

University of Strathclyde Students' Association

Constitution of the Association

1. Name

The Association established in accordance with Article 16 of the Charter of the University of Strathclyde shall be called *The University of Strathclyde Students' Association* or *USSA* (hereinafter referred to as *The Association*).

2. Definition & Remit

a. The Association shall:

- i. Be an unincorporated association of members who are in the main students of the University;
- ii. Set policy through robust democratic procedures, which shall then be enacted and upheld by the Executive under the advisement of the Board of Trustees;
- iii. Be a non-profit making organisation with any financial surpluses being re-invested in the Association; and
- iv. Adhere to the requirements of the Education Act 1994 (as amended).

b. There shall be Schedules to the Constitution which shall set out further provisions on certain matters.

3. Aims, Objectives, Purpose & Values

a. Objects & Purposes

i. The Association's objects and purposes are to:

- a) Promote and advance citizenship amongst the membership through democratic structures for student representation within the Association, the University, associated organisations and in society in general;
- b) Prevent and relieve poverty and advance health by providing advice and welfare services for members and potential members; and
- c) Advance the arts, culture, education, science, heritage and sport by providing amenities and supporting activities for our members.

ii. The following are important to the fulfilment of the objects and purposes set out in section 3.a:

- a) Representing and promoting the general interests of students of the University;
- b) Representing students in their needs and aspirations;
- c) Supporting students throughout their university life and relieving hardship, poverty or difficulties connected with university life;
- d) Advising, informing and listening to students;
- e) Promoting participation in the work and activities of the Association;
- f) Providing social, welfare and recreational facilities and services;
- g) Supporting student development, sports, societies and other co-curricular activities; and
- h) Promoting the awareness of environmental sustainability among our members.

b. Aims & Outcomes

i. In fulfilling its objects and purposes as set out in section 3.a, the Association aims to provide:

- a) Representation of students within the structures of the University, to ensure the future of course development through active participation by students;
- b) Support for students facing difficulties, whether in academic or personal matters, and to look after students' welfare and relieve hardship or poverty;
- c) Opportunities for students to gain experience in the running of the Association, by participating in its democratic structures and by working for the Association.
- d) Social facilities to enhance the student experience and to be the focus of the student community;

- e) Cultural, political and leisure activities (including competitive and non competitive sport), to enable students to mix outwith the academic environment and gain practical personal development; and
- f) Support for student groups seeking to educate other students in areas of shared common good, such as environmental sustainability.

c. Values

- i. The Association Executive exists to promote and represent the interests of our members to the University, and to ensure that this student voice is heard at a local and national level.
- ii. The Association aims to ensure that the representation of, and the provision of services for, our members is a benchmark for the rest of the country; and to ensure that all students are able to access the same services and standards as any other, regardless of age, gender, sexuality, race, religion, disability or level of study. The Association aims to utilise our relationship with the University and its key officers in order to ensure that we remain a critical friend to gain the best possible experience and services for all students.
- iii. The Association acknowledges that differing demographics require differing means of communication and service provision, and we shall strive to ensure that these differences are met and bridged.

4. Equality & Diversity

- a. The Association shall have and publish an Equal Opportunities Policy which shall cover all of the Association's activities.
- b. The Association shall promote, educate and celebrate equality & diversity wherever it can throughout the Association's activities.

5. Powers of the Association

- a. The Association, through its Board of Trustees, shall have the same powers as Trustees under the Law of Scotland and shall also have the powers:
 - i. to be responsible for the day-to-day operation of the Association within the premises;
 - ii. to pay all Association expenses out of the funds of the Association;
 - iii. to buy, lease or sell any goods or things of any description necessary for the day-to-day running of the Association;
 - iv. to invest the funds of the Association when not immediately required in any manner whatsoever as from time to time may be determined by the Board of Trustees;
 - v. to elect and to dismiss Office-Bearers of the Association, in accordance with the Elections and Officer regulations outlined in the attached Schedules;
 - vi. to exercise discipline over members of the Association in accordance with the Discipline regulations outlined in the attached Schedules;
 - vii. to advise the Court on the establishment of senior managerial posts on the salaried staff of the Association and to make recommendations to the Court for appointment to or dismissal from these posts;
 - viii. to create such agreements and protocols for relations between students and staff as are necessary for the employment of staff by the Association;
 - ix. to become members of any corporate body which has objects similar to those of the Association and to meet the appropriate subscriptions and charges;
 - x. to subscribe or contribute to any charitable, benevolent or useful concern of a public or private character, the support of which shall, in the opinion of the Board of Trustees, assist in furthering the objects of the Association provided that the total amount so subscribed shall not in any one year, without the approval of the Court, exceed £500;
 - xi. to do all or any of the matters hereby authorised either alone or in conjunction with or as factors, trustees or agents for any other Association or person or by or through any factors, trustees or agents;
 - xii. to go to arbitration on any matter or dispute involving the Association or its members or Office-Bearers, and to agree to be bound by the decision of the Arbitrator;
 - xiii. to do all such other things as may appear to be incidental or conducive to the attainment of the above

objectives or any of them;

- xiv. subject to obtaining the consent of the University Court before any action is taken under any of the following sub-heads and provided that the Court may amend, disallow or refer back any such action if in the view of the Court it is in conflict with the general University interest;
 - a) to lease, purchase or otherwise acquire premises for the use of students, and to maintain, reconstruct or adapt these premises for the purpose of the Association;
 - b) to purchase or otherwise acquire all or any part of the business property and liabilities of any individual, company, society or partnership, so long as their purposes are within the objectives of the Association, and to form, conduct, carry on, liquidate or wind up any such business;
 - c) to borrow, and to advance and lend money upon such securities as may be thought proper or without giving or obtaining any security therefore;
 - d) to provide for the welfare of persons in the employment or formerly in the employment of the Association;
 - e) to enter into and carry into effect any arrangement for joint working in business or for sharing of profits or for amalgamation with any other association carrying on a business with like objects as the Association;
 - f) to sell, dispose of or transfer any part of the business, property or undertaking carried out by the Association for any consideration which Board of Trustees may see fit to accept;
 - g) to accept stock or shares in or the debentures, mortgage debentures or other securities of any company, in payment or part payment for any sale made to or debt owing from any such company;
 - h) to enter into, vary, carry out or cancel contracts, agreements and undertakings which shall further the objects of the Association, and to sue thereunder if the Board of Trustees so decides.
- b. These powers may only be exercised in the furtherance of the Association's Objects & Purposes, as set out in paragraph 3.c and are the responsibility of the Board of Trustees;
- c. For the Avoidance of doubt, no part of the income or property of the Association shall (otherwise than the pursuance of the Association's charitable objects as set out in paragraph 3.) be paid or transferred (directly or indirectly) to the members, either in the course of the Association's existence or on dissolution.

6. Membership

a. General

- i. Only one form of membership can be held at any one time;
- ii. Membership shall be determined in the order listed below.

b. Ordinary Membership

- i. Ordinary Members shall consist of:
 - a) All full time and part-time graduating students, Undergraduate or Postgraduate, of the University of Strathclyde shall be automatically given membership unless they exercise their right to opt-out as per the Education Act 1994 or are listed under paragraph 5.c.;
 - b) All full time Officers of the Association;
- ii. Ordinary Members shall be the only members eligible to stand for election to any office, and eligible to vote in Elections, Referenda, Forums and General Meetings;
- iii. Ordinary Members are permitted to sign in up to four guests to Association premises.

c. Associate Membership

- i. Associate Members shall consist of:
 - a) A University of Strathclyde student suspended from their course or listed as 'registered with attendance';
 - b) Any non-graduating student of the University of Strathclyde;
 - c) Members of staff of the University of Strathclyde or USSA, and lay members of Court, which shall cease on termination of employment or resignation from their position;
 - d) Members of the Centre for Lifelong Learning Students' Association.
- ii. Associate Members are permitted to sign in up to four guests to Association premises.

d. Life Membership

- i. Life Members shall consist of:
 - a) A student who has been an ordinary member for at least one session who has applied and paid the agreed fee;
 - b) Persons who the Executive Committee defer Honorary Life Membership on for services to USSA;
 - c) All student members of The Board of Trustees, upon completion of their term in office.
- ii. Life Members are permitted to sign in up to two guests to Association premises.

e. Reciprocal Membership

- i. Reciprocal Members shall consist of:
 - a) All members of a Students' Association with whom a reciprocal agreement has been concluded;
 - b) All members of Students' Associations with whom reciprocal agreements cannot be concluded providing:
 - i. The Students' Association must agree at a general meeting to ask for affiliate membership;
 - ii. The Students' Association must provide photographic identity cards for all members;
 - iii. The Student Association concerned must have a proper discipline code.
- ii. Reciprocal Members are permitted to sign in one guest to Association premises.

f. Temporary Membership

- i. Temporary Members shall consist of:
 - a) Persons who are engaged temporarily in duties within the University or USSA;
 - b) Persons attending courses, conferences, events, sports or recreational activities within the University or USSA;
- ii. Temporary Members do not have the right to sign in any guests to Association premises;
- iii. Temporary Membership shall cease with the finish of the particular duty, course, conference, event, sport or recreational activity.

7. Board of Trustees

a. Definition & Remit

- i. The Board of Trustees (hereinafter referred to as 'The Board') shall be responsible for:
 - a) setting the overall long-term strategic direction of the Association;
 - b) pursuing the Association's Vision, Mission & Values;
 - c) Ensuring financial viability and sustainability for the long term objectives of the Association;
 - d) Ensuring the Association complies with legislation in all areas of the organisation.
- ii. The Board shall run in Accordance to the Schedules attached to this Constitution.

b. Membership

The membership of The Board shall be as follows:

- i. All Executive Officers of the Association;
- ii. All Vice-Chairs of Association Forums;
- iii. Four External Trustees.

c. Mode of Operation

- i. The President of the Association or his/her designate from the Executive Committee shall chair all meetings of The Board;
- ii. All meetings of The Board shall include a minimum of half of the total membership of The Board, provided that there is also a majority of Elected Trustees in attendance;
- iii. Each of the External Trustees shall be responsible for advising on one of the following remits:
 - a) Finance & auditing;
 - b) Human resource management;
 - c) Political management;
 - d) Volunteer management & community engagement;
- iv. The Board shall meet regularly to monitor the overall performance of the Association both financially and legally;

- v. The Board shall advise any area of the Association when requested to do so, or if it is failing to meet legislative or financial imperatives.

8. Elections

- a. Elections for all positions within the Students' Association shall take place in accordance with the relevant Schedule;
- b. All elections shall be held using the transferable vote system;
- c. All ballot papers shall include the option of 'Re-Open Nominations' or RON.

9. Executive Committee

a. Definition & Remit

- i. The Executive Committee (hereinafter referred to as 'The Executive') shall be responsible for:
 - a) The enacting and upholding of all policies of the Association;
 - b) The overall day-to-day running and management of the Association;
 - c) The official representation of the policies of the Association and its members;
 - d) The organisation, promotion and operation of the Forums, Committees and all other meetings of the Association;
 - e) Engaging with the membership on all issues relating to the students of the University of Strathclyde.
- ii. All Executive Committee positions will be full-time Sabbatical positions and will be remunerated accordingly as per Section 67 of the Charities and Trustees Investment (Scotland) Act 2005.

b. Membership

The membership of The Executive shall be as follows:

- i. President;
- ii. Vice President Education & Representation;
- iii. Vice President Equality & Diversity;
- iv. Vice President Services;
- v. Vice President Sports, Physical Activities & Wellbeing;
- vi. Vice President Activities & Development.

c. Mode of Operation

- i. The President or his/her designate shall chair all meetings of The Executive;
- ii. All meetings of the Executive shall include a minimum of four Executive Officers in order to be deemed quorate or for any decisions taken to be binding;
- iii. The Executive shall meet regularly to coordinate all areas of the Association's business including the work of the Forums, Committees and communications with external organisations.

10. Policy Council

a. Definition & Remit

- i. The Policy Council (hereinafter referred to as 'The Council') shall be responsible for:
 - a) Coordinating the policies passed by each of the Forums, ensuring that they do not contradict each other or the Constitution of the Association;
 - b) Promotion of all Referenda, General Meetings and elections within the Association.

b. Membership

The membership of The Council shall be:

- i. All Executive Officers;
- ii. All Vice-Chairs of the Forums;
- iii. Four members elected by and from the membership of each Forum.

c. Mode of Operation

- i. The Policy & Democracy Officer shall Chair all meetings of The Council;

- ii. All meetings of The Council shall include a minimum of half of the total membership of The Council in order to be deemed quorate or for any decisions taken to be binding;
- iii. The Council shall meet regularly throughout the academic year to fulfil the functions relating to the Forums, policy creation, Referenda, elections and General Meetings. Policies ratified by The Council will be enacted and upheld by the Executive Committee.

11. Question Time

a. Definition & Remit

- i. Question Time shall have the ability to:
 - a) Question all Executive Officers and Vice-Chairs of the Forums on issues relating to their roles or areas of responsibility;
 - b) View and question current finances of the Association;
 - c) Act as a medium for communication from the Executive Officers and the Vice-Chairs to the membership on current issues or debates;
 - d) Censure Executive Officers and Vice-Chairs of Forums for failure to deliver on their duties or responsibilities:
 - i. Motions of Censure should be presented to the Chair at least 7 days before the meeting of Question Time where it shall be discussed;
 - ii. A motion of Censure in an Officer shall require the signatory support of at least 50 Ordinary Members of the Association to be heard;
 - iii. A motion of Censure shall be passed by a simple majority and this shall signal the official displeasure in the action(s) of an Officer by the membership.

b. Membership

The membership of Question Time shall be:

- i. All Executive Officers of The Association;
- ii. All Vice-Chairs of the Forums;
- iii. All other Ordinary Members of the Association.

c. Mode of Operation

- i. Question Time shall be Chaired by the Policy & Democracy Officer;
- ii. Question Time shall meet regularly throughout the academic year to update the membership on the work and performance of the Executive Committee and the Forums as well as offering an opportunity for any member to question an Association Officer and scrutinise Association Finances.

12. Policy & Democracy

a. The Policy & Democracy Officer

- i. The Policy & Democracy Officer shall:
 - a) Be responsible for the organisation, promotion and Chairing of all meetings of The Council, Question Time and General Meetings as well as the Policy & Democracy Committee;
 - b) Be elected by cross-campus ballot and shall act as an objective and unbiased critical friend of the Executive Committee by encouraging and facilitating debate within Association structures and accountability of the Officers of The Association;
 - c) Be available for advising the Forums on how to formulate policy proposals;
 - d) Have the right to attend and observe any Committee meetings held within the Association structures, but shall not be granted voting rights;
 - e) Be able to question Executive Officers on behalf of a member or members of the Association.

b. The Policy & Democracy Committee

i. Definition & Remit

The Policy & Democracy Committee shall be responsible for:

- a) Coordinating and organising the work of The Council including all policy proposals;
- b) Preparing the policy proposals from the Forums for progression to Referenda where required;
- c) Organising, promoting and adjudicating in elections within the Association;

d) Organising and promoting Question Times, General Meetings and Referenda.

ii. Membership

The membership of the Policy & Democracy Committee shall be:

- a) Policy & Democracy Officer;
- b) One representative from each of the Forums.

iii. Mode of Operation

- a) The Policy & Democracy Officer shall Chair all meetings of the Policy & Democracy Committee;
- b) The Policy & Democracy Committee shall meet regularly to administer all areas of Policy making and democratic structures of the Association.

13. Financial Oversight Committee

a. Definition & Remit

i. The Financial Oversight Committee shall be responsible for:

- a) Setting and overseeing the budget for the Association which shall be ratified by The Board;
- b) Receiving regular reports on the financial outcomes of the Association's trading accounts;
- c) Distributing funds for Campaigns & Events to the Forums;
- d) Scrutinising and approving all budgets of the Association;
- e) Setting and reviewing financial regulations for the Association to ensure compliance with all Association Policies.

b. Membership

The membership of the Financial Oversight Committee shall be:

- i. President or his/her nominee from the Executive Committee;
- ii. One representative elected from each of the Forums. These members shall not be members of The Council;
- iii. The following shall attend all meetings of the Committee, but shall hold no voting rights:
 - a) The External Trustee with responsibility for finance & auditing;
 - b) The Financial Accountant or his/her nominee;
 - c) The General Manager or his/her nominee;
- iv. Executive Officers and Vice-Chairs of the Forums may be invited to attend meetings of the Committee as and when required, but shall hold no voting rights.

c. Mode of Operation

- i. The President or his/her nominee from the Executive Committee shall Chair all meetings of the Financial Oversight Committee;
- ii. All meetings of the Financial Oversight Committee shall include at least half of the total membership of the Committee for decisions made to be binding;
- iii. The Financial Oversight Committee shall meet regularly throughout the academic year to oversee all aspects of the Association's finances;
- iv. Out with the academic year, the responsibilities of the Financial Oversight Committee shall be carried out by the President, the External Trustee responsible for Finance & Audit and the General Manager as and when required.

14. Referenda

- a. A referendum shall be a vote on a specific issue whereby all Ordinary Members of the Association shall be entitled to vote;
- b. The referendum shall be taken in the form of a question and members shall ordinarily have the choice of voting either 'Yes' or 'No';
- c. The formulation of the question for, and the organisation and promotion of a referendum shall be the responsibility of the Policy & Democracy Committee;
- d. A referendum may be triggered where:
 - i. A policy proposal has been passed through The Council from the Forums or the Executive which is deemed to affect all Forum areas;

- ii. A policy proposal brought to The Council by a group of Ordinary Members which has the signatory support of 5% percent of the total number of Ordinary Members;
- e. A referendum result shall only be valid if a minimum of 5% percent of the total number of Ordinary Members of the Association has cast a vote;
- f. The timing, campaign regulating and fair administration of the referendum shall be the responsibility of The Policy & Democracy Committee;
- g. If a policy proposal is passed by a simple majority via referendum, it shall immediately become policy of the Association and be enacted and upheld by the Executive Committee.

15. General Meetings

- a. General Meetings of the Association shall be an opportunity for all members of the Association to discuss a specific item of business;
- b. A General Meeting can be triggered by:
 - i. The Executive;
 - ii. A petition calling for one signed by at least 100 Ordinary Members of the Association;
 - iii. If a policy proposal has been sent back to a Forum more than twice in the same academic year;
- c. A General Meeting of the Association shall only take place if at least 200 Ordinary Members are present;
- d. General Meetings shall have the power to pass emergency policies of the Association. If passed, they will be enacted and upheld by the Executive Committee.
- e. General Meetings shall also have the power to pass a motion of 'No Confidence' in any Officer who has been elected by way of cross-campus ballot. If a motion of 'No Confidence' is passed by a simple majority, the Officer shall be deemed to have resigned from his/her position with immediate effect.

16. Forums

a. General

i. Forums shall be responsible for:

- a) Being the primary starting point for the development of policies of the Association;
- b) Researching, creating and proposing policies for scrutiny and ratification by The Council;
- c) Organising and running events and campaigns within the specific policy area of the particular Forum;
- d) Managing the budget for events and campaigns within Forum's policy area;
- e) Proposing budgets for student groups within the Forum's policy area for scrutiny by the Financial Oversight Committee;
- f) Holding to account those members of the Forum who sit on The Council. This includes passing a motion of censure on any member of the Forum who sits on The Council and passing a motion of 'No Confidence' on any member who has been directly elected to sit on Policy Council from the Forum itself;

ii. Forum Committees

- a) Each Forum shall have a Committee to oversee the organisation and administration of the Forum and it's responsibilities;
- b) The Forum Committees shall be made up of:
 - i. The Executive Officer responsible for the Forum;
 - ii. The Vice-Chair of the Forum;
 - iii. The four members of the Forum who sit on The Council;
 - iv. The member of the Forum who sits on the Finance Committee (in attendance, with no voting rights).
- c) The relevant Executive Officer shall Chair all meetings of the Forum Committee.

b. Activities Forum

- i. The Vice President Activities and Development shall Chair all meetings of the Activities Forum;
- ii. The Activities Forum shall be responsible for the coordination and development of all student volunteering across the Association with the exception of Sports Clubs;
- iii. Areas involved include all Association clubs, societies & groups; student media groups; ASK and Nightline volunteering.

c. Education & Representation Forum

- i. The Vice President Education & Representation shall Chair all meetings of the Education & Representation Forum;
- ii. The Education & Representation Forum shall be responsible for the development of the student learning experience at the University of Strathclyde;
- iii. Areas involved include issues relating to learning & teaching as well as Class, Course & Faculty Representatives.

d. Equality & Diversity Forum

- i. The Vice President Equality & Diversity shall Chair all meetings of the Equality & Diversity Forum;
- ii. The Equality & Diversity Forum shall be responsible for promoting Equality & Diversity throughout the Association and the wider community;
- iii. Areas involved include Equal Opportunities Policy, liberation & representation groups as well as specific student demographics such as mature, part-time, postgraduate and international students.

e. Services Forum

- i. The Vice President Services shall Chair all meetings of the Services Forum;
- ii. The Services Forum shall be responsible for the delivery and development of all services provided by the Association, making sure they meet members' needs and wants;
- iii. Areas involved include bars, catering, entertainments, facilities, ASK, Nightline and student media.

f. Sports, Physical Activities & Wellbeing Forum

- i. The Vice President Sports, Physical Activities & Wellbeing shall Chair all meetings of the Sports, Physical Activities & Wellbeing Forum;
- ii. The Sports, Physical Activities & Wellbeing Forum shall be responsible for the overall coordination and development of sport within the Association to increase participation, widen access to sport, exercise & physical activity, and promote general health and wellbeing;
- iii. Areas included shall be all sport at Strathclyde including the Sports Union and its clubs.

g. Communities Engagement Forum

- i. The President shall Chair all meetings of the Communities Engagement Forum;
- ii. The Communities Engagement Forum shall be responsible for the representation of members' interests and opinions to bodies external to the Association;
- iii. Areas involved include community engagement & fundraising activities and issues relating to students as members of the University community, the wider local & national community as well as citizens of the world.

17. Other Committees

- a. The Executive Committee shall have the power to establish Committees and working Groups to assist in the running of the Association and the achievement of its Aims & Objectives;
- b. The role, remit and membership of Committees shall be determined by the Executive Committee and the mode of operation shall be determined by the Committee itself;
- c. Each Executive Officer is responsible for the Committees which fall within the remit of their particular Forum area.

18. Sports Union

The Association shall provide Sports Clubs and they shall be run in accordance with the Sports Union Constitution & Byelaws.

19. Clubs & Societies

The Association shall provide Clubs & Societies and they shall be run in accordance with the Clubs & Societies Constitution & Byelaws.

20. Amendments

a. Amendments to the Constitution

- i. Amendments to the Constitution shall be presented to The Council by:

- a) The Executive Committee;
 - b) Any group of Ordinary Members which has the signatory support of 100 of the total ordinary membership.
- ii. Amendments to the Constitution shall be taken by way of a referendum and administered by The Council as described in Paragraph 13;
 - iii. All amendments passed by referendum shall then be passed on to the University Senate and Court for final approval;
 - iv. Amendments to the Constitution shall come into force from the 1st of July, following on from the passing of said amendment.

b. Amendments to the Schedules

- i. Amendments to the Schedules of the Constitution shall be presented to The Council by:
 - a) The Executive Committee;
 - b) Any Forum;
 - c) The Policy & Democracy Committee
- ii. Amendments to Schedules must be passed by a two-thirds majority of a quorate meeting of The Council;
- iii. Amendments passed by The Council shall be presented to the University Senate and Court for their information;
- iv. Amendments to Schedules shall come into force from the 1st July, following on from passing of said amendment.

21. Indemnity

Each officer, appointee or member of staff of the Association shall be entitled to be indemnified out of the assets of the Association against all losses or liability which he or she may sustain or incur in or about the execution of his or her office, or otherwise in relation thereto and no officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Association in the execution of the duties of his or her office or in relation thereto. Provided that nothing in this clause shall affect their liability for the consequence of any negligent or dishonest act on their part.

22. Interpretation

In the event of a dispute as to the interpretation of any part of this Constitution or its Schedules, the ruling of the President shall be sought. In the event of a challenge to the President's ruling the matter shall be referred to a General Meeting.

23. Entry into force, confirmation & review

This Constitution shall enter into force on the 1st July 2010 and shall be presented to the Court and subject to review, confirmation or amendment no later than 31st June 2015.

Draft 18 - Updated 09/10/09

Meetings & Standing Orders Schedule

1. General

- a. All meetings of the Association should follow the rules set down in this Schedule as guidance on best practice, where possible and appropriate;
- b. All meetings of the Association shall be open to all Ordinary Members of the Association unless otherwise stated or if deemed to be inappropriate by the Chair of that Committee provided that:
 - i. They attend in an observer capacity with no right to speak (unless otherwise granted by the Chair) or vote; and
 - ii. They have previously sought the permission of the Chair of that Committee.
- c. The Chair of the Committee may invite others to attend meetings for specific items of business, or for information, where appropriate;
- d. Outcomes of all meetings will be communicated to all Ordinary Members in one or more of the following ways:
 - i. Through official Association communication channels;
 - ii. Through other Committees such as the Executive or Question Time;
 - iii. Through General Meetings or Referenda.
- e. The Association shall from time to time form other Committees to enact business. These meetings will not be constituted and need not form any formal part of the Governance structure.

2. Convening Meetings

- a. The Chair of the relevant Committee or Forum will convene all meetings;
- b. Dates, times and venues for all meetings will be communicated to the members of the relevant Committee(s) at the beginning of the academic year for the remainder of that academic year;
- c. If this is not possible, dates, times and venues will be communicated to the Committee(s) members at least seven days prior to the date of the meeting;
- d. The announcement of a date & time for a meeting will be accompanied by a call for business, whereby members can submit items of business to the Chair for discussion;
- e. In the case of Emergency or Extraordinary meetings, the Chair shall ensure that as much notice as is practicable is given to the membership;
- f. Where a quorum is not specifically set within the Constitution or Schedules for a Committee, the quorum shall be set at two-thirds of the overall membership of the Committee for decisions made to be binding;
- g. If a quorum is not met within 30 minutes of a meeting scheduled to begin, then the meeting shall be abandoned.

3. Agendas

- a. There should be an agenda for every meeting, produced by the Chair of that Committee;
- b. The Agenda should include the following:
 - i. Members Present
 - ii. Apologies
 - iii. Minutes and Matters Arising
 - iv. Items of Business
 - v. Any Other Competent Business (AOCB)
- c. Agendas and supporting papers will be distributed to all members of the Committee prior to the meeting taking place and ideally at least two days in advance.

4. Submitting Items of Business

- a. All items of business must be submitted to the Chair of the meeting in advance of the Agenda being published along with any supporting papers;
- b. Any item not submitted by the time the Agenda is published may be brought up under AOCB, but it will be at the discretion of the Chair if the item is discussed or passed to the next meeting.

5. Voting & Decision-making

- a. Only Ordinary Members of the Association shall be entitled to vote at any Association Meeting;
- b. Decisions on matters will be decided by consensus where possible at the direction of the Chair;
- c. Where a consensus is not reached, a vote by show of hands will be taken where a simple majority is required;
- d. Committee members will have the option to vote 'For', 'Against' or 'Abstain'. The Chair of the Committee will not have a vote in the first instance;
- e. In the event where a vote is tied, the Chair of the Committee will have a casting vote.

6. Discussion of Motions

Any motion shall be discussed in the following way:

- a. There shall be a speech in favour of the motion by the named proposer or their nominee;
- b. The Chair will then inform the meeting of any amendments submitted, if any;
- c. Each amendment shall be debated in turn;
- d. There will be a speech in favour of the amendment;
- e. There will be a debate of the amendment alternating between for and against, starting with against;
- f. There will then be a vote; if the amendment is passed it shall become part of the motion, which in its amended form shall be called the Substantive;
- g. If there are any further amendments the debate shall return to 6.b;
- h. There will be a debate on the Substantive, alternating between for and against, starting with against;
- i. The proposer or their nominee shall have the right to summate at the end of the debate;
- j. There will be a vote on the Substantive in the method described in Paragraph 5.

7. Procedural Motions

- a. Procedural motions shall have precedence over all other business except points of order. They may not be raised during a speech or during the course of a vote unless relating to the conduct of that vote;
- b. Procedural Motions shall be debated in the following way:
 - i. There shall be a speech in favour of the procedural motion;
 - ii. There shall be a speech against;
 - iii. There shall be a vote - all procedural motions require a two thirds majority to be passed, unless otherwise stated.
- c. There shall be the following procedural motions which are listed in order of priority:
 - i. The meeting wishes to overturn a ruling or decision of the Chair of the Meeting. If passed such a motion shall not be treated as a motion of "no confidence" in the Chair;
 - ii. That the Agenda be re-ordered;

- iii. That the question specified shall now be put. If passed this means that all debate on a motion shall stop save that there will be a summing speech and a vote on the substantive as it currently stands;
- iv. That the question shall not be put. If passed then no decision shall be taken on the motion in question and the meeting shall proceed to the next item of business;
- v. That the question as specified be remitted to another meeting. Any motion shall specify the meeting concerned and if known the time and place of that meeting;
- vi. That the question as specified shall be moved in parts;
- vii. That a vote be taken by secret ballot;
- viii. That a vote be taken by roll call;
- ix. That a guillotine be set for the meeting.

8. Points of Information and Order

- a. Points of Information & Order shall take precedence over any other matter;
- b. A Point of Information shall be where a matter of correction is required of a Speaker;
- c. A Point of Order shall be a question to the Chair of the Meeting relating to the order and rules of the meeting. Members of the meeting may raise the following points of order:
 - i. A request for a quorum count;
 - ii. A request for a clarification of the rules;

9. Powers of The Chair

- a. There shall be order when the Chair of the Meeting is speaking;
- b. If the Chair of a Committee is absent or wishes to speak on an item of business, Chairing duties shall be passed to a nominee;
- c. The Chair of a meeting shall decide on all matters of relevance and competence;
- d. In the event of disorder, the Chair of the meeting shall have the right to request any person creating a disturbance to leave the meeting immediately. The Chair of the meeting shall also have the right to adjourn or close the meeting.

10. Minutes

- a. Minutes will be taken of each meeting of the Association as a record of what was discussed and decided upon at the meeting in question;
- b. Minutes will follow the order of business as set out on the Agenda and will include the full text of any policies or by-laws passed;
- c. Minutes will be prepared and sent to the Chair to check for accuracy, after which they will be published and distributed to members of the Committee before the next meeting;
- d. Minutes must be ratified by the next meeting of the Committee before being made publicly available.

11. Reserved Business

- a. The Executive, The Board, Financial Oversight Committee, Discipline & Discipline Appeals Committee and Elections Tribunal are the only Committees allowed to hold Reserved Business;
- b. Reserved Business refers to confidential matters and only members of the relevant Committee may be present when they are discussed. All observers will be asked to leave the room under an item of Reserved Business. Staff members may be present at the express wish of the Chair of the Committee;
- c. Items of business relating to staffing, discipline or Electoral complaints will be held under Reserved Business;

- d. Items of Reserved Business should not be discussed outwith the meeting and any member found to be discussing them with non-committee members may be subject to the Association's Discipline procedures;
- e. Minutes for items of Reserved Business will be checked by the Chair of the Committee for accuracy and stored confidentially.

12. Archiving & Policy Lapse

- a. Once minutes have been checked for accuracy and ratified by the relevant Committee, they will be sent to the Democratic Services Department for archiving and publishing;
- b. At the end of each academic year, minutes of all relevant Committees will be collated, printed and kept in the Central Association Archive for reference. This will include minutes of The Board, The Executive, The Council and The Forums;
- c. Any Policies passed by the Association will become part of Standing Policy and will remain as policy of the Association for five years. This shall be updated at the end of each academic year;
- d. At the last meeting of The Council of each year, all policies passed five years previous will be set to lapse. The Policy & Democracy Officer will present all the Policies due to lapse to The Council and proceed as follows:
 - i. If there is no objection, the Policy will lapse;
 - ii. If there is an objection, there will be a speech in favour of the Policy being retained and then a vote taken of Council members - a simple majority 'for' will retain the policy for a further five years. If a majority is not reached, the policy will lapse.

13. General Meetings

a. General

- i. General Meetings of the Association shall be an opportunity for all members of the Association to discuss a specific item of business;
- ii. A General Meeting can be triggered by:
 - a) The Executive;
 - b) A petition calling for one signed by at least 100 Ordinary Members of the Association;
 - c) If a policy proposal has been sent back to a Forum more than twice in the same academic year;

b. Business

- i. All motions or petitions for a General Meeting must be submitted to the Policy & Democracy Officer, who shall, in turn, inform the Executive Committee via the President. A General Meeting shall be called within 10 working days of such a request being submitted;
- ii. A notice calling a General Meeting shall be posted by the President on The Association notice boards and website within 2 working day of receiving such a request. The notice shall give details of how an ordinary member may amend an item of business to be discussed;
- iii. Amendments to motions may be submitted by any Ordinary Member of the Association and deadlines for such amendments will be set by the Policy & Democracy Officer at the same time as the General Meeting is called;
- iv. One day before the date of the meeting the President shall display any amendments that have been submitted on The Association notice boards and website;
- v. The Executive shall have the right to refuse the insertion of any motion if it is considered to be outside the competence of The Association, subject to this decision being intimated to the meeting;
- vi. No motion or item of business may be discussed which does not appear on the agenda, unless it relates to a matter that has arisen since the deadline for the submission of business for the meeting;

- vii. Once submitted, an item of business shall be the property of the meeting and may only be withdrawn through a vote where two thirds majority is required;
- viii. The Policy and Democracy Officer shall decide on whether any item of business is deemed of sufficient urgency to warrant inclusion on the agenda;

c. Powers

- i. A General Meeting of the Association shall only take place if at least 200 Ordinary Members are present;
- ii. General Meetings shall have the power to pass emergency policies of the Association as well as the power to pass a motion of 'No Confidence' in any Officer who has been elected by way of cross-campus ballot;
- iii. If a motion of 'No Confidence' is passed by a simple majority, the Officer shall be deemed to have resigned from his/her position with immediate effect;
- iv. Minutes of General Meetings will be published and distributed to Ordinary Members as soon as is practicable after the meeting.

14. Policy Council

a. General

- i. The Policy & Democracy Officer shall Chair all meetings of The Council;
- ii. The Council shall meet regularly throughout the academic year to fulfil the functions relating to the Forums, policy creation, Referenda, elections and General Meetings.

b. Business

- i. The Council will be responsible for:
 - a) Coordinating the policies passed by each of the Forums, ensuring that they do not contradict each other or the Constitution of the Association;
 - b) Promotion of all Referenda, General Meetings and elections within the Association.
- ii. Policy proposals shall primarily originate from the Forums, however, The Executive may also present Policy proposals when deemed necessary;
- iii. All Policy proposals must be submitted to the Policy & Democracy Officer at least one week before the meeting takes place;
- iv. The Policy & Democracy Committee will discuss any Policy proposals prior to a meeting of The Council and make a recommendation as to what should happen to the proposal;
- v. Recommendations will come in the form of one of the following options:
 - a) To ratify the Policy as property of the Forum which presented it;
 - b) To advance the Policy to a Referendum as property of the entire Ordinary Membership;
 - c) To return the Policy to the proposing Forum for reconsideration;
- vi. The Council will discuss the Policy proposal in the following way:
 - a) The proposer or his/her nominee shall present the proposal to The Council;
 - b) A member of the Policy & Democracy Committee shall present the recommendation for proceeding the proposal;
 - c) The Council shall discuss the recommendation and then vote to accept or reject it;
 - d) If the recommendation is accepted, then the Policy will be processed under that recommendation;
 - e) If the recommendation is rejected, there shall be a further discussion and then a vote will be taken on the remaining two options;
 - f) The Policy & Democracy Committee will be responsible for processing the Policy as per the agreement of Council.

c. Powers

- i. All meetings of The Council shall include a minimum of half of the total membership of The Council in order to be deemed quorate or for any decisions taken to be binding;
- ii. The Council will be responsible for administering Policy proposals of the Association and actioning them via the options listed under 14.b.v. - they shall not have the power to amend proposals or create policy proposals that have not previously been passed by a Forum or The Executive Committee;
- iii. If The Council votes to send a Policy proposal back to a Forum for reconsideration, they may only do so with a detailed explanation of why this option was chosen, how the proposal could be improved and advice on how to proceed.

15. Question Time

a. General

- i. Question Time shall be Chaired by the Policy & Democracy Officer;
- ii. Question Time shall meet regularly throughout the academic year to update the membership on the work and performance of the Executive Committee and the Forums as well as offering an opportunity for any member to question an Association Officer and scrutinise Association Finances;
- iii. As Question Time is open to all Ordinary Members of the Association, there shall be no quorum.

b. Business

- i. Each member of the Executive Committee shall present a report to Question Time, updating members on their work since the last meeting;
- ii. After each Executive Officer has given their report, the meeting will then open to questions from the floor as well as an opportunity for the Officer to ask questions of the membership on current issues;
- iii. There will also be the opportunity for the Membership to question the Vice Chairs on issues relating to specific Forums or in addition to the comments from the relevant Executive Officer.

c. Powers

- i. Members may request further information from an Executive Officer or Vice Chair of a Forum regarding a question they have or an issue raised in a report;
- ii. Question Time will have the power to Censure Executive Officers and Vice-Chairs of Forums for failure to deliver on their duties or responsibilities:
 - a) Motions of Censure should be presented to the Chair at least 7 days before the meeting of Question Time where it shall be discussed;
 - b) A motion of Censure in an Officer shall require the signatory support of at least 50 Ordinary Members of the Association to be heard;
 - c) A motion of Censure shall be passed by a simple majority and this shall signal the official displeasure in the action(s) of an Officer by the membership;
 - d) If a motion of Censure is defeated, the matter is deemed to be complete and cannot be re-submitted.

16. Forums

a. General

- i. The relevant Executive Officer shall Chair all meetings of the Forum and Forum Committee, with the Vice Chair deputising where and when required;
- ii. The Forums shall meet regularly throughout the academic year to discuss business and organise events related to each Forum;
- iii. As Forums are open to all Ordinary Members of the Association, there shall be no quorum.

b. Forum Committees

- i. Each Forum shall have a Committee to oversee the organisation and administration of the Forum and its responsibilities;
 - ii. The Forum Committees shall be made up of:
 - a) The Executive Officer responsible for the Forum;
 - b) The Vice-Chair of the Forum;
 - c) The four members of the Forum who sit on The Council;
 - d) The member of the Forum who sits on the Finance Committee (in attendance, with no voting rights).
- c. Business**
- i. Forums shall be responsible for:
 - a) Being the primary starting point for the development of policies of the Association;
 - b) Researching, creating and proposing policies for scrutiny and ratification by The Council;
 - c) Organising and running events and campaigns within the specific policy area of the particular Forum;
 - d) Managing the budget for events and campaigns within the Forum's policy area;
 - e) Proposing budgets for student groups within the Forum's policy area for scrutiny by the Financial Oversight Committee;
 - f) Holding to account those members of the Forum who sit on The Council.
 - ii. The Chair will report to each meeting of the relevant Forum on matters of interest or developments relating to the Forum's business.
- d. Powers**
- i. Forums will have the power to research, develop, discuss and vote upon policy proposals to be passed onto The Council;
 - ii. This includes passing a motion of censure on any member of the Forum who sits on The Council and passing a motion of 'No Confidence' on any member who has been directly elected to sit on Policy Council from the Forum itself:
 - a) Motions of Censure should be presented to the Chair at least 7 days before the meeting of the forum where it shall be discussed;
 - b) A motion of Censure in an Officer shall require the signatory support of at least 50 Ordinary Members of the Association to be heard;
 - c) A motion of Censure shall be passed by a simple majority and this shall signal the official displeasure in the action(s) of an Officer by the membership;
 - d) If a motion of Censure is defeated, the matter is deemed to be complete and cannot be re-submitted.

Officers of The Association Schedule

1. General

- a. This Schedule exists to provide guidance on the general and specific duties of the Officers of The Association.
- b. Areas of responsibility are described relating to each Officer, however, are not intended to be detailed or exhaustive.

2. General Trustee Duties

- a. To act in a manner consistent with the Constitution of the Association.
- b. To ensure appropriate control and direction of the Association's management and administration.
- c. To ensure resources are deployed in a way that is consistent with the furtherance of the charitable purpose.
- d. Provide accountability for decision making and use of funds, and meet the needs of the membership in doing so.
- e. To assess and manage risk, and ensure the long-term financial viability of the Association.
- f. To annually approve and amend the finance regulations, annual budgets and strategic plans of USSA, as well as approving Association auditors and other such appropriate external consultants.
- g. To uphold and adhere to the Executive Code of Conduct, agreed by the Executive at the beginning of their term in Office.

3. General Executive Duties

- a. Represent the interests of the student body to the appropriate internal and external bodies.
- b. Ensure the Executive Officers as individuals, and the Association as a whole, adheres to the Education Act 1994.
- c. Be available for consultation with the student body, both formally and informally, and represent their interests appropriately.
- d. Provide overall political management of the Association.
- e. To hold standing policy as a binding document, and fully and effectively carry out its mandates.
- f. Adhere to, and ensure implementation of, the Association's Equal Opportunities policy.
- g. Familiarise themselves with, and ensure adherence to, appropriate operational policies, including, but not limited to, health and safety, and financial procedures.
- h. Attend all appropriate training events and conferences to ensure familiarity with their role, and the current issues affecting students.
- i. Attend all meetings of the Trustee Board, Policy Council, Question Time and relevant Forum.
- j. Act as otherwise directed by the President.

4. General Vice Chair Duties

- a. Support the work of the Chair for their particular Forum.
- b. Contribute to the development of policies, campaigns & events.
- c. Attend Policy Council, Trustee Board and Question Time as well as all meetings of their Forum & Forum Committee.

5. President

- a. Be the overall chief representative and spokesperson of USSA; to the university, media, and external agencies and ensure that the Association maintains close links with the local and national community on issues of mutual concern.
- b. Be responsible for the smooth running of the Association, including working with the VICE PRESIDENTS to ensure licensing matters are dealt with, liaising with the GM on issues of staff concerns and policy, and liaising with HRM to ensure that all appropriate legislation is adhered to.
- c. Chair the Communities' Engagement Forum and via this, ensure the organisation and implementation of communities campaigns, events, and materials
- d. Be the chair of the Trustee Board, Executive Committee and Financial Oversight Committee.
- e. Along with the appropriate groups, work on a fundraising and community engagement strategy, and ensure that the Association maintains a place of high esteem within the community.
- f. Be responsible for overall financial and political management of the Association, including the presentation of the budget to University committees, signing cheques and contracts on behalf of the Association as appropriate, and coordinating the work of the Executive.
- g. Coordinate the work of the Executive in setting the yearly strategic goals and objectives of the Association, along with USSA management.

- h. Promote the Association positively to current and prospective students.
- i. Ensuring that the appropriate policies are implemented and adhered to for the effective and safe running of the Association.
- j. Oversee the organisation of Fresher's Week and other such events in conjunction with the relevant officer.
- k. With the General Manager, assist in the recruitment of Association staff as appropriate.

6. Vice President Activities & Development

- a. Act as Clubs & Societies Convenor
- b. Be responsible for the promotion of societies and student activities amongst the student body and ensure widened access, with the aim of encouraging increased participation.
- c. Chair the Activities and Development Forum, and through this ensure the effective organisation and delivery of campaigns, events and materials to its ends.
- d. Provide assistance, support and guidance to USSA volunteers, and provide them with the means to effectively carry out their roles.
- e. Lead on policy development and implementation with regards to volunteering and involvement.
- f. Ensure that an effective strategy is in place for recruitment, retention, and reward, of student volunteers.
- g. Actively promote the benefits of student activity and volunteering, and be responsible for its strategic direction.
- h. Promote opportunities for personal development of members through extra and co-curricular activities.

7. Vice President Equality & Diversity

- a. Provide a lead on issues of students' rights and welfare, and represent these issues to the university as appropriate.
- b. Ensure that all students receive the necessary advice, support and representation, regardless of background.
- c. Ensure the implementation of, and adherence to, an effective equal opportunities policy.
- d. Oversee, and provide support to, the work of liberation groups, and ensure the provision of appropriate events for these groups and students throughout the year.
- e. Chair the Equality and Diversity Forum, and through this provide a lead on such appropriate campaigns, events, and materials.
- f. Ensure that the Association, its services, and publications are accessible to all students.
- g. Ensure familiarity with current issues in students' welfare and rights, and provide materials on such issues to the general student body.

8. Vice President Education & Representation

- a. Be responsible for representing students on all academic matters to the university and other such bodies as appropriate.
- b. Provide advice and support to students on matters of an academic nature as and when required.
- c. Engage with national education agencies on areas of policy development and implementation.
- d. Be responsible for Association policy on academic matters and education.
- e. Chair the Education forum, and via this, ensure the organisation and implementation of education related campaigns, events, and materials.
- f. Be responsible for the provision, training, and running of an effective class representative system, and work with the appropriate bodies to this end.
- g. Be responsible for the organisation and running of Student Congress.
- h. Work with the appropriate bodies and agencies to formulate and implement effective widening participation and access strategies.
- i. To empower students to enhance the quality of their learning & teaching experience.
- j. Promote opportunities for members to improve their future prospects through their academic experience.

9. Vice President Services

- a. Effective management and development of Association trading concerns and with the President ensuring licensing matters are dealt with appropriately.
- b. Responsibility for the output of all support, media and commercial Association services.
- c. Development and implementation of a commercial strategy which ensures wide access to commercial activity for all student groups and appropriate demographics.
- d. Be responsible for all commercial events and publicity.

- e. Development and implementation of an effective communications strategy, and ensuring that all relevant information and opportunities are communicated to students through the appropriate channels.
- f. Attend appropriate and relevant internal and external events and committees.
- g. Be the USSA point of contact for relevant external organisations.
- h. Act as prosecutor in Student discipline cases.
- i. Chair the Services Forum, and assume overall responsibility for the organisation of services related campaigns and events.
- j. Be responsible for the development and production of all Association publications.

10. Vice President Sports, Physical Activities and Wellbeing

- a. Act as President of the USSA Sports Union, and promote the profile of the Sports Union, and general sporting activities, amongst the student body
- b. Prepare and implement an effective strategy for increasing participation in, and widening access to, all sporting and physical activities.
- c. Convene relevant Sports Union committees, and the Association Sports, Physical Activities & Well-being Forum.
- d. Oversee the financial management of the Sports Union, including the drafting of a Sports Union budget, and ensuring that club budgets are adhered to.
- e. Represent Strathclyde sporting interests to the university and national student sports bodies.
- f. Ensure that the Sports Union implements, maintains, and adheres to appropriate and relevant policy for the purposes of health and safety within sport.
- g. Coordinate the work of Sports Union committees, and ensure the efficient and effective organisation of a sports' AGM.
- h. Be responsible for the promotion and awareness raising of relevant health and wellbeing issues, and organise events, campaigns and materials to this end.
- i. Organise and coordinate the annual Sports Fair, and other appropriate events throughout the year.

Policy & Democracy Schedule

1. General

a. Definition & Remit

The Policy & Democracy Committee (PDC) shall be responsible for:

- i. Coordinating and organising the work of The Council including all policy proposals;
- ii. Preparing the policy proposals from the Forums for progression to Referenda where required;
- iii. Organising, promoting and adjudicating in elections within the Association;
- iv. Organising and promoting Question Times, General Meetings and Referenda.

b. Membership

The membership of the PDC shall be:

- i. Policy & Democracy Officer (PDO);
- ii. One representative from each of the Forums.

c. Mode of Operation

- i. The PDO shall Chair all meetings of the PDC;
- ii. The PDC shall meet regularly to administer all areas of Policy making and democratic structures of the Association.

1. Election of Student Officers of The Association

a. Organising the elections

- i. The election of Student Trustees and the PDO (referred to as student officers) must take place during the second semester;
- ii. The nomination period should be not less than two weeks and should start not less than four weeks before the polling date;
- iii. The PDC are responsible for producing a candidate's guide which should include nomination procedures, publicity & campaign guidelines and best practice throughout the election period;
- iv. The PDC shall be responsible for liaising with all candidates throughout the elections.

b. Promoting the elections

- i. The PDC should allocate publicity material to each candidate equally;
- ii. The PDC should promote all the candidates manifestos equally;
- iii. The PDC should encourage the questioning of candidates on their manifesto by the student body;

c. Adjudicating in the elections

- i. The PDC are responsible for organising an election tribunal;
- ii. The PDC must appoint someone, external to the Association, to oversee the election process (including the election count) and to offer advice. This person shall be referred to as the External Observer;
- iii. Any complaints on the elections process, candidates or campaigns should be dealt with by the Election Tribunal before results are announced;
- iv. Any member of the PDC who is standing as a candidate must resign immediately from the PDC for the period of the elections;
- v. Should the PDO wish to stand for any position they must resign for the period of those elections and a member of the PDC stand in for them;
- vi. No member of the PDC may support any candidate in the elections including nominating or campaigning for them;
- vii. The PDC may co-opt additional members from the Policy Council to ensure there is full membership of 7 for the period of the elections;
- viii. Once the results have been counted the results shall be announced publically by the PDC.

2. Election Tribunal

a. Membership

- i. The PDO;
- ii. 4 other members of the PDC;

- iii. External Observer - in attendance only;
 - iv. A quorum shall be any three members.
- b. Dealing with complaints
- i. Complaints will only be dealt with provided that they the Complainant:
 - a) Submits the complaint in writing accompanied by their signature and matriculation number;
 - b) Specifies what the nature of the complaint is;
 - c) Specifies what part of the schedule or candidates' guidelines has been breached;
 - d) Provides all relevant evidence.
 - v. The tribunal has the power to decide and implement any sanction which it deems necessary on a candidate who has breached any of the candidates' guidelines including declaring a candidate illegible to continue their candidacy;
 - vi. Breaches may also be referred to the Association for a discipline hearing;
 - vii. Any complaint of the PDC or PDO shall be addressed to the External Observer directly;
 - viii. Those alleged to have breached the regulations have the right to a hearing.
3. **Guidelines for Candidates of Student Officer positions**
- a. **Term of office**
- i. All Student Officer contracts shall begin on the 15th June and end on the 30th June the following year;
 - ii. The term of office of all Student Officer positions shall commence on the 1st July and end on the 30th June the following year;
 - iii. Any Student Officer who ceases to be an Ordinary Member of the Association whilst in their term of office, shall be deemed to have resigned;
 - iv. Should any Student Officer resign from their position, the PDO should be notified immediately and a by-election shall be held at the earliest appropriate time;
 - v. A position elected by cross-campus ballot may only be held for a maximum period of two terms of office.
- b. **General Rules:**
- i. Candidates must be nominated by at least 20 Ordinary Members;
 - ii. No candidate may stand for more than one position at a time;
 - iii. All candidates must be Ordinary Members of the Association;
 - iv. All continuing students intending to stand for an Executive position must gain written consent from the Vice Dean (Academic) of their Faculty before nominations close;
 - v. As stated in the Education Act 1994 a candidate can only be a in a sabbatical position (Executive position) within the Association for no more than two years.
- c. **Publicity and campaigning**
- i. No candidate may use their own materials or finance to forward their campaign;
 - ii. The use of Association facilities, offices or other rooms apart form those allocated for campaigning purposes is prohibited;
 - iii. Association staff will remain neutral throughout election periods;
 - iv. No candidate may campaign before nominations close;
 - v. A candidate is responsible for all actions of their campaign team.
4. **Elections to university committee**
- The Executive Committee will ensure that all student places on University Committees are filled as soon as possible.
5. **External Trustee positions**
- a. External trustees shall be appointed by a process approved by the Executive Committee, subject to ratification by the student body;
 - b. External Trustees will hold office for a period of not more than 3 years from the date of their appointment.

Discipline Schedule

1. General Jurisdiction

- a. An individual subject to the discipline of the Association shall be in breach of discipline in the following circumstances:
 - i. Conduct amounting to unseemly behaviour within the Union or any other premises used by the Association;
 - ii. Conduct amounting to a breach of the Rules or Regulations governing the use of the University Union premises;
 - iii. Conduct on the part of an elected Officer who unreasonably fails to perform or discharge his/her duties as Council member in accordance with the requirements of the Constitution, and its Schedules;
 - iv. Conduct which, after due intimation, and in the absence of a proper explanation, amounts to a failure to pay any fine or discharge any obligation imposed by the Association or any Disciplinary Committee of the Association;
 - v. Conduct amounting to a guilty verdict of a breach of discipline in a Union or Association with which the Association has a reciprocal agreement;
 - vi. Conduct amounting to behaviour which would bring the Association into disrepute.
- b. The Association shall have jurisdiction over all offences involving an alleged breach of discipline where a charge has been made against an individual who is subject to the Association's discipline code.
- c. It shall be competent for an individual convicted by a Discipline Hearing to have the right to appeal the decision or the penalties disposed thereof.

2. Charging Procedures

- a. Where a breach of discipline occurs the following procedure should be followed:
 - i. An Incident Report should be forwarded to the Vice President Services as soon as possible following the event in question, whereupon the Vice President Services shall ascertain whether the incident merits the party/s being charged;
 - ii. Should the Vice President Services deem a charge be made, a Discipline Hearing shall be called and a Chair nominated from within the Executive Committee (hereinafter referred to as 'the Chair'). The date for this Discipline Hearing will be set within a period of fourteen calendar days from the charge being made;
 - iii. Once a date for a Discipline Hearing has been set, it shall be the responsibility of the Chair to arrange for 4 Ordinary Members to act as a Discipline Panel to assist the Chair in their deliberations
 - iv. In the event of the a member of Executive Committee being subject to a discipline charge, all responsibilities of the Chair relevant to the Discipline Code and procedure for that case will be automatically transferred to the External members of the Trustee Board or their nominee.
 - v. At any point prior to a Discipline Hearing, the accused party may enter a guilty plea, moving proceedings directly to Disposals.

3. Interim Provisions

- a. The Executive Committee shall at their joint discretion have the power to suspend the membership rights of any individual charged with an alleged breach of discipline from the date of the alleged offence until a Discipline Hearing (except where the individual is a member of the Executive Committee, in which case an interim suspension can only be imposed with the agreement of the External Trustees) in the following circumstances:
 - i. A serious physical assault on an employee or member of the Association;
 - ii. The uttering of any statement of a racial, prejudiced or prejudicial nature to any employee of the Association, member or guest of the Association;
 - iii. Any further act of a nature such as would bring the Association or its members into immediate and serious disrepute.

4. Discipline Hearings & Their Proceedings

- a. The Prosecutor presenting the case for the Association before any Discipline Hearing shall be the Vice President Services or his/her nominee.
- b. The charged party may represent him/herself at the hearing, or be represented by a person of his/her choice.
- c. The charged party shall be notified in advance of the names of all the witnesses who shall be cited by the Prosecutor.

- d. The charged party shall be notified in advance of his/her right to bring witnesses to the hearing of the Discipline Hearing to give evidence on the party's behalf.
- e. The Chair of the Discipline Hearing may request the attendance and hear the evidence of additional witnesses not brought by either the Prosecutor or the party charged where he/she concludes that such evidence might be of assistance to proceedings.
- f. On commencement of the Hearing, the Chair shall outline the charge against the accused and determine the plea entered.
- g. The Prosecutor shall outline the case against the accused, which shall include the witnesses for the Association. The accused party shall be entitled to cross-examine each witness, following which the Chair and/or the Panel shall have the right to re-examination of the witness on any new matter, which has arisen during cross-examination.
- h. The witnesses for the accused shall then be called and the Prosecutor shall have the right of cross-examination in each case.
- i. The accused party may give evidence as a witness on his/her own behalf subject to the Prosecutor's right of cross-examination. Alternatively he/she may make a statement which shall not be subject to cross-examination, but the Panel shall be entitled to take account of the fact that such statement has not been subject to cross-examination when assessing its credibility.
- j. The Discipline Hearing shall not be bound by any enactment or rule of law relating to admissibility of evidence in proceedings before the courts of law and the weight to be attached to, and the sufficiency of any item of evidence treated as admissible by the Discipline Hearing shall be at the Chair's discretion.
- k. The applicable standard of proof in proceedings before the Discipline Hearing shall be the balance of probabilities. The onus of proof shall be on the Prosecutor or his/her nominee. The party charged shall be entitled to call evidence and make submissions to the Discipline Hearing relative to any procedural defects in respect of his or her being charged of the offence before the Hearing. If the Discipline Panel are satisfied that the individual charged has shown that such a breach has been materially prejudicial to the person charged, they shall make a finding of not guilty on that basis alone. If the Panel decides that such a case has not been made out the proceedings shall continue as if the preliminary submission of the defect and procedure had never been made.
- l. At the conclusion of the evidence, the Prosecutor and the party charged (or his/her representatives) in that order shall each be entitled to make a closing speech of closing submissions to the Discipline Panel and thereafter the Prosecutor and the accused and his/her representatives shall leave the room while the Committee comes to its decision.
- m. In the event of a party being found guilty of a breach of discipline, the Chair alone shall determine what penalty, if any, to impose in accordance with this Schedule, although he/she may invite and consider advice from the other members of the Discipline Panel as to the appropriate penalty, if any, to impose. When that decision has been reached, the Prosecutor and the party shall be recalled and informed of the findings of the Discipline Panel by the Chair.
- n. Prior to any sentence being imposed by the Chair in the event of a finding of guilt, it shall be competent for the party charged with breach of discipline to make a plea in mitigation of the sentence. In deciding the sentence, it shall be competent for the Chair to consider the previous disciplinary record of the party charged.

5. Discipline Hearings in the Absence of the Party Charged.

- a. Where the Prosecutor produces evidence that the preliminary procedures to the hearing have been carried out in accordance with this Schedule and where neither he/she nor the Chair of the Discipline Hearing has been informed of the reason of the non-attendance of the accused, or in the event that the accused proffers a reason for his/her non-attendance and where the Discipline Panel reasonably consider that reason to be inadequate or unsatisfactory in all the circumstances of the case, it shall be open to the Discipline Panel to hear the case in the absence of the accused.

- b. In the event that the case is heard in the absence of the party charged, once evidence has been led for the prosecution by the Prosecutor he/she shall leave the room whilst the Panel decides upon its finding of guilt or innocence. The Prosecutor shall then be recalled to the room to hear the Committee's decision pronounced by the Chair.
- c. If the accused is found guilty the Chair shall pronounce sentence. Thereafter it shall be the responsibility of the Chair of the Panel to send notice of the decision and of any sentence imposed.

6. Penalties and Disposals

- a. In the event of a finding of guilt and after the party charged has addressed the Discipline Committee in mitigation of sentence the Chair will impose one of more of the following disposals:
 - i. The party charged shall be admonished.
 - ii. The party charged will receive a severe reprimand and be warned as to his or her future conduct;
 - iii. A fine not exceeding Two Hundred Pounds will be imposed;
 - iv. Permanent or temporary incapacity to hold any elected position within the Association, inclusive of Sports Union Executive and Clubs and Societies Executive positions, shall be imposed. ;
 - v. Suspension of membership for a period prescribed by the Chair;
 - vi. The case may be remitted to the University Authorities, Senate or Disciplinary Committee.
- b. The Chair shall have the authority of offering the party charged the option of a specified duration of Association service. This shall be offered as an alternative to the penalty otherwise imposed only. The service must take the form of specified duties that are of benefit to the Association and be of a reasonable nature. In the event of a failure to fulfil this service within the proscribed time period, the original penalty shall be imposed. This will be subject to appropriate reduction in the case of partial completion of service. It shall be within the power of the Chair to make all determinations relevant to this disposal.
- c. Any penalty or penalties imposed shall take immediate effect from the date of imposition. In the event that an appeal is made to the Discipline Appeals Panel by the party within the period prescribed shall have the effect of automatically suspending this decision pending the appeal taken.

7. Appeals

- a. A party found guilty of a breach of discipline by the Discipline Committee against a finding of guilty by the Discipline Committee or against the sentence imposed by its Chair on one or more of the following grounds:
 - i. The procedures followed in respect of the charging of the party, or in the conduct of the Discipline Hearing, was departed from to such a material extent as to render the proceedings culminating in the finding of guilt void;
 - ii. That any discretion exercised by the Discipline Panel relative to any aspect of the Discipline Hearing or its conduct was exercised in a wholly unreasonable manner causing material prejudice to the party charged;
 - iii. There was a material departure from the requirements of natural justice perpetrated at the Discipline Hearing;
 - iv. That no ordinary or properly instructed Discipline Panel could have returned a guilty verdict based on the evidence provided by the Prosecutor based on balance of probabilities;
 - v. That the conduct or action complained of did not constitute a breach of discipline;
 - vi. That the sentence imposed was oppressive or unduly harsh and did not reflect the nature and circumstances of the offence.
- b. A party wishing to appeal against a decision of a Discipline Hearing or against the sentence imposed by its Chair must lodge a notice of appeal within fourteen days of the decision being communicated to him or her. It is assumed for the purpose of this time limit that the fourteen day period shall begin one day after communication of the decision by letter addressed to the party.
- c. Upon receipt of the notice of appeal, the appellant shall be sent the appropriate Minute of the Discipline Hearing as soon as reasonably practicable.
- d. The procedures for convening a Discipline Appeal Hearing shall be the same as those outlined in Discipline Hearings and Their Proceedings, above, with the exception of reasons for appeal being heard in place of a plea.
- e. No Chair or member of a Discipline Panel can be present at any subsequent Appeal Hearing arising from the original Hearing.