shall be Chairperson)

(b) The Four Site Vice-Presidents (one of whom shall be Secretary, and shall be appointed at the first meeting of the year)

10.2 The Staffing, Finance and General Purposes Committee shall meet monthly throughout the year

10.3 The General Manager, Finance Manager and HR and Administration Manager of the Union shall attend and may speak at meetings of the Staffing, Finance and General Purposes Committee but shall have no vote. As the General Manager is the responsible Officer under the Terms of the Rules laid down by the University Council, the General Manager will be responsible for notifying the Committee of any compliance issues that may arise from the pursuit of particular courses of action.

10.4 The Staffing, Finance and General Purposes Committee shall comply with Schedules and the rules governing the employment of staff by the Students' Union as agreed between the Students' Union and the University, which are contained in the agreed Financial Memorandum between the Students' Union and the University.

The Staffing, Finance and General Purposes Committee shall be responsible to the General Council for:

(a) Staffing Policy

(b) The recruitment, welfare and discipline of staff.

(c) The implementation of such legal requirements as may arise from time to time.

- (d) Negotiations with Staff Trade Unions.
- (e) Enforcing the Staff Protocol Agreement and arranging for the disciplining of any person in breach of the said Agreement.
- (f) Considering the financial requirements of the Union and preparing the annual Estimates for submission to the University Council.
- (g) In doing so, receives appropriate submissions from the other Standing Committees of the General Council.
- (h) Considering the alteration of allocations during the course of the year.
- (i) Maintaining Capital and General Reserve Funds, if possible.
- (j) Co-ordinating the organisation, promotion and development of all the Union's commercial activities.
- (k) Approving contracts on behalf of the Union.
- (l) Controlling and maintaining the premises, fixtures, fittings and property of the Union.

11 The Students' Union Representation Forum (SURF)

11.1 There shall be a Students' Union Representation Forum on each campus of the University of Ulster, namely:

Belfast
 Coleraine
 Jordanstown
 Magee

11.2 The membership of SURF shall be comprised of the President (who shall attend all campus SURFs), the Site Vice President and the Vice President (Education & Welfare) who shall attend their campus SURF only, and Class Representatives who shall attend their own campus SURF only.

11.3 The Student Representation Co-ordinator shall attend all meetings of the SURF and may speak but shall have no vote.

11.4 SURF should meet at least once a semester on each campus.

11.5 SURF shall be responsible to the General Council for:

- (a) Ensuring that course related issues and needs of students, at the University of Ulster, are addressed appropriately and through the correct channels.
- (b) Ensuring that Class representatives promote the services of the Students' Union which are available to all Ordinary Full Members.
- (c) Ensuring that regular communication is maintained between the Union, the University of Ulster, Class Representatives and the students they represent.
- (d) Presenting an Annual Report to the General Council to inform it of the activities of the SURFs
- (e) To elect two Class Representatives to attend General Council.

12 The Overall Societies Committee

12.1 The membership of the Overall Societies Committee shall be:

- (a) The President (who shall be Chairperson)
- (b) The Four Site Vice-Presidents
- (c) The Four Part-Time Societies Officers.
- (d) Three representatives from each of the Societies Site Committees.

12.2 The Committee shall meet at least once per Semester.

12.3 The quorum for meetings shall be one half plus one of the membership. In the event of two consecutive inquorate meetings the business may move to the next Executive Committee meeting

12.4 The Committee shall be responsible to the General Council for:

- (a) All aspects of Societies activity.
- (b) Controlling Societies individually and collectively in respect of financial management.
- (c) Preparing and monitoring the Rules for the Conduct of Societies.
- (d) Considering the Estimates of, and making allocations to Societies.

(e) Presiding over the affiliation of Societies to the Union, in accordance with the Regulations in Schedule 4.

(f) Making recommendations to the Finance and General Purposes Committee on the total allocation of funds granted to Societies.

13 Site Committees

13.1 Site Committees shall be responsible for that Site and to the General Council for:

(a) The fulfilment of mandates for which it is responsible within the provisions of the Union's Constitution.

(b) The organisation of Campaigns at that Site.

(c) Making regular reports to the General Council and the Executive Committee of the Union.

13.2 The Site committees shall meet regularly during Semester time, usually every two weeks.

13.3 Site Committees may set up sub-committees and working parties as required.

13.4 Site Committee Officers

(a) The Site Deputy President shall exercise the powers of, and be charged with duties of the Site Vice-President in his or her absence and shall be responsible for production and distribution of Union publications for that Site.

(b) The Secretary shall, in conjunction with the Site VP, convene and advertise Site Committees and Union General Meetings on the Site. He or she shall record the minutes of such meetings and display these, along with motions, as required by the Constitution and Schedules. He or she will also be responsible for ensuring that all arrangements are made for the General Meetings and Site Committees.

(c) The Treasurer, in conjunction with the Site Vice President, and in consultation with the General Manager, shall be responsible for monitoring the financial performance of the Union on the Site and reporting accordingly; he or she shall prepare papers on financial matters including the annual Estimates, in conjunction with appropriate staff and present these accordingly. The Treasurer will have full access to the Union Accounts to assist in the monitoring.

11.5 SURF shall be responsible to the General Council for:

- (a) Ensuring that course related issues and needs of students, at the University of Ulster, are addressed appropriately and through the correct channels.
- (b) Ensuring that Class representatives promote the services of the Students' Union which are available to all Ordinary Full Members.
- (c) Ensuring that regular communication is maintained between the Union, the University of Ulster, Class Representatives and the students they represent.
- (d) Presenting an Annual Report to the General Council to inform it of the activities of the SURFs
- (e) To elect two Class Representatives to attend General Council.

12 The Overall Societies Committee

12.1 The membership of the Overall Societies Committee shall be:

- (a) The President (who shall be Chairperson)
- (b) The Four Site Vice-Presidents
- (c) The Four Part-Time Societies Officers.
- (d) Three representatives from each of the Societies Site Committees.

12.2 The Committee shall meet at least once per Semester.

12.3 The quorum for meetings shall be one half plus one of the membership. In the event of two consecutive inquorate meetings the business may move to the next Executive Committee meeting

12.4 The Committee shall be responsible to the General Council for:

- (a) All aspects of Societies activity.
- (b) Controlling Societies individually and collectively in respect of financial management.
- (c) Preparing and monitoring the Rules for the Conduct of Societies.
- (d) Considering the Estimates of, and making allocations to Societies.

(e) Presiding over the affiliation of Societies to the Union, in accordance with the Regulations in Schedule 4.

(f) Making recommendations to the Finance and General Purposes Committee on the total allocation of funds granted to Societies.

13 Site Committees

13.1 Site Committees shall be responsible for that Site and to the General Council for:

(a) The fulfilment of mandates for which it is responsible within the provisions of the Union's Constitution.

(b) The organisation of Campaigns at that Site.

(c) Making regular reports to the General Council and the Executive Committee of the Union.

13.2 The Site committees shall meet regularly during Semester time, usually every two weeks.

13.3 Site Committees may set up sub-committees and working parties as required.

13.4 Site Committee Officers

(a) The Site Deputy President shall exercise the powers of, and be charged with duties of the Site Vice-President in his or her absence and shall be responsible for production and distribution of Union publications for that Site.

(b) The Secretary shall, in conjunction with the Site VP, convene and advertise Site Committees and Union General Meetings on the Site. He or she shall record the minutes of such meetings and display these, along with motions, as required by the Constitution and Schedules. He or she will also be responsible for ensuring that all arrangements are made for the General Meetings and Site Committees.

(c) The Treasurer, in conjunction with the Site Vice President, and in consultation with the General Manager, shall be responsible for monitoring the financial performance of the Union on the Site and reporting accordingly; he or she shall prepare papers on financial matters including the annual Estimates, in conjunction with appropriate staff and present these accordingly. The Treasurer will have full access to the Union Accounts to assist in the monitoring.

(d) The Part-Time Societies Officer shall provide an enquiry facility in conjunction with the Site VP and monitor the financial performance of each Society. He or she shall assist the Site VP in the organisation of events. He or she will also assist in the organisation of Societies meetings.

(e) The Assistant Education and Welfare Officer shall be responsible with the VP Education and Welfare for the provision of welfare and education facilities by the Union on Site.

(f) The Part-Time Press and Publicity Officer, in conjunction with the relevant Site Vice President shall be responsible for the production of a regular newssheet on the Site.

(g) Equality Officer The Equality Officer shall be responsible, along with the VP Education and Welfare, for ensuring that all students have access to the Services and facilities provided by the Union and that they meet the needs of all students. The Equality Officer will ensure that the equality and diversity is promoted and will equality and diversity in the Union and the University through Union publicity and campaigns.

(h) The International Students' Officer (who should be an International Student) shall be responsible, with the VP Education and Welfare, for assessing the needs of and providing facilities for International Students as guided by Union Policy.

(i) The Speaker shall Chair Union General Meetings provided that:

(i) Notwithstanding any provision to the contrary, the Speaker shall only have a casting vote and may not take part in any deliberations of the meeting.

In matters where the Speaker has a vested interest, the Chair shall be passed to the President, or then to a Chairperson specifically elected by the meeting for that particular issue.

(iii) The Speaker shall be removed if a motion to such effect is supported by two-thirds of those present and voting.

(j) The Part-Time Students' Officer (who should be a part-time student) shall be responsible, with the VP Education and Welfare for assessing the needs of and providing facilities for part-time students as guided by Union policy.

(k) The Mature Students' Officer (who should be a Mature Student) shall be responsible with the VP Education and Welfare for assessing the needs of and providing facilities for mature students as guided by Union policy.

(l) The Post-Graduate Students' Officer (who must be a Post Graduate Student) shall be responsible with the VP Education and Welfare for assessing the needs of and providing facilities for post-graduate students in accordance with Union policy.

(m) The Student Community Action Officer shall establish and maintain links with local community groups and charitable organisations. He or she shall assist in the organisation of fund-raising events and make provision for such groups and organisations to use Union facilities as guided by Union policy.

(n) The Lesbian, Gay, Bi-Sexual and Transgender Officer, (who should be lesbian, gay, bi-sexual or transgender), shall be responsible with the VP Education and Welfare for assessing the needs of and providing facilities for lesbian, gay, bi-sexual and transgender students as guided by Union Policy. They shall promote and encourage non-discrimination in the Union and the University through Union publicity and campaigns.

(o) The Women's Officer (who should be a female student) shall be responsible with the VP Education and Welfare for assessing the needs of, and providing facilities, for women students as guided by Union Policy. She shall promote and encourage non-sexism in the Union and the University through Union publicity and campaigns.

(p) The Disability Awareness Officer, (who should be a student with a disability), shall be responsible with the VP Education and Welfare for assessing the needs of and providing facilities for students with disabilities as guided by Union Policy. They shall promote and encourage equality for students with disabilities in the Union and the University through Union publicity and campaigns.

(q) The Irish Language and Ulster-Scots Development Officer shall be responsible for the promotion of both the Irish and Ulster Scots culture with specific reference to the Irish language and Ulster-Scots in a non-sectarian manner.

(r) The Rag Officer shall be responsible for the effective running and timetabling of Rag events, covering all the legal aspects in conjunction with the President.

(s) The Entertainments Officer shall be responsible for the smooth and efficient running of entertainments under the control and guidance of the Entertainments Manager and the Site Vice-President.

14 The Belfast Committee

14.1 The Membership of the Site Committee shall be:

- (a) The VP Belfast (who shall be Chairperson).
- (b) The VP Education and Welfare (Jordanstown and Belfast)
- (c) The Deputy Site Vice-President
- (d) The Secretary
- (e) The Treasurer
- (f) The Societies Officer.
- (g) The Assistant Education and Welfare Officer
- (h) The Press and Publicity Officer
- (i) Equality Officer
- (j) The International Students' Officer
- (k) The Speaker
- (l) The Part-Time Students' Officer
- (m) The Mature Students' Officer
- (n) The Post-Graduate Students' Officer
- (o) Student Community Awareness Officer
- (p) The Lesbian, Gay, Bi-Sexual and Transgender Officer
- (q) The Disability Awareness Officer
- (r) The RAG Officer
- (s) The Entertainments Officer

15 The Coleraine Committee

15.1 The membership of the Site Committee shall be:

- (a) The VP Coleraine (who shall be Chairperson).
- (b) The VP Education and Welfare (Coleraine)
- (c) The Deputy Site Vice-President
- (d) The Secretary
- (e) The Treasurer
- (f) The Societies Officer.
- (g) The Assistant Education and Welfare Officer
- (h) The Press and Publicity Officer
- (i) Equality Officer
- (j) The International Students' Officer
- (k) The Speaker
- (l) The Part-Time Students' Officer
- (m) The Mature Students' Officer
- (n) The Post-Graduate Students' Officer
- (o) Student Community Awareness Officer
- (p) The Lesbian, Gay, Bi-Sexual and Transgender Officer

- (q) The Disability Awareness Officer
- (r) The RAG Officer
- (s) The Entertainments Officer
- (t) The Irish Language and Ulster-Scots Development Officer

16 The Jordanstown Site Committee

16.1 The membership of the Site Committee shall be:

- (a) The VP Jordanstown (who shall be Chairperson).
- (b) The VP Education and Welfare (Jordanstown and Belfast)
- (c) The Deputy Site Vice-President
- (d) The Secretary
- (f) The Treasurer
- (g) The Societies Officer.
- (h) The Assistant Education and Welfare Officer
- (i) The Press and Publicity Officer
- (j) Equality Officer
- (k) The International Students' Officer
- (l) The Speaker
- (m) The Part-Time Students' Officer
- (n) The Mature Students' Officer
- (o) The Post-Graduate Students' Officer
- (p) Student Community Awareness Officer
- (q) The Lesbian, Gay, Bi-Sexual and Transgender Officer
- (r) The Disability Awareness Officer
- (s) The RAG Officer
- (t) The Entertainments Officer

17 The Magee Site Committee

17.1 The membership of the Site Committee shall be:

- (a) The VP Magee (who shall be Chairperson).
- (b) The VP Education and Welfare (Magee)
- (c) The Deputy Site Vice-President
- (d) The Secretary
- (e) The Treasurer
- (f) The Societies Officer.
- (g) The Assistant Education and Welfare Officer
- (h) The Press and Publicity Officer
- (i) Equality Officer
- (j) The International Students' Officer
- (k) The Speaker
- (l) The Part-Time Students' Officer
- (m) The Mature Students' Officer
- (n) The Post-Graduate Students' Officer
- (o) Student Community Awareness Officer

- (p) The Lesbian, Gay, Bi-Sexual and Transgender Officer
- (q) The Disability Awareness Officer
- (r) The RAG Officer
- (s) The Entertainments Officer
- (t) The Irish Language and Ulster-Scots Development Officer

19 Disciplinary Committee

19.1 There shall be a Disciplinary Committee with powers of discipline in keeping with the following:

19.2 Powers:

The Committee will have the right to:

- (a) Require members to attend.
- (b) Suspend from all or any of the privileges of the Union except membership, which is automatic in the case of Ordinary Members.
- (c) Suspend and/or remove all of the privileges of association.
- (d) Require members to make amends.
- (e) Discipline Societies' members or Sports Union members for breaches of the Regulations by which they are bound.
- (f) Call members to attend as witnesses.
- (g) Impose fines

21.3 Function:

The Committee shall investigate where required to do so, breaches of order, injury to persons or incidents of damage to or on the Union's premises, and all other such matters relating to the activities of members to determine any appropriate action as required on behalf of the Union.

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

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

21.4 Composition:

(a) One of the four site Vice Presidents shall act as the chairperson of the Disciplinary Committee provided that the hearing doesn't relate to their site..

(b) The four Site VPs shall act as secretaries for their respective sites and shall be responsible for notifying persons to attend, should the incident in question relate to their site, and provided that they have not been involved in the proceedings..

(c) Two Sabbatical Officers who shall be nominated by the President as required.

(d) A quorum for the Committee shall be three.

(e) If a member of the Committee is bringing a charge, or is a witness, he or she will not sit on the Committee for that meeting and will be substituted within a week.

21.5 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 order to assist 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 Union General Council.

20 Disciplinary Appeals Committee

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.

20.1 Composition

- (a) The Chairperson of the Disciplinary Appeals Committee shall be the President of the Students' Union.
- (b) The Secretary of the Disciplinary Appeals Committee who shall be responsible for convening meetings thereof, shall be one of the other Site VPs who must not have been involved in the proceedings of the relevant disciplinary procedure previously.
- (c) Two Sabbatical Officers who shall be nominated by the President.
- (e) The Committee will come to a decision in private wherein a majority decision will prevail with the Chairperson having the deciding vote.
- (f) All parties will be informed on any decision reached as soon as possible.
- (g) All decisions at the Disciplinary Appeals Committee shall be reported by the Chairperson to the Union General Council.

23 Union General Meetings

- 23.1** Ordinary General Meetings of the Union shall be held regularly in the Autumn and Spring Semesters on each Site.
- 23.3** Attendance shall be open to eligible members whose primary course of study at the University is on the Site at which the meeting is taking place. Subject to this, members shall have the rights, duties and privileges as outlined in Clause 4 of the Constitution.
- 23.4** Notice and procedure of Ordinary General Meetings shall be posted on Union notice boards not less than ten university days prior to the date of the meeting.

- 23.5** Motions for consideration at General Meeting shall be submitted in writing to the Site VP or nominee at least five university days prior to the meeting and should bear the signatures of:
- (a) Five proposers for meetings at Belfast.
 - (b) Ten proposers for a meeting at Coleraine or Magee.
 - (c) Fifteen proposers for a meeting at Jordanstown. Proposers shall be Full Ordinary Members; the first proposer being termed the Primary Proposer.
- 23.6.** No Ordinary Full Member may propose, second or amend any more than three motions to any one General Meeting.
- 23.7** All motions submitted to a General Meeting shall be posted on designated Union notice boards four university days before the meeting.
- 23.8** Amendments to motions must be submitted, in writing, and signed, to the Secretary or a designated Deputy at least two university days (forty-eight hours) prior to the meeting. Such amendments must carry the signatures of an eligible proposer and seconder.
- 23.9** The quorum for General Meetings shall be 1% of the eligible membership.
- 23.10** The President and Sports Union President shall be entitled to attend and speak at all General Meetings but may only cast a vote on the site at which their most recent primary course of study took place.
- 23.11** An Emergency General Meeting shall be called by the Meeting Secretary within three university days upon receipt of a written request from:
- (a) The President
 - (b) The Executive Committee
 - (c) The Site Committee
 - (d) 6% of the ordinary members on the Site, being in the form of a petition.
- 23.12** At least 48 hours notice shall be given of an Emergency General Meeting.
- 23.13** An Emergency General meeting may not amend the Constitution or Schedules of the Union.
- 23.14** An Emergency General Meeting shall discuss only the specific issue for which it has been called.

- 23.15** A Site General meeting may form policy on a matter, which specifically affects that Site. Such matters shall be termed Site Policy. Site Policy must at all times take account of overall Union Policy.
- 23.16** 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 General Meetings on all Sites. Such motions shall be posted in the same manner as motions ordinarily submitted but shall be termed "Union Policy". Matters of Union Policy shall be referred to General Council after the General Meeting has voted upon them. Union Policy will be recorded in the Union's Policy Document.
- 23.17** When a motion is submitted in accordance with Clause 23.16. of this Schedule, the primary proposer shall be entitled to speak to that motion at the subsequent General Meeting of all Sites of the University, and the 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 his/her own Site General 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.
- 23.18** All successful Motions shall be subject to Policy lapse as detailed in Schedule 9.

SCHEDULE 3



THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule Three Regulations for the Conduct of Elections

1 Definitions

1.1 "Union" means the Students' Union of the University of Ulster.

1.2 "First Preference" means the figure "1" standing alone, "Second Preference" means the figure "2" standing alone in succession to the figure "1" and "Third Preference" means the figure "3" standing alone in succession to the figures "1" and "2" set opposite the name of any candidate, and so on.

1.3 The Code of Conduct for Elections means the code set out in Appendix 3 hereof.

1.4 "Count" means:

(a) All the operations involved in the counting of the first preferences recorded for candidates OR

(b) All the operations involved in the transfer of the votes of an excluded candidate.

1.5 The "Returning Officer" means the Returning Officer or his or her nominee/s in accordance with regulations concerning the selection and duties of the Returning Officer.

1.6 The "Four Campus Sites" means Belfast, Coleraine, Jordanstown and Magee.

2 The Returning Officer

2.1 The Returning Officer shall act in accordance with the Rules and Regulations contained within the Constitution, Standing Orders and Appendices.

2.2 The Returning Officer for Sabbatical Elections shall not be a member of the student body, nor a member of the Staff of the Union. And shall be approved by General Council or the Executive in its absence.

2.3 The Executive shall appoint an officer for each site who shall act as Returning Officer in all other elections. The Returning Officer must be appointed two weeks before the election is due to be held.

- 2.4** Assistant Returning Officers who shall normally be employees of the Union, may be appointed for each campus site by the Returning Officer, shall act as the recognised point of contact relating to the conduct of an election in the absence of the Returning Officer.
- 2.5** 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.
- 2.6** The Returning Officer may disqualify or penalise candidates who violate or persistently transgress any of the regulations for the Conduct of Elections including the Agreement for the Conduct of Election Campaigns.
- 2.7** The Returning Officer and Assistant Returning Officer/s shall be unable to propose or in any way support or vote for any candidate.
- 2.8** Complaints regarding the conduct of an election (other than the conduct of the count) must be made in writing to the Returning Officer not later than the close of office hours on the day following the close of the poll. Any complaints regarding the conduct of the count must be made in writing to the Returning Officer or his/her nominee not later than the close of office hours on the day after the announcement of the result. Requests for a new election may only be made by the candidates or their agents.
- 2.9** It is the responsibility of the Returning Officer to ensure that all candidates are eligible to run for election in pursuance with Clause 11 of this Regulation.
- 2.10** 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 Constitution, Standing Orders and Appendices thereof. The Returning Officer shall submit a report therein to the General Council, setting out the grounds of complaint, and his/her reason for either upholding or rejecting it.
- 2.11** The General Council shall be entitled to review whether the Returning Officer has complied with the Regulations. If the General Council find that the Returning had complied with the Regulations, the General Council will not interfere with the Returning Officers Decision.

- 2.12** If the General Council find that there has been material non-compliance with the Regulations by the Returning Officer, the General Council may in its discretion stipulate that a new election shall be held.

Timetable for Elections

- 3.1** The Returning Officer shall be responsible for notification and information concerning any possible postal vote at least fifteen university days prior to the date of the Election.
- 3.2** The dates of Elections and a Schedule convening the closing of nominations and provisions for Hustings, shall be drawn up jointly by the Returning Officer and the General Council and Standing Committees. The dates and Schedule shall fit within the framework as outlined in Points 3.2 to 3.13.
- 3.3** A Returning Officer shall be appointed at least two weeks before nominations are due to open.
- 3.4** Nominations shall open not later than the second week of the Second Semester.
- 3.5.** Nominations for Site Sabbatical Elections shall open not later than two weeks after nominations have opened for Overall Elections.
- 3.6** Nominations for part-time positions within the Union shall open at the discretion of the Returning Officer, following consultation with the Executive Committee.
- 3.7** Nominations for National Conferences will open one calendar month before the conference.
- 3.8** Nominations for General Council shall open three weeks prior to the first meeting in the academic year of General Council.
- 3.9** Nominations for the Student Union Representative Forum (SURF) shall open three weeks before the first meeting of SURF of that academic year.
- 3.10** Nominations for by-elections that may become necessary from time-to-time shall be opened not later than three weeks after the position becomes vacant.

- 3.11** In the event of a position not being filled, where time permits further elections must be scheduled at the discretion of the Returning Officer in consultation with the President. Where time does not permit, as in 3.6. the President has the right to nominate from the student body as he/she sees fit. (N.B. This does not apply to Executive positions).
- 3.12** Notice of Sabbatical Elections to be held shall be posted not later than five university days prior to the opening of nominations. Notice shall not be required to be given for any other elections.
- 3.13** Nominations shall remain open for a period of ten university days for Sabbatical Elections and five university days for all other elections.
- 3.14** A candidates meeting shall be held not later than four days after the close of nominations for Sabbatical Elections and at the discretion of the Returning Officer for all other elections.
- 3.15** All manifestos which have been received by the Returning Officer and deemed by him/her to be valid shall be displayed in a prominent position by the Returning Officer for a period prior to the election agreed with the candidates.
- 3.16** The Returning Officer shall display a list of all those candidates validly nominated for each post along with an election statement that must be no longer than seven words at least three days prior to the election.

4 Nominations

- 4.1** Nominations and manifestos shall be on the forms provided for the purpose or shall otherwise be deemed invalid by the Returning Officer
- 4.2** Nomination papers will be issued only when Notice of an Election is given. One set is to be issued to one person against one signature only. Nomination papers which are issued for an election shall only be valid for that election.
- 4.3** Each nomination paper shall contain the name of one candidate only, together with the names of proposers – at least thirty in the case of Overall Sabbatical Elections; at least fifteen in the case of Site Sabbatical Elections and at least two in all other elections. The nomination paper must contain the candidates name as listed on their student I.D. Card.

The nomination paper will contain an agreement for the Conduct of Candidates during the election campaigns. Each candidate will be required to sign an agreement, agreeing to abide by the rules laid down for the conduct of elections.

4.5 The nomination paper shall be handed personally by the candidate to the Returning Officer (or the Returning Officer's nominee as detailed in writing and signed by the Returning Officer) and a receipt obtained. Any candidate unable to hand in the nomination paper in person shall be entitled to authorise in writing another person to do so for him or her. Such authorisation is to be signed by the Candidate.

4.6 All of the proposers must be qualified electors for that post.

4.7 No person may propose more than one candidate for any one office.

5 **Candidates Publicity and Agents in Relation Election by Secret Ballot**

5.1 Every candidate for Sabbatical Election shall appoint one Agent and shall notify the Returning Officer of such appointment at the time of nomination. The candidate may act as their own Election Agent.

5.2 The agent shall be responsible for the conduct of the campaign of the candidate and shall ensure that the publicity regulations are complied with.

5.3 **There shall be no restrictions on canvassing or publicity by candidates or their Agents for elections except that:**

(a) Publicity material will be printed by the Students' Union as follows:

(i) In the case of Elections to Overall Sabbatical Office:

3,000 Manifestos (A4)

300 Posters (A3)

(ii) In the case of Elections to Site Sabbatical Office

1,500 Manifestos (A4)

100 Posters (A3) at Jordanstown

1,000 Manifestos (A4)

100 Posters (A3) at Coleraine

500 Manifestos (A4)

50 Posters (A3) at Magee

300 Manifestos (A4) 57

50 Posters (A3) at Belfast

(iii) In the case of non-Sabbatical Site Committee positions, and Elections to General Council:-

500 Manifestos (A4) at Jordanstown
400 Manifestos (A4) at Coleraine
300 Manifestos (A4) at Belfast and Magee

(iv) In the case of Elections to Faculty Boards and Conferences of external organisations:

500 Manifestos (A5) at Jordanstown
400 Leaflets (A5) at Coleraine
300 Leaflets (A5) at Belfast or Magee

Any further publicity material made by candidates will be at the approval of the Returning Officer.

(b) Candidates are required to have all publicity material at a camera-ready stage (camera ready being that it is at a stage where it can be reproduced in the exact format in which it has been handed in) with the Returning Officer by the close of Nominations. All printing, duplicating, copying or other ordering must be done through the Returning Officer.

(c) No publicity material shall be distributed or shall be caused to be distributed by any candidate until his/her nomination has been certified by the Returning Officer.

(d) Candidates may not procure any other printed or duplicated publicity material.

(e) Candidates and their Election Agents must ensure that no stickers are put on University or Union property

(f) The Students' Union will not print materials which bring the Union and/or the membership into disrepute.

(g) Canvassing on Club Premises is at the discretion of the respective Club Committee of Management.

(h) Any use of digital media, such as the internet, for canvassing is not permitted, unless otherwise stated by the Returning Officer.

(i) Any infringement of these rules could result in elimination from the Election.

(a) 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.

6 Use of Union Equipment or Premises

6.1 As far as possible the Returning Officer shall ensure that all candidates shall have equal access to computers and any other Union owned facilities for the production of posters and official manifestos. The Returning Officer shall prepare a rota where necessary to ensure that all candidates have access to such equipment and no charge shall be made for this facility.

6.2 Use of the following is prohibited unless authorised specifically in writing by the returning Officer:

- (a) Any Union vehicle.
- (b) Tannoy system.
- (c) Lighting, sound or loud hailing equipment.
- (d) Electronic/Computer equipment.

6.3 No Union office may be used for the following (unless openly available to all candidates):

- (a) Storage of candidate's material.
- (b) Production of candidate's material except as in Clause 6.1 of this Schedule
- (c) To unfairly advantage one or more candidates over another.

7 Hustings

7.1 Hustings shall be held for all sabbatical elections of all four sites.

7.2 Attendance of candidates shall be obligatory except when there are extenuating circumstances for a candidate, satisfactory to the Returning Officer. Permission for non-attendance should be received from the Returning Officer before the Hustings is due to begin. The Returning Officer may use his/her discretion, whether or not to grant permission for non-attendance

7.3 The Standing Order of Hustings shall be:

- (a) The Chair to be taken by the Returning Officer or his/her nominee as detailed in writing and signed by the Returning Officer.
- (b) Each candidate shall be given the opportunity to speak in as fair an order as possible as decided by the Returning Officer.
- (c) Questions to be handed in beforehand in writing at random from sealed boxes provided by the Returning Officer.
- (d) Questions to be addressed alternately to each candidate by the Returning Officer.

(e) Points of Information to be taken at the discretion of the candidates.

(f) The time limit of speeches and answers to questions shall be agreed by the Returning Officer in consultation with the candidates before the commencement of the Hustings.

(g) There may be questions taken from the floor at the discretion of the Returning Officer after consultation, and with the agreement of all the candidates concerned.

(h) Questions cannot be specified to any one candidate.

8 Conduct of the Poll

8.1 Polling Stations shall be located at the discretion of the Returning Officer.

8.2 A vote may only be cast on presentation of a valid Student Registration Card.

8.3 The poll shall remain open for a minimum of seven hours on the day of the election. It shall commence no later than 10 00 a m on the day of the election and shall close at a time agreed by all candidates, before commencement of the poll.

8.4 The count shall commence not later than 10 00am on the day following the final polling day.

8.5 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.

8.6 The Returning Officer shall be responsible for displaying a list of candidates and their election statements close to the polling station.

9 The Method of Voting

9.1 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). That is an elector in giving his/her vote:

(a) Must place on his voting paper a figure "1" or an "X" opposite the name of the candidate of his/her first preference.

(b) May in addition, place on the voting paper the figure "2" and "3" or "2", "3" and "4", and so on opposite the names of other candidates in the order of his/her preference.

9.2 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.

9.3 In any dispute as to the validity of a vote the decision of the Returning Officer shall be final.

10 Eligibility

10.1 Any Ordinary Full Member of the Union is eligible for nomination, to propose candidates and to vote in elections provided that he or she is a member of the constituency for which that election is being held.

11 General

11.1 Sabbatical Officers may serve not more than two years in total in any post, and not more than one further year in the position of Overall President.

11.2 All Sabbatical elections shall provide the opportunity to vote for the Re-Opening of Nominations (R.O.N.).

11.3 No individual may hold more than one office simultaneously.

11.4 In the event of the number of candidates for any non-Sabbatical election being equal to or less than the number of vacancies, the said candidate shall be returned.

11.5 In the event of there being only one candidate for election to a sabbatical position, that candidate must be elected by way of a Plebiscite Election, with the alternative of R.O.N. (Re-Opening of Nominations) available to the electorate.

11.6 No individual may be nominated for more than one office simultaneously nor for more than one position on a committee at any given time.

11.7 Successful candidates shall take up and hold office in accordance with relevant Schedules.

11.8 The nomination of a student to Sabbatical office will be invalid if, at the time of opening of nominations, he or she is determined not to be in good

academic standing.

A student who has been elected to Sabbatical office, but who, at the date of taking up office, is not in good academic standing as determined by the Senate on the recommendation of those responsible for the course of study or research which the student was pursuing, shall not be eligible for nomination to any further sabbatical office unless he or she shall have regained good academic standing.

- 11.9** Successful candidates shall be required to sign a Contract of Employment as defined in Appendix 1 prior to taking up office.
- 11.10** An elected Officer must commence the duties and responsibilities set out in his/her Contract of Employment within two weeks of the start date as listed in the Constitution of the UUSU. Failure to comply with this Regulation, without the prior written approval of the Executive Committee will result in the election being declared void, and a new election for the post being called at the beginning of the Autumn Semester.
- 12** **Postal Vote & Electronic Voting**
- 12.1** There shall be for the purpose of all Union elections the facility to operate a postal vote.
- 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 Schedule has been written.
- 12.5** General Council may arrange for electronic voting for all, or any section of, members in any election, subject to publishing the arrangements for such a ballot. Such arrangements shall be in line with the general provisions of this Schedule.

13 Count

13.1 (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 (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
- 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 of 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.



SCHEDULE 4

THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule Four

University of Ulster Sports Union Constitution

PREAMBLE

1.1 NAME

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

1.2 IDENTITY

The Sports Union should be constituted in accordance with Schedule Four of the University of Ulster Students' Union Constitution 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 University of Ulster 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.

The Sports Union will be allowed to carry over balances of any monies unspent from its budget allocation at the end of each year. It will not normally be eligible to apply for funding from the Students' Union capital budget and should therefore make adequate provision of depreciation of clubs and other equipment within its own budget.

1.5 EQUALITY

In accordance with the University of Ulster's Students' Union the Sports Union pledge to,

"ensure that preference shall not be given to or advantage withheld from any member on grounds of religious belief, political opinion, racial group, age, marital status, sex, disability, sexual orientation or responsibility for dependants."

2 SPORTS UNION OBJECTIVES

2.1 The objectives of the Sports Union shall be:-

(a) To contribute to the Executive Sports Strategy Group or its equivalent and influence the University's 'strategy 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 University of Ulster.

(c) To provide and develop opportunities for the development of 'life skills' through sport for students within the University of Ulster.

(d) To raise the standard of performance of Sports Union clubs in order to become the leading University for sport on the island of Ireland and in the United Kingdom.

(e) To raise the profile of Sports Union Clubs, the Sports Union and the University of Ulster within the local, national and international sports arena.

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 Sport and Recreation 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

3 MEMBERSHIP

3.1 Membership of the Sports Union and of its affiliated clubs, upon payment of the appropriate membership fee, shall be open to all members of the Students' Union as defined in the University of Ulster Students' Union Constitution.

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 Executive 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 the University of Ulster Students' Union Constitution 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 University of Ulster 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 Executive 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 General 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 Associate Club Member for every three Ordinary Members.

4 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 Executive Committee before they can be submitted for recognition.

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 Sports Strategy Group (or equivalent) and Sports Union Executive Committee.

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 Open Campus Meeting and Emergency Open Campus 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. His or her 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 his or her 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 Finance Committee and to the Site Annual General Meeting if so required. In all, he or she has 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 Executive Committee prior to the submission of the application for recognition to the General 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

5 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 Executive Committee.

- 5.1.1 Subject to Clause 5.1.2 the Sports Union Constitution may be added to or repealed or amended only when two 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 General Council and shall not be implemented in the absence of this ratification.
- 5.1.3 The Sports Union Executive Committee may propose changes to the Sports Union Constitution at a quorate Sports Union Site General 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 university days in advance of a Site Open Campus Meeting.
- 5.1.5 All proposed amendments to the Sports Union Constitution shall require ten university 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 General Council to ratify any proposed amendments to the Sports Union Constitution, it shall require the support of at least two campuses' Site Open Campus Meetings.

6 FINANCE

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

The Head of Service for Sport and Recreation, as the Honorary Treasurer to the Sports Union, will be responsible for satisfying himself or herself that payments from the University designated for use only by the Sports Union are used only for the purposes for which they are given and are in line with the University Sports Strategy as prepared by the University's Executive Sports Strategy Group (or equivalent). The Honorary Treasurer shall inform the Sports Union Executive Committee and the President of the Students' Union in writing if in his or her judgement 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 Finance 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 the University of Ulster at the Club AGM.
 - (b) Drawn up an operating statement, which must be approved by the Sports Union Executive 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 Finance Committee.
- 6.2** **The Sports Union may at any time, realise any capital assets bought by the Sports Union for the Sporting Clubs.**
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 Finance 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:-

(i) The Sports Union may decide to withhold future funding to the Club, and

(ii) 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 him or herself and in no way commits the Sports Union.

7 OFFICERS

The Officers of the Sports Union shall be as follows:-

7.1 Sports Union President (Sabbatical Officer);

7.2 Site Committee Chairpersons – There may only be one Site Committee Chairperson per site;

7.3 Honorary Treasurer – Head of Sport and Recreation Services

7.4 Honorary Secretary – The Lead Sports Development Officer

8 ELECTION OF THE OFFICERS

8.1 The election of the Sports Union President shall be in conjunction with the University of Ulster 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 (being Sabbatical) shall commence on the 01 July to the 30 June following. The election of the Sports Union President must be in accordance with Schedule 3 of the Students' Union Constitution.

The Election of Site Officers and Site Committees shall take place at the Second Semester Site Open Campus Meetings of the Sports Union and such Officers shall hold office for the following Academic Year. Each Sports Union Club will have one vote.

EX OFFICIO OFFICERS

The Honorary Treasurer of the Sports Union shall be the Head of Sport and Recreation Services.

The Honorary Secretary of the Sports Union shall be the Lead Sports Development Officer from Sport and Recreation Services

9 DUTIES OF THE OFFICERS

9.1 The Sports Union President shall:-

- (a) Chair the Sports Union Executive Committee;
- (b) Represent the Sports Union at all University of Ulster Executive Sports Strategy Committee 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 Executive Sports Strategy Group on behalf of the University;
- (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: CUSAI, BUSA and NIUSC;
- (g) Be responsible for representing the interests of the Sports Union to the Students' Union Executive Committee and other appropriate Students' Union Committees;
- (h) Be required to report to the Students' Union General Council, Students' Union General Meetings and be accountable to such meetings;
- (i) Increase levels of participation in Sport and Recreation by students attending the University in conjunction with the Sport and Recreation

service;

(j) Provide students in the University of Ulster with opportunities for personal development both on and off the sports field;

(k) Develop strategies to raise the levels of performance of both clubs and individuals within the Sports Union to help realise the ambition that the University of Ulster is one of the most successful Universities in Ireland and the United Kingdom for sporting achievement;

(l) Promote student sport in the University of Ulster both within and beyond the University of Ulster;

(m) In consultation with the Honorary Treasurer to source and obtain additional funding for the benefit of student sport;

(n) Advise the University on the development of sports facilities on all campuses to meet the needs of the Sports Union membership and their clubs;

(o) Promote access to and use of Sports facilities on all campuses by students and Sports Union Clubs;

(p) Organise in conjunction with the Sports Development Officer:

- Club Officer / Site Committee Training
- Freshers Fayre
- Colours Ceremony

(q) Be required to carry out other duties as stipulated in his/her Contract of Employment.

10 THE STUDENTS' UNION GENERAL COUNCIL

10.1 The Sports Union President and one Site Committee member per campus, elected by Sports Union members shall be members of General Council.

10.2 Sports Union representatives on Union Council will be subject to Clause 7 of Schedule 2 of the Students' Union's Constitution.

10.3 The Sports Union President shall report to General Council on all Sports Union matters.

11 SPORTS UNION EXECUTIVE COMMITTEE

11.1 There shall be a Sports Union Executive Committee.

The membership of the Sports Union Executive Committee shall be:-

- (i) Sports Union President (who shall be chairperson)
- (ii) Two Club Representatives from each Site Committee to include the Site Committee Chair

11.1.2 The following shall be member of the Sports Union Executive Committee but shall sit in an advisory capacity only and hold no vote:

- (i) The Honorary Treasurer,
- (ii) Four Students' Union representatives/staff,
- (iii) Three Sport and Recreation representatives, one from each Campus; and
- (iv) Honorary Secretary – the Lead Sports Development Officer (Secretariat)

2 The Committee shall meet twice during the Autumn and Spring Semesters and as and when required. A meeting of the Sports Union Executive Committee shall be called by the Honorary 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 Executive 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 Executive Committee, which are in line with the Sports Strategy of the University.
- (f) Reporting on all issues pertaining to the Sports Union.

12 SPORTS UNION FINANCE COMMITTEE

12.1 There shall be a Sports Union Finance Committee.

12.2 The membership of the Sports Union Finance Committee shall be:

- (a) Honorary Treasurer (who shall be Chairperson);
- (b) Sports Union President;
- (c) One Sports Union Club representative from each site committee.

12.3 The following shall be members of the Sports Union Finance Committee but shall sit in an advisory capacity only and hold no vote:

- (i) Honorary Secretary - Sports Development Officer (Secretariat)
- (ii) Two Students' Union Representatives
- (iii) One representative from the University's Finance Department.

12.4 The Committee shall meet two times per semester and as and when required. A meeting of the Sports Union Finance Committee shall be called by the Honorary Secretary within five working days upon receipt of a written request from any of the following:

- (a) Honorary Treasurer
- (b) Sports Union President; or
- (c) Two voting committee members.

12.5 The Committee shall be responsible to the Students' Union General Council and the Executive Sports Strategy Group for:

- (a) Dealing with all matters relating to finance in accordance with the agreed Financial Memorandum between the Students' Union and the University;
- (b) 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 Council;
- (c) Considering the alteration of allocations during the year;
- (d) Maintain Capital and General Reserves if possible;
- (e) Receive reports on and confirm or amend as appropriate the allocation of grants among its member clubs in accordance with the Constitution;

(g) Judge appeals from member Clubs regarding their allocations considering recommendations made by the relevant site committee;

(h) Submit an annual report to the Sports Union Executive Committee outlining the financial performance of the Sports Union in April or May of each year, recommending an appropriate membership fee for the following academic year;

(i) Source and obtain additional funding and/or resources for the Sports Union.

13 SITE COMMITTEES

13.1 On each Site there shall be a Site Sports Union Committee, hereafter known as Site Committees.

13.2 The membership of this Committee on each site shall be:-

(i) Six Ordinary Full Members elected, one of whom must be elected the Chairperson, by and at the Second Semester Site Open Campus Meeting of the Academic year. Such members shall hold office for the following academic year.

(ii) Sports Union President

(iii) Sports Development Officer(s)

(iv) Sport and Recreation representative(s)

(v) Site Sports Union Administrator (Secretariat)

13.3 The Site Committee shall meet monthly during the academic year or as required.

13.4 The quorum for meetings shall be half plus one of its membership.

13.5 The Site Committee shall be responsible to the Sports Union Executive and Sports Union Finance Committee for:-

(i) All aspects of Sports Union activity including advising on facilities requirements and fundraising;

(ii) Monitoring Rules and Regulations for the conduct of Sports Union Clubs and Members;

- (iii) Presiding over affiliations of Clubs to the Sports Union in accordance with the Regulations;
- (iv) Making recommendations to the Sports Union Executive and Finance Committee on the total allocation of funds to Sports Union Clubs on its respective Site;
- (v) Considering the estimates of and making provisional recommendations to Sports Union Clubs;
- (vi) Make recommendations on appeals from Sports Union Clubs regarding allocations to the Sports Union Finance Committee;
- (vii) Arranging financial management for Sports Union Clubs;
- (viii) Notifying Sporting Clubs of their individual allocations and of all allocations made on their respective sites;
- (ix) Ensure that all Sporting Clubs adhere to site and Overall Sports Union policies.

14 SPORTS UNION SITE OPEN CAMPUS MEETINGS.

- 14.1** There shall be on each site a Sports Union Site Open Campus Meeting which shall be governed by the procedures set out in Schedule 1 of the Students' Union Constitution. 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.
- 14.1** Sports Union Site Open Campus Meetings shall be chaired by the Chairperson of the Site Committee.
- 14.3** Each Campus must have a Site Open Campus Meeting at least once in each Semester, one of which must be the Annual General Meeting.
- 14.4** Attendance and Voting Entitlements
- 14.1** Any member of the Sports Union may attend a Site Open Campus Meeting.
- 14.2** Each Sports Union Club affiliated on the relevant site is entitled to one vote. The vote must be cast at a Site Open Campus Meeting by an officer of the Club, who must also be an ordinary (student) member of the Sports Union.

14.3 Each Club must hold a vote among its ordinary full members on the matters that will be voted upon at a Site Open Campus Meeting. A declaration from the Sports Union Club must be submitted to the secretary of the Site 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.

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

All Club Officers should be registered at the Freshers' Fayres or at Officer Training By the Sports Union President or his/her nominee.

A Club Officer can also register to vote, with the Sports Union President, prior to their site Open Campus Meetings.

Once registered the Club Officers shall be entitled to vote at their site Open Campus Meetings.

Club Officers will not be entitled to vote at their site Open Campus Meeting if they have not registered with the Sports Union President, or his/her nominee.

14.5 Notice and procedure of Site Sports Union Site 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.

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

14.7 Motions for consideration at Site Open Campus Meetings shall be submitted to the Site Sports/General Office in writing at least ten university 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.

14.8 All motions submitted to a Sports Union Site Open Campus Meeting shall be posted on designated Sports Union an Students' Union notice boards five university days before the meeting.

- 14.9** Amendments to motions must be submitted in writing and signed, to the Secretary at least two university days (forty-eight hours) prior to the meeting. Such amendments must carry the signatures of an eligible proposer and seconder.
- 14.10** An Emergency Site Open Campus Meeting shall be called by the Site Sports Union Administrator who shall act as Secretary within three university days upon receipt of a written request from:-
- (a) The Sports Union President
 - (b) The Sports Union Executive Committee
 - (c) The respective Site Committee
 - (d) 5% of the Ordinary Full Members on the Site being in the form of a petition.
- 14.11** At least two university days (forty-eight hours) notice shall be given of an Emergency Site Open Campus Meeting.
- 14.12** An Emergency Open Campus Meeting may not amend the Sports Union Constitution.
- 14.13** An Emergency Open Campus Meeting shall discuss only the specific issue for which it has been called.
- 14.14** A site 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 Executive Committee and the Executive Sports Strategy Group.
- 14.15** 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 Site 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 General Council after the Site Open Campus Meeting has voted upon them. Sports Union Policy will be recorded in the Students' Union's Policy Document.

- 14.16** 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 Site 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 his/her own Site 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.
- 14.17** All successful Motions shall be subject to Policy lapse as detailed in Schedule 9 of the Students' Union Constitution

DISCIPLINE

- 15.1** There shall be a Sports Union Disciplinary Committee with powers of discipline in keeping with the following:
- 15.2 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
- 15.3 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 Students' Union's

Constitution, Schedules and Appendices.

15.4. Composition

(a) The Chairperson of the Disciplinary Committee shall be the Sports Union President.

(b) The Site Committee Chairperson 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 Open Campus Meeting of the year.

(d) One substitute member per site shall also be elected at the respective sites first Site Open Campus 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 him/her, or is a witness, he or she will not sit on the Committee for that meeting and will be replaced by the elected substitute within a week.

15.5. 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 order to assist 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 General Council.

- 14.16** 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 Site 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 his/her own Site 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.
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 - (e) Discipline Clubs for breaches of the regulations by which they are bound;
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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.
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- (a) Breach of Byelaws.
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 - (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 Students' Union's

Constitution, Schedules and Appendices.

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(b) The Site Committee Chairperson 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 Open Campus Meeting of the year.

(d) One substitute member per site shall also be elected at the respective sites first Site Open Campus Meeting of the year.

(e) A quorum for the Committee shall be three.

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(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 order to assist 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 General Council.

16 DISCIPLINARY APPEALS COMMITTEE

16.1 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.

Composition

- (a) The Chairperson of the Disciplinary Appeals committee shall be the Honorary Treasurer (Head of Sport and Recreational Services).
- (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 Open Campus Meeting of the year.
- (d) One substitute member per site shall also be elected at the respective sites first Site Open Campus 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, he or she will not sit on the Committee for that meeting and will be replaced by the elected substitute within a week.

17 HONORARY SPORTS UNION PRESIDENT

- 17.1** There shall be an elected Honorary Sports Union President in accordance with the Regulations contained in Schedule 14 of the Students' Union Constitution.

SCHEDULE 5



THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule Five

Regulations for Societies

1 Societies

1.1 The Overall Societies (as set out in Schedule 2 Clause 12 of this constitution) Committee shall be responsible to the General Council for:

- (a) Overall policy on Societies activity.
- (b) Considering recommendations from the Site Societies Committees for the allocation of funds to individual Societies, within the total allocation approved by the Staffing, Finance and General Purposes Committee.
- (c) Considering appeals on allocations from individual Societies, where these have not been resolved at the Site Committee.
- (d) Preparing an annual report showing the allocation and expenditure of each Society.

1.2 Affiliations

Societies formed by students at the University of Ulster, can apply for affiliation to the Students' Union, as can those unsuccessful in gaining affiliation to the Sports Union, and will be subject to the Regulations of the Union.

2 Regulations for Societies

2.1 All Societies shall be bound by the Regulations contained within the Societies Handbook which shall be reviewed annually by the Societies Committee and amended if desired on an annual basis.

2.2

(a) Application for affiliation to the Students' Union should be made by the Society Secretary. The application should be accompanied by a copy of a provisional Constitution and the names and student registration numbers of fifteen members. Upon registration, a copy of a formal Constitution must be lodged with the Students' Union Site Vice-President of the relevant campus.

(a) Applications for affiliation to the Students' Union from Societies affiliated to Political Parties shall only be considered where Students' Union Policy permits, also no such Society will be entitled to financial support from the Union, while Government legislation forbids it.

2.3 The following stipulations must be observed:-

A Constitution which 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 the Students' 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 Society are aware of and abide by their legal requirements.

(g) The Office Bearers and their method of Election, who must include the following:-

(i) Chairperson or President

The Chairperson shall be responsible for keeping meetings in order and ensuring that all decisions made are implemented. His or her 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 his or her 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. He or she has 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.

2.4 Membership of student Societies must be open to all registered students of the University of Ulster.

- 2.5 Application for affiliation will be considered by a Societies General Meeting (of which quorum will be half plus one of all registered Societies on the site) which may accept applications which comply with these rules on a simple majority vote after one positive reading in one academic year.
- 2.6 General Meetings of all Societies on each site will be called on a monthly basis by the Site Vice-President or his or her nominee. Five-university days notice must be given to Societies. The outcome of these meetings must be reported to the Union General Meeting by the Site Vice-President or his/ her nominee. Site General Meetings of Societies may also be called at the request of 10% of those who are entitled to vote on that site.
- 2.7 No organisation recognised by the Students' Union 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 the Union.
- 2.8 Any organisation 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 Union shall immediately cease to be officially recognised by the Union.
- 2.9 Any organisation from whom the Union withdraws official recognition, shall, from the date of withdrawal of recognition, be ineligible for a grant from the funds of the Union.

3 Societies Site Committee

On each of the four campuses (Belfast, Coleraine, Jordanstown and Magee) there shall be a Societies Site Committee.

3.1 The membership of this Committee on each site shall be:-

- (a) The Site Vice-President, who shall act as Chairperson.
- (b) The Part-Time Societies Officer, who shall act as Secretary.
- (c) Five Full Ordinary Members from the affiliated Societies, elected by and from the first Non-Sporting Clubs and Societies General Meeting, and serve for one year.

3.2 The Site Committee shall meet monthly during the academic year.

3.3 The quorum for meetings shall be one half plus one of its membership, but must include two officers of the Site Societies Committee.

3.4 The Site Committees shall be responsible to the Overall Societies Committee for:-

- (a) All aspects of Societies activity including advising on fund-raising and health and safety aspects.
- (b) Arranging all matters of discipline.
- (c) Preparing and monitoring Rules and Regulations for the Conduct of Societies.
- (d) Presiding over the affiliation of Societies to the Union, in accordance with the Regulations.
- (e) Making recommendations on the total allocation of funds to the Societies on its site.
- (f) Considering the estimates of and making provisional allocations to Societies.
- (g) Considering appeals from Societies about their allocations and making recommendations, thereon to the Overall Societies Committee.
- (h) Arranging financial management for Societies.
- (i) Notifying Societies of their individual allocations and of all allocations made on the site.
- (j) Nominating members from their Committee to be members of the Overall Societies Committee.

5 FINANCE

5.1 The final decision on all financial matters shall rest with the Union General Council and all Societies shall have the right to appeal to the Union General Council against decisions of the Societies Committees.

5.2 Appeals for additional funds from Societies shall be dealt with by the Committees purely on merit.

- 5.3 No student Society shall be eligible to receive money from Students' Union funds unless it has previously:-**
- (a) Elected officers, consisting at least of a Chairperson/President, Secretary, Treasurer, who must be students currently registered at the University of Ulster.
 - (b) Drawn up a Constitution which must be approved by the Union.
 - (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 Executive Committee.
- 5.4** The Union General Council, acting on the advice of the Site and Overall Committees, shall ratify all financial allocations. The Students' Union may accept or reject the advice of these Committees or refer the matter back for a further report. Once ratified, an allocation shall be understood to represent the total limit of the Union's financial liability to each of the Societies concerned.
- 5.5** The Union may, at any time, realise any capital assets bought by the Union for the Societies.
- 5.6 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 the Union .
 - (b) A true record of the state of its current finances is maintained.
 - (c) No unauthorised expenditure by the Union is undertaken.
 - (d) A full and complete account of their finances is prepared for inclusion in the Union's Audited Accounts.
 - (e) A statement of private accounts is published on the beginning of the Third Semester.
 - (f) It operates within the limits of whatever sums of monies are available to it.
- 5.7** All Societies shall bank with a bank designated by the Union and the Union shall not be held liable for any overdrafts or debts incurred in the private accounts operated by any Society.
- 5.8** Any Society official, who enters into any form of financial commitment without the Union's prior authority, commits only him or herself and in no way commits the Union.

SCHEDULE 6



THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule Six

1 Finances

- 1.1** The financial affairs of the Union shall be administered by the Union General Council 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 General Council 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 General 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 General Council 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 General Council may not discuss a financial matter unless it has previously been discussed by the Staffing, Finance and General Purposes Committee.

2 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 the Supreme ruling body of the Students' Union i.e. General Council. It shall consider all estimates in detail and shall submit recommendations to the Union General Council. The Union General Council shall be bound to take into account the recommendations of the Staffing, Finance and General Purposes Committee.

3 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 a Resolution of the Union General Council. The Auditor appointed for the previous year shall be appointed for the current year unless:-
- (a) A Resolution of the Union General Council has stated otherwise.
 - (b) He or she has given notice in writing of his or her unwillingness to be reappointed.
 - (c) He or she is eligible for reappointment.
 - (d) He or she has ceased to act, as an Auditor by virtue of incapacity.
 - (e) The Auditor 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 General Council 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.
- 4** 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 Sabbatical Officer.
- 5** All monies received by on or behalf of the Union shall as soon as practicable be banked for the credit of the Union.
- 6** 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.
- 7** The expenses claims of Executive Officers shall be countersigned by the President and the General Manager or his/her nominee for approval of payment.
- 8** The President's expenses claims will be approved and signed by a Site Vice President and countersigned by the General Manager.
- 9** Expenses claims for the General Manager must be approved and signed by the President and countersigned by another Sabbatical Officer

SCHEDULE 7



THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule Seven Staff Protocol Agreement

1 Statement of Interests

1.1 It is intended that these provisions:

(a) Ensure that the Union complies with Industrial Legislation, Fair Employment Legislation and Equal Opportunities Legislation and the guidelines and regulations governing the employment of Staff by the Union, as agreed in 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 specified herein to act with the full authority of the sovereign body of the Union.

(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 General Council on its activities but shall not discuss the affairs of any individual employee outside its meeting.

(f) With the aforesaid, 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.

2 Role of Staffing Committee

The Committee shall report directly to the General Council and shall not be subject to the decisions of any other committee, but shall be required to consult with the Executive and 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 General Council 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 General Council.

- (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 Document.

3 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 Schedule Sabbatical Officers shall not be regarded as Union Staff.



SCHEDULE 8,9,10

THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule Eight

Referenda

- 1 A Referendum shall be the sole competent authority to amend the Constitution, not the Schedules to the Constitution.
- 2 A Referendum shall be held on any proposal when the Executive Committee or the General Council deems it necessary, or upon receipt by the President of a request bearing the signatures and student numbers of 400 Ordinary Members.
- 3 **Procedure for Holding Referendum**
- 3.1 A Referendum held under Clause 2 of this Schedule shall be on a proposal decided by the Executive Committee or the General Council, or stated on the submitted request. If more than one proposal is submitted, the procedure in Clause 2 of this Schedule must be adhered to with regard to each separate proposal.
- 3.2 The date and time of a Referendum held under Clause 2 of this Schedule may be decided by the Executive Committee or the General Council or stated on the submitted request, provided that three clear university days (excluding Saturday and Sunday) were allowed after submission of the petition.
- 3.3 The President shall be responsible for the conduct of all Referenda and shall appoint such assistants as he or she shall deem necessary.
- 3.4 The President and his or her assistants shall require each intending voter to produce for inspection the intending voter's Registration Card.
- 3.5 The President shall arrange for polling to take place in at least one central polling booth from 10 00 a m to 5 00 p m and may fix such times for other booths as are most suitable, as far as he or she can ascertain, for person voting therein.
- 4 **Decision by Referendum**
- 4.1 A decision taken by a Referendum shall be referred to as a decision of the General Union Membership.
- 4.2.1 A decision taken by a Referendum and voted upon by at least 10% of the General Union Membership shall be mandatory and binding on the Union or any body to which it is directed, provided that those votes in favour exceed one half of the total number of votes cast.

- 4.2.2** In the case of a Referendum on Affiliation to NUS/USI a two-thirds majority of a quorate Referendum will be required to reject this Affiliation.
- 4.3** A motion or proposal to alter or rescind a mandatory decision of the General Union Membership shall not be competent within six months from the date of passing such a decision.
- 4.4** The President shall give a ruling if a dispute arises in relation to Clause 4.3 of this Schedule. Such a Presidential ruling can only be overturned by a majority decision of a quorate meeting of the General Council.
- 4.5** A mandatory decision of the General Union Membership shall only be altered or overturned by a mandatory decision of the General Union Membership.
- 4.6** A decision taken by a Referendum and voted upon by less than 10% of the General Union Membership shall have powers of recommendation which shall be advisory only, provided that those votes in favour exceed one half of the total number of votes cast.

5 Reporting Function

A Union Body, Committee, Officer etc which has carried out a mandate or recommendation of the General Union Membership shall report to the next Union General Council meeting.

6 A Referendum Result

- 6.1** The President shall post the result of any Referendum submitted under Clause 2 of this Schedule on all the authorised notice boards not later than one clear day (excluding Saturday and Sunday) after the Referendum has been held.
- 6.2** Any Full Ordinary 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.
- 6.3** 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 therein.

- 6.4** The President shall convene a Special Meeting of the General Council to consider the petition. A decision of the General Council in relation to a Referendum petition shall consider, viz:
- (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) Any may declare the Referendum valid or invalid.
 - (d) Report findings to the Disciplinary Committee, if appropriate

THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule Nine

Policy Lapse and Composition

- 1** After new policy is passed by a Referendum or a General Meeting the President shall assess the relationship between the new policy and previous policy. The President shall make a recommendation to General Council on a composite policy, or on which previous policy or part of policy should be deleted as a result of the adoption of new policy. The decision of General Council shall be final, subject only to General Meetings or Referendum.
- 2** Policy shall remain valid for the academic year in which it is passed and for two subsequent academic years, after which it shall lapse unless submitted for retention for a further three years as a resolution in accordance with Schedule Two.

THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule Ten

Policy Document

- 1** There shall be, for the purpose of efficient running of the Students' Union a Policy Document, listing policy as it currently stands in the University of Ulster Students' Union.
- 2** This document will be subject to the restraints of Schedule Eight of these Schedules, and in line with this will be updated after the first Union General Meeting of the first Semester on each Site.
- 3** An updated copy of this document will be posted on a prominent notice board on each Site, or on the Union Website and each Sabbatical shall have possession of an up-to-date copy.

SCHEDULE 11



THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule Eleven Sabbatical Accountability

- 1 The Sabbatical term of office shall be as stated in the Schedules. Sabbatical 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.

Sabbaticals 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 Sabbaticals, members of staff will not be expected to carry out Sabbatical duties.

Sabbaticals will carry out their duties as listed in these Schedules, but must also offer assistance in all parts of the Union's activity where necessary.

Any member of Staff or Sabbatical who is of the opinion that the Staff Protocol Agreement has been breached may raise a grievance in accordance with the procedure outlined below.

- 5.1 Any grievance by a Sabbatical must be raised in writing and presented to the President. If the grievance relates to the President, one of the four 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.
- 5.2 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 four site Vice Presidents if the grievance involves the President) 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.
- 5.3 If a Sabbatical Officer is found to have been absent from work without just cause, the Executive Committee or in its absence, the President has the right to make a deduction from their salary.

5.4 If a Sabbatical Officer is found to have breached either the Code of Conduct or Staff Protocol, the Executive Committee can impose a period of suspension.

If a Sabbatical Officer is found to have been negligent over specific area(s) of responsibility as agreed by Executive, the Executive Committee can remove the Sabbatical from that area of responsibility and administer an appropriate penalty.

5.6 Any allegation about a Sabbatical shall be discussed at the next scheduled Executive meeting and dealt with by that meeting. After that the matter shall rest, unless the Sabbatical(s) concerned wish to appeal.

5.7 Process of appeal shall be to General Council, which shall have the authority to overturn the Executive's decision, reimburse salary and return responsibility to Sabbaticals.

5.8 Appeal shall be made to General Council within four working weeks of penalty being imposed.

5.9 Any Sabbatical 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 Sabbaticals in writing of his/her intention to take holidays.



SCHEDULE 12

THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule Twelve

The Regulations for the Conduct of Students' Union Sabbatical Officers

1. Introduction

- 1.1 These Regulations apply to any sabbatical 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 his/her 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 and 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. .

2. General Sabbatical Officer Regulations

2.1 Attendance

Students' Union Sabbatical Officers (Officers) attendance at work is compulsory in accordance with the Sabbatical 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 Sabbatical 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 you become subject to a criminal conviction (which is not immediately spent) during your period of office while at the University, you 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). 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 Criminal Records Bureau.

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 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 Officers are expected to conduct themselves at all times in a manner which demonstrates respect for the Students' Union, the University, its staff, students and property. 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 on the course;

(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 the University of Ulster'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; or

(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 Sabbatical 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, he/she 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) to 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 he or she has 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, he or she 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 his or her 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.

4. 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 him/her and will have an opportunity to respond. The President shall nominate a sabbatical officer or another appropriate person to act as secretary of the 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 he/she may apply one or more the following:
an oral reprimand which will normally be effective for three months unless otherwise stated at the disciplinary interview;
a written reprimand which will normally be effective for six months unless otherwise stated at the disciplinary interview;
any of the supplementary outcomes given in 5.14(b);
refer the matter to the Pro Vice-Chancellor for Student Support with a request for a disciplinary hearing to be convened subject to the provisions in 4.5.
- 4.4** The President (or nominee) will notify the Officer verbally of his/her 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 General Council by submitting a written request to one of the four 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 Pro Vice-Chancellor for Student Support. 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 Pro Vice-Chancellor for Student Support shall decide whether further investigation is needed before a disciplinary hearing can take place. If further investigation is needed Pro Vice-Chancellor for Student Support 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 Pro Vice-Chancellor for Student Support before a disciplinary hearing is arranged.

4.10 If the Pro Vice-Chancellor for Student Support decides to proceed with disciplinary action then the disciplinary hearing will be conducted by the University's Disciplinary Committee.

5 Appeals Procedure

5.1 On matters of internal discipline of Officers, the President shall report to the General 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 General Council where the disciplinary action may be revoked, modify or condoned.

6. 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 behaviour or assault
- Deliberately ignoring safety rules and thereby endangering own or another's physical well-being
- Obscene or indecent behaviour
- Serious incapability induced by alcohol or drugs not prescribed by a doctor and thus endangering self and others in a high risk environment
- Wilful 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

SCHEDULE 13



Schedule Thirteen

Code of Conduct, Regulations and Disciplinary Procedures Governing the Behaviour of Members of the Students' Union

1. Introduction

- 1.1 UUSU has drawn up a 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 Section 3 of the Constitution
- 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. All members must accept that in any organisation there have to be rules of conduct and behaviour.
- 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 and are encouraged to collect a Students' Union Bar Card from the Students' Union. One of these cards 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.

2 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) Serious misconduct is defined as “misconduct which, if proven, is likely to result in exclusion from Students’ Union occupied premises or withdrawal of rights to participate in or benefit from specified Students’ Union services, facilities or activities, or would result in suspension or expulsion from membership.”

(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 under the Students’ Union’s Code of Conduct and Disciplinary Procedure.

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 i.e. the making of advances or approaches or innuendoes of a sexual nature to the point at which their behaviour might reasonably cause alarm or distress to the person(s) to whom such approaches, advances or innuendoes have been made.

(e) Members shall not commit or encourage any racist or homophobic activity or behaviour. Members shall not commit or encourage behaviour which is deemed to victimise others in respect of their disability.

(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 on official Students' Union business, or other calls authorised by a Sabbatical 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 Students' Union's constitution.

(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 the issue of a Students' Union Bar Card, or applying for membership of a society or Sports Union club, or seeking to register or apply for any other service or activity.

(d) Officers of societies or Sports Union 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 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, may be referred to the police.

(d) The victim of alleged misconduct may refer the matter or require the matter to be referred to the police. Whilst there is no legal obligation to report an alleged or suspected offence, anyone may make such a report, 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.

3 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 Crisis Loan

(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 Pro Vice-Chancellor Student Support. Such a report shall, in all cases, be made when a penalty is imposed under f,g above.

4 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 him/herself, this shall be regarded as a further breach of the Code of Conduct Regulations.

4.3 The President shall nominate two Sabbatical 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 withdraw 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 Pro Vice-Chancellor Student Support of the University, before completing their investigation.

5 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 the weight of the evidence presented

(iii) procedural irregularity

(iv) demonstrable prejudice or bias against the member.

5.2 Appeal against the Penalty

Where the appeal is against the penalty imposed in that the penalty cited is inappropriate to the misconduct

5.3

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.



SCHEDULE 14

THE UNIVERSITY OF ULSTER STUDENTS' UNION

Schedule Fourteen

Honorary President

1 Definition

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

2 Roles, Rights and Responsibilities

Be sympathetic to and help promote the aims and objectives of the Union. Attend Union events where possible.

Shall have the right to attend and speak at Union General Meetings.

3 Election of Honorary President

3.1 The President or his/her 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 using a single transferable voting system across the four Union General Meetings and must be ratified at General Council.

3.4 The Postholder shall remain in office for three years.

3.5 The Postholder may only be removed from office by a vote of No Confidence across the four campuses and subsequently ratified at General Council.

3.6 The General Council have the right not to accept nominations which it believes are not within the spirit of the Constitution and may bring the Appendix to this Schedule

Appendix One



Appendix One

UNIVERSITY OF ULSTER STUDENTS' UNION

CONTRACT OF EMPLOYMENT FOR SABBATICAL OFFICERS

University of Ulster Students' Union shall hereinafter be referred to as the UUSU.

This statement sets out the main Terms and Conditions for your employment with UUSU as a Sabbatical Officer as required by Employment Legislation currently in force.

1 You are employed as _____ which is a Sabbatical post to which you have been elected.

2 Your employment will commence on the 1st Day of July 20__ and will continue until the end of your term of office on the 30th Day of June 20__ or upon your earlier resignation or dismissal under the Terms of the Constitution of the UUSU.

3 You will be paid a salary at the rate of _____ per annum or such increased annual sum as may be determined in accordance with the relevant provisions of the UUSU Constitution. This salary will be paid in equal monthly instalments in arrears (or weekly by agreement). If you resign or are dismissed, you will be paid a pro-rata sum up to the date of resignation or dismissal or such later date as may be agreed in accordance with the relevant provisions of the UUSU Constitution.

4 You should work such hours as are reasonably required to carry out the duties of your office including all the obligations of that office as set out in the UUSU Constitution. This will entail working outside of normal hours and at weekends. Additionally, you should normally be in attendance at the UUSU Administration Offices for the purpose of carrying out your duties from 9 00 a m-5 00 p m Monday-Thursday; 9 00 a m-4 00 p m on Friday.

In addition, you are required to attend:-

All UUSU Training Courses/Weekends

Freshers' Week Activities

Ordinary General Meetings/Emergency General Meetings

General Council

Executive and Sub-Committee meetings

Approved NUS/USI Training Courses

University Committees (as appropriate to your position)

Site Executive Training Weekend

Conference and Training Sessions relevant to your role.

Attendance at the one week hand-over period prior to your employment and at the end of your employment shall be compulsory. Failure to attend may be a disciplinary matter.

You are entitled to twenty days paid annual leave during the holiday year. The

holiday year runs from 1st July to June 30th. Upon termination of your employment you are entitled to receive payment for all accrued annual leave which has been undertaken at the date of termination. Alternatively, if you have taken more holidays than your entitlement during the holiday year, you agree that the UUSU can deduct monies for excess holiday pay from your final salary. Any Sabbatical who does not take their holidays before the commencement of the handover period may receive payment in lieu up to a maximum of 10 days to ensure attendance at the handover period. In addition to the above entitlement to annual leave, you are entitled to receive the following public holidays:

Easter Monday and Tuesday;

May Day;

12 and 13 July;

Christmas Day and Boxing Day;

Three working day which fall between Boxing Day and New Year's Day

New Year's Day.

St. Patrick's Day

6 The provisions regarding sick leave shall be those applicable to Students' Union Staff.

7 The Students' Union operates a Stakeholders Pension Scheme which you are eligible to join. Please contact the General Manager if interested.

8 The grievance and disciplinary procedures are set out in the Students' union Constitution. If you have any grievance relating to your employment, you are entitled to raise it orally or in writing with the UUSU Executive Committee, or alternatively at the UUSU General Council. The only disciplinary decisions to which you are subject are as set out in the UUSU Constitution.

9 You are entitled for the duration of your office to receive reimbursement for legitimate out-of-pocket expenses as set out by the UUSU Finance and General Purposes Committee.

10 You are not entitled to hold any other full-time employment for the duration of your office nor may you enter into any other form of employment or trade without the consent of the Executive Committee. You may not accept paid employment with the University of Ulster Students' Union Clubs.

11 You may not hold Sabbatical Office for longer than those periods specified in the UUSU Constitution.

12 You may not stand for election as a Sabbatical Officer unless you fulfil the requirements laid down in the UUSU Constitution.

13 You will find attached further information relating to your position in the form of an Appendix setting out guidelines for your term of office which you shall abide by unless otherwise directed by the Executive Committee or General Council.

14 An employee shall not at any time during his/her employment (except so far as is necessary and proper in the course of his/her employment) or at any time after his/her employment has terminated, disclose to any person any information as to the Staffing and other confidential affairs of the Union which may come to his/her knowledge by reason of employment.

15 An elected Officer must commence their employment within two weeks of the start date as listed in the Constitution of the UUSU. Failure to comply with this Regulation, without the prior written approval of the Executive will result in the election being declared void, and a new election for the post being called at the beginning of the new semester.

16 You are bound by the relevant rules and regulation of the Constitution of the UUSU, to include any amendments to the same.

17 Any outstanding monies due by a Sabbatical to the Union may be deducted from any amount due by the Union to the Sabbatical Officer.

SIGNED _____
(SABBATICAL OFFICER)

SIGNED _____
(PRESIDENT)

ON BEHALF OF THE UNIVERSITY OF ULSTER STUDENTS' UNION

WITNESSED BY _____

ON THIS _____

DAY OF _____

20__

Appendix Two

The Sports Union Handbook
& The Societies Handbook





Appendix Three

Appendix Three

THE CODE OF CONDUCT FOR ELECTIONS

AGREEMENT FOR THE CONDUCT OF ELECTION CAMPAIGNS WITH

THE UNIVERSITY OF ULSTER STUDENTS' UNION

We the undersigned:-

Nominated Candidate's Name:- _____

Candidate's Agent's Name:- _____

In the Election for the position of _____, agree to abide by the following regulations and communicate said Regulations to all individuals who by association are seen to be promoting our Election Campaign. (A proven breach of any Regulation will result in the Returning Officer disqualifying the Candidate).

1 No statements or representations can be made by the Candidate or his/her representatives to any press or media outlet with regard to any aspect of the election process of candidature without the written permission of the President of the Students' Union.

2 Contact details and telephone numbers, supplied by the Returning Officer, will remain confidential at all times to the Candidate and his/her Election Agent alone.

3 Candidates and their representatives will not employ the use of stickers, post-it notes or other adhesive publicity materials on any University or Union property.

4 Candidates and their representatives will not move, remove deface or damage other Election Candidate's publicity material.

5 Candidates will not source or duplicate any printed publicity materials other than those provided by UUSU as detailed in Schedule 3, Section 5 of the University of Ulster Students' Union Constitution.

6 Candidates and their representatives will, at all times, conduct themselves in a manner that does not bring the Union or University into disrepute.

7 During the Election Campaign period, Candidates and their representatives will not engage in any act or omission which infringes on the personal safety and well-being of other Election Candidates and their supporters including written, verbal, physical abuse and/or intimidation or which breaches published University and Union Regulations.

8 Candidates and their representatives will not seek to use Union resources or abuse Union affiliation/association to advantage their Campaign.

9 The Candidate and their representatives will abide without undue delay with all requests issued by the Returning Officer and/or Deputy Returning Officer in regard to any aspect of their Election activities/omissions.

10 The Candidate and their representatives will, in the first instance, channel all queries regarding Election process and conduct through the Returning Officer or his/her Deputy only.

11 The Candidate and their representatives will not cause obstruction to pedestrian or vehicular traffic, nor enter restricted areas surrounding polling booths nor act in a manner which may threaten or restrict other peoples personal space.

12 The Returning Officer may only be contacted by e-mail during the hours of 9 00am - 5 00pm Monday to Friday. The e-mail address to which correspondence is sent should be that assigned by the University of Ulster Students' Union to the Returning Officer.

13 The Returning Officer should only be contacted by telephone by Candidates and/or their Election Agent. Candidates should only contact the Returning Officer during the hours of 9 00am - 5 00pm Monday to Friday.

14 Contact details for the Returning Officer should be made available in the Candidates Pack. These details must not be given to other persons not involved in the Election (i.e. only candidates and their Election Agents must have access to the Returning Officer's details). The Returning Officer should only be contacted regarding official Election business and only by the Candidate and/or the Election Agent.

SIGNED: _____ (CANDIDATE)

SIGNED:- _____ (ELECTION AGENT)

WITNESSED BY:- _____(RETURNING OFFICER)

WITNESSED BY:- _____ (SABBATICAL OFFICER)

DATED THIS DAY OF: _____



Appendix Four

POLICY DOCUMENT

Appendix 5

FINANCIAL MEMORANDUM BETWEEN THE UNIVERSITY OF ULSTER AND THE UNIVERSITY OF ULSTER STUDENTS' UNION

FOREWORD

The Governing body of the University (Council) is responsible for ensuring that funds provided by Government are used only in accordance with the Education Acts 1992 and 1994 and the University's Financial Memorandum with the Department for Employment and Learning (DEL).

Council has a wide discretion over its use of these funds and is ultimately responsible for the stewardship of these funds. Therefore it must ensure that it exercises its discretion reasonably and takes into account any relevant guidance on accountability or propriety issued from time to time by DEL, The Northern Ireland Audit Office or the Public Accounts Committee.

This Financial Memorandum has been drafted to ensure that the above objectives are being achieved.

The Memorandum sets out the conditions under which the University of Ulster will make payments to the Students' Union out of funds made available to the institution by the Department for Employment and Learning.

Payments to the Students' Union shall be subject to the Union complying with the conditions specified in:

1. Rules Governing Students' Union Finance;
2. Rules Governing the Employment of Staff by the Students' Union; and
3. the Licence Agreement Governing use of Students' Union Premises, attached as Annex 1.

Nothing in this Memorandum shall require the Students' Union to act in a manner inconsistent with the Constitution of the Students' Union approved by the Council. Throughout this document reference to the Students' Union includes the Sports Union established within the constitutional framework of the Students' Union.

Separate property licences exist between separately constituted Student Clubs associated with the Students' Union, and the University, for the operation of Bars at each campus. Whilst these licences are separate from the scope of the Financial memorandum, the Student' Union is required to apply its best endeavours to ensure that the Student Clubs comply with the terms of those licences.

The Union agrees to work with the University to ensure compliance with the

University's equality scheme and associated policies and codes of practice and to promote an environment that is free from harassment and discrimination, and a culture that recognises and celebrates equality and diversity. In promoting such an environment the union will draw up, promote and review appropriate policy documents.

1. RULES GOVERNING STUDENTS' UNION FINANCE

1. Grant payments by the University to the Students' Union are made for the purpose of enabling the Union to carry out its aims and objectives as specified in the University of Ulster Ordinance 1985/4, namely to:

- a) foster and develop a corporate spirit among its members;
- b) promote the general and particular interests of its members and to represent them in all matters affecting their interests;
- c) afford the recognised channel of communication between its members and the University;
- d) provide, maintain and develop facilities and services for its members;
- e) assist in the development of the social, cultural and athletic life of its members;
- f) establish and maintain relations between students of the University and those of other institutions of education; and
- g) enhance the standing of students in the community.

2. Payments to the Students' Union shall be subject to such conditions of the Education Acts 1992 and 1994 and such conditions as shall be agreed between the University and the Students' Union in line with the requirements of this Memorandum.

3. Nothing in this Memorandum shall require the Students' Union to act in a manner inconsistent with its Constitution as approved by the University Council.

4. The Vice-Chancellor, as the chief academic and administrative officer of the University, is responsible and accountable to the Higher Education Funding Council and the Department for Employment and Learning (DEL) for ensuring that the uses to which the University puts funds received from DEL comply with the conditions attached to them. As part of his / her responsibilities he/she is required to satisfy him/herself that the Students' Union has appropriate arrangements for financial

management and accounting and that the uses to which the University's payments are put are consistent with the purposes for which they have been approved.

5. The Students' Union shall provide the University with such information as it may require in the discharge of its responsibilities in relation to accountability of funds provided by DEL.

Specifically, the University requires as a minimum that in each academic year the Students' Union shall provide the following information by the dates shown.

(a) On an annual basis the Students' Union will prepare a Financial Forecast for the following year showing planned Income and Expenditure by activity. This should be profiled on a monthly basis in a format to be agreed by the Director of Finance. The forecast should be prepared in line with the University's annual planning cycle and in a format to be agreed by the Director of Finance. The Students' Union will provide any back up information which the Director of Finance requests to facilitate the University's evaluation of the Students' Union's financial forecast.

The financial forecast should be submitted two weeks before the General Purposes and Finance Committee meeting and presented to this committee by the Students' Union General Manager.

The allocation of funds shall be determined by the University following the submission by the Students' Union of its Financial Forecast and the approval of the Forecast by the General Purposes and Finance Committee.

(b) Management Accounts for the Students' Union shall be prepared on a quarterly basis. These should be presented to the University's Financial Development Manager for review. In addition quarterly management accounts for the Students' Union Club bars should be presented to the Finance Development Manager for Review.

(c) Audited Financial Statements shall be approved by the Students' Union General Council by 31 October each year, and shall be submitted to the General Purposes and Finance Committee. In addition the Students' Union will ensure that the Annual Accounts for the Bar Clubs are submitted to the University's General Purposes and Finance Committee.

The Students' Union shall provide such explanations and supporting data as the University may reasonably require with respect to this financial information.

6. The Students' Union shall, subject to acceptance by the University, designate an

officer of the Students' Union (currently the General Manager) to be responsible for satisfying himself or herself as well as the Students' Union that any payments from the University are used only for the purposes for which they are given and in accordance with the terms of this Memorandum or such other terms or conditions as may be attached. These conditions shall include (a) clear guidelines on the University's Sports Strategy prepared by the Sports Strategy Implementation Committee and (b) specific objectives to be attained by the Sports Union through the use of the funds specifically ring-fenced for its activities by the University. The designated officer may be required to appear before the General Purposes and Finance Committee or Audit Committee of the University Council on matters relating to the financial affairs of the Union.

7. The designated officer of the Students' Union shall inform the Union in writing if in his or her judgement its instructions conflict with his or her responsibilities under these Rules. Should the Students' Union decide nevertheless to proceed the designated officer must inform the Vice-Chancellor immediately.

8. The University has designated the University's Director (Sports Development and Services) as the Honorary Treasurer to the Sports Union. He / She will be responsible (with the designated officer) for satisfying himself or herself that payments from the University designated for use only by the Sports Union are used only for the purposes for which they are given and are in line with the University's sports strategy as approved by the Sports Strategy Implementation Committee. The Director (Sports Development and Services) must inform the Union (and Sports Union) in writing if in his or her judgement the Union is acting in conflict with this requirement, and must inform the Vice-Chancellor immediately.

9. The amount and procedures for payment of funds to the Students' Union shall be decided by the University. The University shall make payments of funds in monthly installments having regard to the expected need. Details of the arrangements shall be agreed at the time allocations are announced. Payments shall normally be made directly to the Students' Union Bank Account.

10. Funds earmarked by the University for a specific purpose shall be used only for that purpose.

11. The University will also be prepared to consider written applications from the Students' Union for exceptional or ad hoc payments but such payments shall not be made in advance of the Students' Union's needs to make disbursements.

12. The Students' Union shall at all times seek to plan its affairs in such a way as to ensure solvency is maintained.

13. The Students' Union shall not without the formal approval of the University

acquire, lease or hold land and buildings.

14. The University shall allocate premises to be occupied by the Students' Union under the terms of the licence governing the Students' Union premises.

15. The Students' Union shall obtain the prior consent of the University to borrow funds other than short-term unsecured bank overdrafts (not exceeding £50,000) in the normal course of business.

16. The University may, after consultation with the Students' Union, specify the conditions on which the Students' Union may borrow.

17. The Students' Union shall employ only such categories and grades of staff as are authorised in the approved Financial Forecast and in accordance with the University's recruitment and selection processes as stated in section 2.

18. The Students' Union shall keep accounts and related records as may be prescribed by the University. The financial statements of the Students' Union shall be prepared and presented in accordance with Generally Accepted Accounting Principles, conforming to the Statement of Recommended Practice issued by Universities UK as approved by the Accounting Standards Board. The financial statements shall be signed by the designated officer as appointed under paragraph 6 above (currently the General Manager) and by the President of the Students' Union. The audited financial statement must include a statement from the Students' Union external auditors that the Students' Union has used the funds provided by the University of Ulster in accordance with this Financial Memorandum.

19. The Students' Union shall obtain the agreement of the University to engage in commercial/trading activities on behalf of members and shall maintain proper accounts thereof.

20. The Students' Union shall obtain the agreement of the University if it wishes to grant concessions to commercial or other organisations or provide services to students within premises allocated by the University to the Students' Union.

The interpretation of paragraphs 19 and 20 will be in accordance with paragraph 5c of the Licence Agreement governing the use of premises.

21. The Students' Union shall ensure that it has a sound system of internal financial management and controls. The Students' Union shall provide a Financial Manual. It shall arrange to provide external audit procedures which are acceptable to the University. The customary certificate issued by professional auditors of the Students' Union accounts shall be extended to include specific certification that the expenditure to which the accounts relate is consistent with the purposes of an

educational charity and in conformity with the Union's Constitution as approved by the University Council taking note of guidance and advice issued by the Attorney General in relation to the ultra vires rules, and that the expenditure within the Students' Union accounts is consistent with the requirements of the SU Financial Memorandum.

22. The University's internal auditors shall examine the Students' Union internal financial and management controls and make recommendations to the Students' Union, and copy to the University. These reports will also be presented to the University's Audit Committee and must be forwarded to the PVC (Teaching and Learning) at least two weeks in advance of these meetings. The University's external auditors must be provided with such information as may be required to enable them to perform their functions in relation to the University's accounts.

23. The Students' Union must comply with the University's financial regulations and procedures, in particular with regard to procurement of goods and services, compliance with the University's fraud policy and compliance with the University's whistle-blowing policies. The designated officer (currently the General Manager) must inform the Director of Finance and the Pro-Vice-Chancellor responsible for liaison with the SU (currently the PVC, Information and Student Services) immediately when there is a suspicion of fraud or misappropriation to ensure compliance with Student Union due process.

24. The Students' Union shall appoint such bankers and professional advisers as it deems appropriate in accordance with procedures agreed with the University.

25. The Students' Union shall be responsible for arranging its own insurance in consultation with the University's insurance brokers.

26. The Students' Union shall not give any guarantees or indemnities giving rise to contingent liabilities other than in the normal course of business.

27. The Students' Union shall distinguish between recurrent and capital expenditure in their forecasts and management accounting reports.

28. The Union's General Council is responsible for delivering value for money from public funds. It should keep under review its arrangements for managing all the resources under its control taking into account guidance on good practice issued by the Higher Education Funding Council, the Government's Audit Office, DEL, NIAO, and the Public Accounts Committee.

29. The Union shall set up and operate appropriate regulations for investing its funds in agreement with the University.

30. Following consultation and agreement with the Students' Union the University may from time-to-time revise, revoke or add to any of the conditions in this Memorandum. The Students' Union may itself make proposals to the University for revision, revocation or addition. In accordance with the recommendation of the auditors this memorandum will be reviewed on a regular basis.

31. In the event of a dispute between the University and the Students' Union an Appeal Panel consisting of one person nominated by the Union, one by the University, and a third (who shall be chairperson) nominated by the Chairperson of the Council of the University will be set up to consider the matter. The Panel's decision will be binding on both the University and the Union.

2. RULES GOVERNING EMPLOYMENT OF STAFF BY THE STUDENTS' UNION

The Students' Union shall in the recruitment and employment of its staff comply with the following principles.

1. All staff of whatever grade employed by the Students' Union shall be employees of the Union and not of the University and this principle will be made known to each and every member of the Students' Union staff.

2. The Students' Union shall be an equal opportunities employer complying in all regards with all statutory obligations imposed upon employers in Northern Ireland with particular regard to the advertising of employment opportunities, the recruitment, promotion, remuneration and safety of staff. The Students' Union shall take into account all or any Code of Practice in those regards issued by relevant agencies. The Students' Union shall comply with the same obligations as those placed upon the University as an employer viz:

It will exclude consideration of an applicant's/employee's gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race (including colour, nationality, ethnic or national origins, being an Irish Traveller), disability, sexual orientation, age. The Students' Union will not directly or indirectly discriminate on any of the above grounds.

3. The Students' Union shall remunerate its staff within the financial constraints of its annual budget which shall be agreed in advance with the University.

4. The Students' Union shall organise its financial affairs in such a way that it shall create sufficient reserves to deal with any particular liability claim arising under law from its resources or through adequate insurance cover.

5. The Students' Union recognises that there shall be no liability on behalf of the University for any claims brought against the Students' Union arising from the

practice of the Students' Union management or its sabbatical offices including malpractice, negligence, inefficiency or otherwise.

6. The Students' Union shall provide indemnity to the University against all such legal liability that may arise in any manner whatsoever from the operations of the Students' Union whether performed within the bounds of its Constitution or otherwise.

7. In connection with the post of General Manager of the Students' Union the job description and personnel specification shall be reviewed and approved by the Vice-Chancellor or his/her nominee and any amendment or substitution of same shall be subject to such review and approval; and the Vice-Chancellor or his/her nominee shall have the opportunity to satisfy himself/herself with the process of recruitment, appointment and termination of employment.

8. Sabbatical Officers are elected to temporary positions with the Students' Union and shall not therefore be regarded as staff of the Students' Union for the purposes of these Rules. Sabbatical Officers are subject to the provisions of the Students' Union Constitution specifically Schedules 6 and 10.

Sabbatical Officers are not eligible for appointment to the permanent posts in the Students' Union, indicated in the attached list (Appendix: Section 2/ Point 8.1), until two years after their period of office has ended.

9. In the event of a dispute between the University and the Students' Union an Appeal Panel consisting of one person nominated by the Union, one by the University, and a third (who shall be chairperson) nominated by the Chairperson of the Council of the University will be set up to consider the matter. The Panel's decision will be binding on both the University and the Union.

AS WITNESS THE HANDS of parties the day and year first above written.

SIGNED ON BEHALF OF THE UNION

SIGNED ON BEHALF OF THE UNIVERSITY

IN THE PRESENCE OF: _____

IN THE PRESENCE OF: _____

Version 1
Endorsed on 09 June 203 by General Purposes and Finance Committee
Approved on 20 June 2003 by Council

Version 2
Approved by SU Executive Council 27 May 2008
Recommended to SMG by U&SU Forum 17 June 2008

ANNEX 1

LICENCE AGREEMENT GOVERNING USE OF STUDENTS' UNION PREMISES

**THIS LICENCE AGREEMENT MADE THE DAY OF _____ BETWEEN
THE UNIVERSITY OF ULSTER of Cromore Road, Coleraine, Co Londonderry**
(hereinafter call "The University") of the one part of the STUDENTS' UNION
(hereinafter called "The Union") of the other part WHEREBY IT IS AGREED AS
FOLLOWS:

- 1.** The Union acknowledges that under the Charter and Statutes of the University the Council of the University has responsibility for the management and administration of the revenue and property of the University.
- 2.** The University will make certain areas available to the Union at the University's premises at Belfast, Coleraine, Jordanstown and Magee as delineated in the plans attached hereto "the premises", (Appendix: Annex 1/Point 2.1) and this licence sets down the terms and conditions under which occupancy is granted on the four campuses of the University.
- 3.** The University hereby authorises the Union to use the premises only for the purposes of a Students' Union.
- 4.** Subject to the overall permission and discretion of the University the Union shall have control of the use of the premises for the purposes of running a Students' Union but nothing herein contained shall be construed as creating a legal demise or any greater interest than a licence to occupy the premises on the terms herein before and hereinafter provided and possession and control of the premises is retained by the University at all times.

5. THE UNION AGREES:

- a) to include within its management accounts a sum to be determined by order of the Council of the University after consultation with the Union for the use of the said premises and for the provision by the University to the Union of such services as are mentioned in the first schedule hereto. The University will not seek reimbursement of this sum except where premises within the Union precinct are deemed to be used for commercial activities: such activities to be agreed with the Students' Union on an annual basis;
- b) to ensure that the premises are used solely for the purposes of running a Students' Union and ensure that no contravention of any relevant statutory provision shall occur;

c) not to assign or transfer, sub-let or otherwise part with possession in so far as the Students' Union may be in occupation of the premises or any part thereof without express written permission of the University, which would not be unreasonably withheld;

d) not to erect or display any permanent signs or advertisements in or on the premises save such as shall have been approved by the University such approval not to be unreasonably withheld;

e) not to allow any person to sleep on the premises or use the premises for any residential purpose whatsoever;

f) that the University may require the premises to be closed in an emergency or exceptional circumstances and otherwise with reasonable notice and after consultation with the Union but shall not impose unreasonably any such restriction on the opening of the premises. In such circumstances the University will not be liable for any payment of compensation to the Students Union. The possible exception will be in the case of the Union's commercial activities: this will be negotiated on a case by case basis;

g) to pay any sums owing to the University by the Union under the terms of this licence at such times and in such manner as may be agreed with the University's Director of Finance. In the event that these sums are not paid in a timely manner, they may be offset at the discretion of the Director of Finance against funding granted to the Union by the University;

h) to take positive steps to prevent or mitigate damage, vandalism or other deterioration of the premises and building fabric and to act on any recommendations made by the University's Department of Physical resources towards this end;

i) that the General Manager of the Union shall inform the Director of Physical Resources promptly of all damage to the premises. Details of the cost centre to which the remedial works are to be charged, must be provided where the damage is not the responsibility of the University;

j) that the Union shall be fully responsible for maintenance of the internal fabric of the buildings and shall keep same in good tenable and decorative repair and for the maintenance of any services or components requiring more frequent replacement or maintenance due to the Union's use of the premises. The Department of Physical Resources shall annually carry out a detailed inspection of the premises and services and prepare an internal dilapidation report. The costs of the works detailed in the dilapidation

report, when agreed shall be the responsibility of the Union. Should the Union refuse or neglect after being given notice in writing to fund such works the University may execute the works and withhold from the Union such funds equivalent to the cost of the works;

k) to permit the University and its agents at all reasonable times to enter upon the premises and to view the condition thereof and ensure that the conditions of this licence have been observed and performed;

l) all works of alteration and refurbishment to the premises to be funded by the Union. The University may consider a submission from the Union for assistance towards the cost of such alterations and/or refurbishment;

m) to comply at the Union's own expense with all requirements of the local or other authorities consequent upon the Union's use and occupation of the premises;

n) the design and execution of all works to be carried out to maintain, alter, modify and refurbish the premises shall require the advance approval in writing of the University. Thereafter the works will be subject to compliance inspection and final practical approval by the Department of Physical Resources. The request for such approval to be made through the Director of Physical Resources and the General Purposes and Finance Committee where appropriate. Such approval will only be given provided such changes are to be the responsibility of the Union and paid for at the expense of the Union. Work requiring minimal approval input, to be approved within two weeks of all information being available, all other works to be approved within a reasonable period;

o) the Union to employ only those property consultants who are included on the University's approved list and must comply with the University's purchasing regulations and practices in relation to quotations and tenders;

p) in the event that the Union refuses or neglects after being given notice in writing to carry out emergency and essential repairs the University may carry out the repairs and withhold from the Union such funds as are necessary to pay for such repairs. Such emergency and essential repairs would include those with a direct impact on health and safety, security and the public profile of the University;

q) if the University fails to effect essential repairs which are its responsibility, resulting in damage to that part of the property for which the Union is responsible, and the Union give notice in writing to that effect, the University shall be solely responsible for making good such damage and

meeting the cost thereof, together with the cost of any consequential loss or damage to the Union's property;

r) in accordance with policy ruling elsewhere in the University the Department of Physical Resources may levy a charge for professional services carried out on behalf of the Union. The estimated amount of the charge to be stated in writing when an estimate of cost of the works is provided to the Union; and

s) that the Union will furnish and clean the premises to such a standard as may reasonably be required by the University.

6. The Union will use its best endeavours to ensure that its members and visitors shall scrupulously observe the provisions of the Charter, Statutes, Ordinances and Regulations of the University and Constitution of the Union as approved by the University and all arrangements authorised by or on behalf of the Council of the University for the good governance of the University and in particular the premises shall not be used by the Union or any other body or person acting through it for any activity contrary to the law or the University's Charter.

7. The Union shall take all possible steps including good standards of vigilance and provision of security and security personnel as may from time to time be necessary to protect the premises against interference, wilful damage or vandalism and shall reimburse the University for any expenditure which the University may incur in making good any damage which may be caused. This to include any damage caused for any reason whatsoever to external doors and windows.

8. The Union shall not do or suffer anything to be done on the premises which might be or become an unreasonable nuisance or annoyance to the University its sub-leasees or tenants or to adjoining owners or occupiers.

9. The Union shall be responsible for all goods and services supplied to it and the University shall not in any way be deemed to have any responsibility therefor. The Union shall arrange all risks insurance in relation to the premises (including use for public entertainment) and shall consult with the University's Director of Finance and/or the University's insurers to ensure adequate cover and produce evidence of such insurance as maybe required to him as and when he so requires but in any event on an annual basis at renewal.

10. The Union shall:

i) ensure compliance with all current relevant legislation including that relating to Fire and Health and Safety, and at all times to conduct or cause to be conducted the use of premises in an orderly manner and to the satisfaction of the Police Service of Northern Ireland, the Fire Authority for

NI and all public or local authorities;

ii) keep the premises supplied with such fire fighting equipment as the insurers, fire authority, University or any other statutory bodies may require and maintain same to their satisfaction; and

iii) ensure that there is no obstruction of access to any fire equipment or means of escape.

11. PROVIDED ALWAYS IT IS HEREBY AGREED AS FOLLOWS:

a) This Agreement shall terminate forthwith upon any breach by the Union of any of its obligations hereunder and immediately upon such termination the Union shall vacate the premises leaving the same in a clean and tidy condition and free from any offensive or noisome matter or thing whatsoever.

b) Any notice to be given or served hereunder upon the Union shall be sufficiently served if it is sent by registered or recorded delivery post addressed to the Union at its registered address.

12. In the event of a dispute between the University and the Students' Union an Appeal Panel consisting of one person nominated by the Union, one by the University, and a third (who shall be Chairperson) nominated by the Chairperson of the Council of the University will be set up to consider the matter. The Panel's decision will be binding on both the University and the Union.

APPENDIX: SECTION 2/ POINT 8.1

FINANCIAL MEMORANDUM OF UNDERSTANDING BETWEEN UNIVERSITY OF ULSTER AND UNIVERSITY OF ULSTER STUDENTS' UNION

LIST OF PERMANENT POSTS FOR WHICH SABBATICAL OFFICERS MAY NOT APPLY UNTIL TWO YEARS AFTER THEIR PERIOD OF OFFICE HAS ENDED

A two-tier system applies to sabbatical officers seeking permanent staff posts within the University of Ulster Students' Union.

The first tier of this system requires a two year gap between sabbatical office and Students' Union employment whereas the second tier does not.

First Tier

- The General Manager
- The Human Resources Administration Manager
- The Finance Manager
- The Marketing Manager
- The Student Financial Adviser
- The Computer Accounts Officer
- The Transport Manager (Jordanstown)
- The Catering Manager (Belfast)
- The Catering Manager (Magee)
- The Bar Manager (Belfast)
- The Bar Manager (Coleraine)
- The Bar Manager (Jordanstown)
- The Bar Manager (Magee)

Second tier

- All other staff

Appendix 2-8.1 EM Reviewed June 2008

APPENDIX: ANNEX 1/ POINT 2.1

FINANCIAL MEMORANDUM OF UNDERSTANDING BETWEEN UNIVERSITY OF ULSTER AND UNIVERSITY OF ULSTER STUDENTS' UNION

MAPS INDICATING THE PREMISES COVERED

2.1a	Coleraine	Block B	Ground Floor
2.1b	Coleraine	Block B	First Floor
2.1c	Jordanstown	Block 11	Level H
2.1d	Magee	Block MG	Ground Floor
2.1e	Magee	Block MG	First Floor
2.1f	Belfast	to follow from Dept of Physical Resources	

Appendix: Annex 1/Point 2.1 SU, PR June 2008



