



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

THE CONSTITUTION

OF

THE STUDENTS' UNION

**THE STUDENTS' UNION
of
Stranmillis University College, Belfast.**

CONSTITUTION

INTERPRETATION

1. Wheresoever in the Constitution the masculine word is used, it shall be deemed to include the feminine.

**CONSTITUTION OF STUDENTS' UNION
STRANMILLIS UNIVERSITY COLLEGE, BELFAST.**

SECTION A

- I The name of the organisation shall be the Students' Union of Stranmillis University College, Belfast, hereinafter referred to as "the Union". The Union shall be composed of those students who are registered by the College.
- II Membership of the Union shall be divided into:
- (a) Ordinary membership
 - (b) Honorary Life Membership
- (a) All students registered with the College shall be Ordinary Members. They shall have the right to hold office in the Union or any of its affiliated clubs, societies or committees, and to vote at any meeting or election of the Union.
- (b) Honorary Life Membership will be offered to the Principal of the College, subject to approval of the Students Representative Council. Subject to the approval of the Students' Representative Council, Past Presidents of the Union will be offered Honorary Life Membership. Honorary Life members shall have the right to use of any facilities which the Union may provide. They shall not be eligible to hold office in the Union or any of its affiliated clubs, societies or committees nor vote at any meeting or election of the Union.
- III The aims and objects of the Union shall be
- (i) to promote the general and particular interests of the members of the Union and to represent them in all matters affecting such interests;
 - (ii) to co-ordinate and control the activities of all recognised clubs and societies, thereby promoting social activities and unity of spirit within the Union;
 - (iii) afford members of the Union a recognised means of communication with the management of the College and other bodies;
 - (iv) to establish and maintain relations between the members of the Union and those of other educational bodies; and
 - (v) to advance the education of its members.

- IV There shall be a Students' Representative Council of the Union, hereinafter referred to as the Council, which shall be composed of representatives elected annually by and from the membership of the Union.
- V the Council may by resolution delegate to the Executive the day to day management of the Union but any decision taken by the Executive shall be reported to the next meeting of the Council. The Executive of the Council shall consist of the following officers:- President, Deputy President, Secretary of the Council, Academic Secretary, External Relations Secretary, Clubs and Societies Secretary, Publicity Secretary, Services Secretary, Entertainment Secretary and Welfare Secretary.
- VI The Council for each session shall be deemed to have taken office when the President, or in his absence his Deputy, convenes the inaugural meeting.
- VII The composition and organisation of the Union and of the Council shall be as defined in the Laws and Schedules.
- VIII Any article of the Constitution, Law or Schedule shall be amended on
- (i) the vote of a two-thirds majority of those present and voting at a meeting of the Council provided that those voting in favour of the motion exceed one half of the total membership of the Council, provided that notice of such motion shall have been presented in writing to the Union Secretary and read at the meeting previous to that meeting at which it is discussed, and provided that notice of such motion shall have been included in the notice convening the meeting at which it shall be discussed; or
 - (ii) a two-thirds majority vote at a meeting of the Union with a quorum of 15% of the members of the Union present, provided that notice of such motion shall have been presented in writing to the Union Secretary and read at the meeting previous to that meeting at which it is discussed, and provided that notice of such motion shall have been included in the notice convening the meeting at which it shall be discussed.
- IX No amendment to the Constitution shall take effect unless and until it has been approved by the Governing Body of the College.

This Constitution was approved by the Governing Body of Stranmillis University College at its meeting held on **11 January 2011**.

SECTION B

THE LAWS

CHAPTER 1 - ELECTIONS

CONSTITUENCIES

- 101 For the purpose of electing members to the Council, the membership of the Union shall be divided into the following constituencies:
- (a) Year groups,
 - (b) Clubs and Societies,
 - (c) Post Graduate
 - (d) Mature Student.
 - (e) Halls of Residence.
- 102 Members returned by the aforesaid constituencies shall each possess equal voting rights at all meetings of the Council.
- 103 a) There shall be year constituencies for the first, second, third, each year consisting of ten members, and for the fourth year, six members.
- (i) The positions within each year constituency will be open to students in any degree course offered by the College.
 - (ii) Of the ten positions in first, second and third year, 6 representatives shall be from the BEd programme, 2 from the BSc. (Health & Leisure Studies) Programme and 2 from the BA (Early Childhood Studies) Programme. In the event that these positions are not filled by a representative specific to that programme, they may be filled by any student within that specific year group.
 - (iii) Of the positions in fourth year, 6 representatives shall be from the BEd Programme.
 - (iv) The electorates of the above constituencies shall be members of the Union for the year to which the candidates belong.
- b) The Clubs and Societies constituency shall return two members to Council.
- (c) The Post Graduate constituency shall return two members to Council elected from and by all the students of the Post Graduate Course.

(d) The Mature Student constituency shall return two members. .

The electorate of the above constituency shall be all the students who are recognised as Mature Students by the Department for Employment and Learning, provided that no person shall exercise voting rights under this paragraph and under paragraph 101 (a), (b), (c) or (e).

(e) The Halls of Residence constituency shall return two members.

104 The electoral status of any candidate shall be determined by reference to the register of the College; where the electoral status is uncertain the matter shall be referred to the Vice-Principal for resolution.

105 The Returning Officer shall be the Students' Union Manager. Voting shall be carried out using on-line facilities.

CONSTITUENCY ELECTIONS

106 The Returning Officer shall fix a date in the first four weeks of the first term under which elections shall be held in the constituencies laid down under Paragraph 101 (a), (b), (c) and (d). In respect of the Halls Constituency, the Halls Council shall return to members. The Returning Office shall ensure that the members are registered students of the College

107 Where the number of candidates exceeds the number of seats in any constituency, an election shall be held on a date specified under paragraph 106.

108 At least three weeks before the date of poll, the Returning Officer shall post notices on the designated notice boards and via the College intranet, declaring the vacancies to be filled and the date, place, time and method of polling. (See 140(a)).

109 Nominations shall be lodged with the Returning Officer at least seven days preceding the day of poll for constituencies laid down under Paragraph 101 (a), (b), (c) and (d).

110 A candidate's nomination form must be signed by four members of the constituency in which he seeks election.

111 No candidate may seek election for a constituency of which he is not a member nor shall a candidate seek election to more than one constituency.

112 A candidate may withdraw from an election provided that a written declaration of his intention, bearing his signature, be lodged with the Returning Officer at least 48 hours, excluding Saturdays and Sundays, prior to the commencement of polling.

- 113 In the event of the number of candidates in a constituency being equal to or less than the number of vacancies, the said candidates shall be deemed elected for the constituency.
- 114 Within 24 hours of the close of nominations, the Returning Officer shall post on the designated notice boards and via the College intranet, a list of the candidates nominated in each constituency (see 138A).
- 115 Each voter will be entitled to one vote. Counting shall be by means of majority vote (facilitated via Queens' On-line automated system).
- 116 Polling shall take place at times which, in the opinion of the Returning Officer, are most suitable for persons eligible to vote.
- 117 In the event of a tie between two or more candidates for one seat, a supplementary election shall be held not more than 72 hours, excluding Saturdays and Sundays, after the declaration of the initial result.
- 118 The rules governing an election shall be deemed to apply to a supplementary election.
- 119 Not later than 24 hours after the conclusion of the count the Returning Officer shall publish a notice stating the number of votes cast in favour of each candidate and the names of the candidates elected.
- 120 All questions relating to the validity of the election process shall be referred, in the first instance, to the Returning Officer not later than 24 hours after the publication of the results. If the matter remains unresolved, it shall be referred to the Principal of the College whose decision shall be final.

121 ELECTION OF THE PRESIDENT

Candidates for the office of President shall be final year students at the time of the election. The President shall be elected by the members of the Union for a term of one year. The Presidential election will take place in the first week of February each year.

122 ELECTION OF EXECUTIVE OFFICERS

Candidates for the posts of Executive Officers, including the Deputy President, (who shall be in his or her penultimate year at the time of the election), shall be elected by the members of the Union by the end of February and serve for a term of one year.

123 At least three weeks before the date of poll, the Returning Officer shall post notices on the designated notice boards and via the College intranet, declaring the vacancies to be filled and the date, place and time of polling. (See 138(a)).

124 Nominations on the prescribed form shall be lodged with the Returning Officer at least seven days preceeding the date on which the elections shall take place. A candidate's form of nomination shall be signed by a proposer and three seconders. (See 138(b)) No candidate may seek election for more than one Executive position.

A candidate may withdraw from an election provided that a written declaration of his intention, bearing his signature, is lodged with the Returning Officer at least 48 hours, excluding Saturdays and Sundays, prior to the commencement of polling.

125 Within 72 hours of the close of nominations, the Returning Officer shall post on the designated notice boards and via the College intranet, a list of the candidates validly nominated for each position, and the date, place and time of polling. (See 138(a))

126 Where candidates exceed the number of seats in a constituency, a poll will be held on a date prescribed by the Returning Officer.

127 In the event of only one nomination being received for an Executive office, the candidate shall be returned unopposed for the said office.

128 Elections for all Executive posts shall be carried out in the manner laid down in paragraphs 106-120 inclusive

129 The results of Executive elections shall be posted on the designated notice boards and via the College intranet not later than the day after the count has been completed.

CASUAL VACANCIES

130 If a vacancy arises on the Council during the course of an Academic Year, the Executive shall co-opt a member of the respective constituency to fill such a vacancy until a supplementary election be held.

131 A member shall be deemed to have vacated his seat on the Council or any committee thereof under any one of the following conditions:

- (a) on lodging his written resignation with the Secretary of the Council;

- (b) on failing to attend two consecutive meetings or any three meetings of the Council without lodging an explanation with the Secretary within two days following each meeting, the validity and acceptability of such to be determined by the Council;
- (c) on a motion demanding his resignation on the grounds of clear dereliction of duty being carried by a two-thirds majority of those present and voting of the motion provided that those voting in favour exceed one half of the total membership of the Council.

132 Any member who ceases to be registered as a student of the College shall be deemed to have vacated his seat on the Council and any committees thereof and any office thereof held.

EXECUTIVE VACANCIES

133 Any Executive Officer shall be deemed to have vacated his seat under any of the following conditions:

- (a) on lodging his resignation with the Secretary of the Council.
- (b) on absenting himself from two consecutive meetings or any three meetings of the Council or Executive without lodging an explanation in writing with the Secretary within two days following the meeting, the validity and acceptability of such to be determined by the Council or Executive respectively;
- (c) on absenting himself without written or verbal explanation acceptable to Council from two consecutive meetings of any committee of the Council at which he presides; or
- (d) on a motion demanding his resignation on the grounds of a clear dereliction of duty being carried by a two-thirds majority of those present and voting of the motion provided that those voting in favour exceed one half of the total membership of the Council.

134 In the event of any Executive Officer, save the President vacating his seat on the Executive, the Executive may appoint a member of the Union to fulfil the duties of such officer subject to ratification by Council.

135 If the office of President becomes vacant, the Deputy President shall undertake the duties of the President until the end of the term of the President.

136 If the office of Deputy President becomes vacant, the Executive shall appoint a member of the Executive to undertake the duties subject to

ratification by Council. The subsequent vacancy shall be filled by a member of the Union co-opted by the Executive.

- 137 If the offices of both President and Deputy President become vacant the duties of these offices shall be undertaken by an Executive member nominated by Council until such times as the offices shall be filled by a supplementary election.

ELECTIONS FOR COUNCIL & EXECUTIVE

138 When elections take place, they will be regulated as follows:

- (a) The notices referred to under paragraphs 105, 108 and 122 shall clearly state the means of voting.
- (b) A certificate of nomination as referred to in paragraphs 117 and 124 of this Constitution shall be a certificate officially issued by the Returning Officer in the following form:-

Constituency _____

Full name of candidate _____

Year _____ Course _____

College No. _____

Date of Election: _____

We, the undersigned, being members of the above constituency do hereby sponsor the above person as a candidate for election in the above constituency.

SIGNED 1. _____(Proposer) 3. _____(Seconder)

2. _____(Seconder) 4. _____(Seconder)

139 ELECTION POLICY

Candidates standing for election shall comply with the Elections Policy set out in Section D.

CHAPTER II - MEETINGS

GENERAL

- 201 Meetings of the Council shall normally take place during semesters.
- 202 The Secretary of the Council shall post notices for each meeting of the Council on the designated notice boards and via the College intranet stating the date, place and time of such meetings.
- (a) not less than seven days prior to a statutory meeting of the Union;
 - (b) not less than seven days prior to a statutory meeting of the Council;
 - (c) not less than 48 hours, excluding Saturdays and Sundays, prior to an extraordinary meeting of the Council
- 203 The Secretary of the Council shall post notices of agenda for meetings of the Council not less than 48 hours, excluding Saturdays and Sundays, prior to any meetings. The Agenda shall be sent to members by e-mail not less than 48 hours prior to meeting, excluding Saturdays and Sundays.
- 204 Save where otherwise stated, visitors or delegations may be admitted to any meeting and speaking rights may be given, subject to the approval of the meeting.
- 205 Decisions taken by a properly constituted general meeting shall become the policy of the Union.
- 206 Where no quorum is present at a convened general meeting, the Executive shall consider giving precedence to the remainder of the agenda at the next meeting.

MEETINGS OF THE UNION

- 207 The Union shall meet at least once in each semester.
- 208 At a meeting of the Union, 15% of the total membership of the Union shall constitute a quorum.
- 209 Meetings of the Union shall be held when the Executive deems necessary or upon written request signed by either
- (a) fifteen members of Council, or
 - (b) thirty members of the Union.

Such a request shall state the purpose of the meeting and no other business shall be discussed.

- 210 Any member of the Union may table a motion, which shall be framed as a recommendation to Executive or relevant committee of the Council for discussion at a meeting of the Union.
- 211 Motions for a meeting of the Union, signed by a proposer and seconder, shall be submitted in writing to the Secretary not less than 72 hours, excluding Saturdays and Sundays, before the meeting. The Secretary of the Council shall post copies of such motions on the designated notice boards and via the College intranet at least 48 hours, excluding Saturdays and Sundays, before the meeting.
- 212 No member of the Union may table more than two motions for any one meeting of the Union.
- 213 Any such motion passed by a meeting of the Union shall be discussed by the Executive or relevant committee, who shall report at the next statutory meeting of the Council.
- 214 The Secretary shall post a report of the business transacted at a meeting of the Union on the designated notice boards and via the College intranet not more than five days, excluding Saturdays and Sundays, following such a meeting.
- 215 A member attending a meeting of the Union shall, upon demand, provide his student card for inspection to the Secretary on entry to the meeting.

MEETINGS OF COUNCIL

- 216 Decisions taken at a properly constituted Students' Representative Council meeting shall become Union policy, subject to the provision of paragraph 205.
- 217 At all meetings of the Council 50% + 1 of the total membership of the Council shall constitute a quorum.
- 218 Where no quorum is present at a statutory general meeting of the Council the Executive shall consider giving precedence to the remainder of the agenda at the next meeting.
- 219 Meetings of the Council shall be
- (a) statutory meetings,
 - (b) extraordinary meetings.

- 220 There shall be a statutory meeting of the Council once a month or at any more convenient time to be decided by the Executive, subject to paragraphs 201 and 202 thereof.
- 221 The inaugural meeting of the Council shall be held, on or before the last day of October provided always that it shall not be held on Friday, Saturday or Sunday.
- 222 The Annual General Meeting of the Council shall be held in May.
- 223 Annual Reports shall be presented at the Annual General Meeting by all Executive Officers.
- 224 Extraordinary meetings of the Council shall be held when deemed necessary by the Executive or upon presentation of a written request to the Secretary of the Council signed by ten members of the Council. Such a request shall state the purpose of the meeting and no other business shall be discussed.
- 225 Representatives of each constituency shall ensure that the constituency is represented at all meetings of the Council.
- 226 Subject to paragraph 133 (b) any representative unable to attend may nominate a member of his constituency to attend any meeting in a non-voting capacity.
- 227 The Secretary of the Council shall post minutes of the business transacted at a meeting of the Council on the designated notice boards and via the College intranet not later than 72 hours, excluding Saturdays and Sundays, following such a meeting. Minutes of all Council Meetings will be available to members of the Union on request, except where the Council rules that the minutes or specific items contained in the minutes should remain confidential.
- 228 Copies of the agenda and all reports which are to be presented at each statutory meeting shall be circulated to Council members not less than 48 hours, excluding Saturdays and Sundays, prior to the statutory meeting. Such documentation shall include the motions for debate which must be lodged with the Union Secretary 96 hours before the meeting excluding Saturdays and Sundays.

MEETINGS OF CONSTITUENCYGROUPS

- 229 A group is those students who are members of the Union within the 1st, 2nd, 3rd or 4th year of their course.
- 230 At all meetings of the year groups, 50% + 1 of their membership shall constitute a quorum.

- 231 Meetings of the Year groups shall be by extraordinary meetings
- 232 Extraordinary meetings of a specific year group shall be held when the Executive, or the majority of representatives of that constituency, deem necessary or upon written request signed by thirty members of the constituency. Such request shall state the purpose of the meeting and no other business will be discussed.
- 233 Any member of a specific year group may table a motion which should be handed in, in writing, to a representative of that constituency at least 48 hours before the meeting is to take place. Such motions shall be given to the Secretary of the Council who shall ensure that these motions are posted on the designated notice boards at least 24 hours, excluding Saturdays and Sundays, before such a meeting.
- 234 For each year group meeting the representatives of that constituency shall elect from their own number a Chairman and Secretary whose responsibility it shall be to present written minutes to the Secretary of the Council for inclusion on the agenda for the next meeting of the Executive Committee. The Secretary of the Council shall be responsible for bringing the business to the attention of the next Council meeting.
- 235 A member attending a year group meeting shall, on request, show his student card to the senior year member in charge on entrance to the place of meeting.

CHAPTER III - CLUBS AND SOCIETIES

AFFILIATION

- 301 A club or society formed by students within the College may make written application to the Secretary of the Council for recognition as an affiliated club or society, such application to be accompanied by a copy of the constitution of the club or society.
- 302 An application by a club or society shall be presented in writing to the Council at the meeting previous to that at which it shall be considered. During such time the Executive shall investigate such application and shall report at the next Council meeting.
- 303 A club or society shall be deemed to be affiliated to the Council on a motion to that effect being carried, fulfilling the conditions laid down in Paragraph 304 of the Constitution.
- 304 Affiliation shall be granted to a club or society only if it
- (i) has a minimum of ten members actively engaged in its activities and has been in existence for one year.
 - (ii) be deemed by Council to:
 - (a) advance the prestige of the College, and/or
 - (b) offer a valuable service to the students of the College.

Under (i), exceptions to this minimum shall be considered on their merits by the Executive. Application for affiliation shall be considered by Council in the light of the ongoing Union financial situation.

- 305 The Clubs and Society's Secretary shall maintain lists of Clubs and Societies currently affiliated.
- 306 The Clubs and Societies Secretary shall make recommendations to Council. If accepted, the recommendations become the policy of the Union.

RIGHTS AND OBLIGATIONS

- 307 The rights of the Clubs & Societies affiliated to the Union are as follows:
- (i) financial support in the form of an annual grant;
 - (ii) the right to apply for use of College accommodation;
 - (iii) the authority to represent the College in the appropriate field of activity;
 - (iv) the entitlement to return one representative to the Clubs and Societies Committee who shall be elected at the Annual General Meeting of that Club or Society.

- 308 An affiliated club or society shall inform the Council of any alteration to the constitution of the club or society and the annual membership of such.
- 309 An affiliated club or society shall, on request from the Secretary of the Council, present, for examination, Minute Books and reports of proceedings.
- 310 An affiliated club or society shall present to the Clubs and Societies Secretary reports and statement of accounts, covering the periods September-December; January-April; May-June.
- 311 An affiliated club or society shall adhere to all rules and regulations outlined in 318 of the Constitution.

DISAFFILIATION AND DISCIPLINE

- 312 The affiliation of a club or society shall be withdrawn on a motion to that effect being carried at Council.
- 313 A club or society, the status of which has been withdrawn, shall be deprived of all rights laid down in 304 of the Constitution.
- 314 A member of an affiliated club or society may be disciplined by the committee of the club or society subject to the right of appeal to the Executive and then Council.
- 315 The Executive shall have the power to impose on any affiliated club or society or members thereof who have been found to have acted contrary to the Constitution of the Union such penalties as it deems appropriate, subject to the right of appeal to the Council.
- 316 A club or society which shall refuse to carry out the orders of the Council shall be liable to disciplinary action as laid down under paragraph 313 hereof.
- 317 Any student expelled, as laid down under paragraph 314 hereof, from any or all clubs or societies shall be reinstated as a member of any or all clubs or societies on a motion to such effect being carried at a meeting of Executive and/or the Council.

CLUB AND SOCIETY OFFICE BEARERS

318 Each Club and Society shall elect the office-bearers and committee at the Annual General Meeting. The office-bearers shall include

- (i) Captain/Chairman/ President,
- (ii) Secretary,
- (iii) Treasurer.

The Captain/Chairman/President shall be responsible for the safe custody and maintenance of all equipment, details of which shall be recorded in a stock book maintained by the Club/Society for this sole purpose. It is incumbent upon each Club/Society to be responsible for stock / equipment / kit / Union asset which they have been given use of. To this end the maintenance of adequate records of stock / equipment / kit / assets at the beginning and end of each year, and any additions and disposals during that year, is the responsibility of the Club/Society concerned. A report of such should be forwarded to the Students' Union Manager at the beginning and end of each Academic Year.

CLUBS AND SOCIETIES BUDGETS

319 Estimates shall be submitted under the following headings:

- (i) Clothing and equipment,
- (ii) Entertainment,
- (iii) Conferences, field courses and festivals,
- (iv) Affiliation and other fees,
- (v) Miscellaneous,
- (vi) Travel.

Union Clubs and Societies budgets shall be submitted to the Students' Union Manager no later than the 28th February each year for the following Academic Year. It is the responsibility of the Clubs and Societies Secretary to ensure that the estimates are with the Students' Union Manager by the 28th February.

320 If a member of a club or society is selected to take part in a representative event at county, provincial or national level, his club or society may submit a recommendation that some or all of his expenses be recouped from a specific fund set up for this purpose.

TOURS

- 321 A club shall be entitled to plan tours in accordance with a rota which shall be determined by the Executive. A club which has been in operation for a minimum of two years since its affiliation may apply to the Council to be included in the tour rota. Such application should include a written summary of the activities of the club since its affiliation.
- 322 The tours fund shall be allocated by the Executive to touring clubs in the light of information and estimates submitted, subject to ratification by the Council.
- 323 Clubs touring outside the British Isles may, on application to the Council, be granted permission to engage in fund raising activities within the College. Not more than one club in any one year may normally be given such permission. Under exceptional circumstances Council may allow two clubs to engage in fund raising activities.

CHAPTER IV - THE EXECUTIVE

GENERAL

- 401 The Executive Officers set out in Section A (V) shall complete Governance and Financial awareness training before taking office; this training must be completed before the 30th June prior to the beginning of the incoming academic year.
- 402 All Executive Officers shall have been members of the Union for at least one Academic Year at the time of taking office.
- 403 Subject to any specific directives of the Council, the authority of the Union shall be exercised by the Executive. At each statutory meeting of the Council, the Executive shall present a report of its activities since the last meeting.
- 404 The Executive shall have the power to impose on any member who has been found to have acted contrary to the Constitution of the Union, or who is deemed to have brought the Union into disrepute, such penalties as it deems appropriate, subject to the right of appeal to the Union.
- 405 The powers of the Executive laid down under paragraphs 315 and 404 hereof shall only be exercised where such club, society or individual has acted in a manner prejudicial to the welfare of the student body.
- 406 The Executive shall meet at least once a week during term-time except during blocks on placement, where one meeting once a month will be deemed appropriate. Minutes of all Executive Meetings will be available to members of the Union on request, except where the Executive rules that the minutes or specific items contained in the minutes should remain confidential.
- 407 All members of the Executive shall be members of the Council. Any student wishing to be nominated a seat on the Executive shall be available throughout the year to undertake their duties.

THE PRESIDENT

- 408 The President shall be responsible for the overall co-ordination of the work of the Executive and shall, subject to the approval of the Executive, allocate duties to the Executive Officers.
- 409 The President shall act as chairman for all meetings of the Union and Council.

- 410 The President shall be:
- (a) a member of the Finance Committee of the Union and shall act as Chairperson of that Committee.
 - (b) receive any complaints from within the Student Union and shall consult with the Executive. .

THE DEPUTY PRESIDENT

- 411 He shall be a member of the Finance Committee of the Union.
- 412 The Deputy President shall act as an advisor to the President and shall act in his absence when required.

SECRETARY

- 413 The Secretary shall be responsible for the minutes of all meetings of the Union, the Council and the Executive.
- 414 The Secretary shall be responsible for all correspondence, minutes and records of the Union, the Council and the Executive.
- 415 The Secretary shall have the power to inspect the Minute Books and records of all affiliated clubs and societies, committees and sub-committees of the Council at such times as he may decide.
- 416 The Secretary shall be a member of the Finance Committee of the Union and shall act as Secretary of that committee.

CLUBS AND SOCIETIES SECRETARY

- 417 The Clubs and Societies Secretary shall convene and preside as Chairperson at all meetings of the Union Clubs and Societies working groups.
- 418 The Clubs and Societies Secretary shall be responsible to Council for all matters pertaining to the affiliated clubs and societies of the Council.
- 419 The Clubs and Societies Secretary shall convey the decisions and recommendations of a said Committee to the Council at each statutory meeting of the Council except the inaugural meeting.

- 420 The Clubs and Societies Secretary shall have the power to inspect the Minute Books and financial records of all affiliated clubs and societies at such times as he may decide.

ACADEMIC SECRETARY

- 421 The Academic Secretary shall convene and preside as Chairperson at all meetings of the Union Academic working groups.
- 422 The Academic Secretary shall be responsible to Council for all matters pertaining to education.
- 423 The Academic Secretary shall convey the decisions and recommendations of a said Committee to the Council at each statutory meeting of the Council except the inaugural meeting.
- 424 The Academic Secretary shall be responsible for all matters pertaining to academic opportunities for all Union members.

EXTERNAL RELATIONS SECRETARY

- 425 The External Relations Secretary shall convene and preside as Chairperson at all meetings of the Union External Relations working groups.
- 426 The External Relations Secretary shall be responsible for the Union's liaison with teachers' associations and student organisations outside the College. The External Relations Secretary shall also be responsible for liaison with other professional associations appropriate to courses that shall from time to time be added to the College's programme.
- 427 The External Relations Secretary shall take all such action as is conducive to the furthering of Section A, Article III (iv) of the Constitution.

PUBLICITY SECRETARY

- 428 The Publicity Secretary shall convene and preside as Chairperson at all meetings of the Union Publicity working groups.
- 429 The Publicity Secretary shall be responsible to Council for all matters pertaining to Union publicity within the College.
- 430 The Publicity Secretary shall be responsible to the Council for the state and condition of the authorised notice boards within the Union.

- 431 The Publicity Secretary shall convey the decisions and recommendations of a said Committee to the Council at each statutory meeting of the Council except the inaugural meeting.

SERVICES SECRETARY

- 432 The Services Secretary shall convene and preside as Chairperson at all meetings of the Union Services working groups.
- 433 The Services Secretary shall be responsible to Council for all matters pertaining to services provided by the Union.
- 434 The Services Secretary shall be responsible to Council for all matters pertaining to services provided by the College Authorities.
- 435 The Services Secretary shall convey the decisions and recommendations of a said Committee to the Council at each statutory meeting of the Council except the inaugural meeting.

ENTERTAINMENTS SECRETARY

- 436 The Entertainments Secretary shall convene and preside as Chairperson at all meetings of the Union Entertainments working groups.
- 437 The Entertainments Secretary shall be responsible to Council for the organisation of entertainments and other activities relating to the social aspect of the Union, Student Experience and College Club (in consultation with the College Club Management Committee).
- 438 The Entertainments Secretary shall convey the decisions and recommendations of a said Committee to the Council at each statutory meeting of the Council except the inaugural meeting.

WELFARE SECRETARY

- 439 The Welfare Secretary shall convene and preside as Chairperson at all meetings of the Union Welfare working groups.
- 440 The Welfare Secretary shall be responsible for the general and particular interests of the members of the Union in matters pertaining to welfare.
- 441 The Welfare Secretary shall present at the Annual General Meeting of Council a report on the total monies raised for charities.

- 442 The Welfare Secretary shall recommend to Executive the charities that are to be sponsored throughout the Academic Year.
- 443 The Welfare Secretary shall convey the decisions and recommendations of a said Committee to the Council at each statutory meeting of the Council except the inaugural meeting.

CHAPTER V - COMMITTEES

GENERAL

- 501 There shall be the following committees of the Council:
- a) Executive Committee
 - b) Union Finance Committee
 - c) Disciplinary Committee
- 502 Working Groups may be appointed as and when the Council may decide; such committees shall not continue for more than six weeks without approval of the Council.
- 503 Notices concerning a meeting of any committee shall be posted by the secretary of the committee on the designated notice boards at least 72 hours, excluding Saturdays and Sundays, before such meeting.
- 504 A vacancy on a committee shall be filled by co-option by the Council.
- 505 Those committees detailed under paragraph 501 shall continue for one calendar year following their election.
- 506 A meeting of any committee of the Council shall be convened immediately
- (a) when Executive deems it necessary, or
 - (b) upon receipt of a request signed by at least one half of the members of the committee.

EXECUTIVE COMMITTEE

- 507 The Executive Committee shall consist of all members elected under paragraphs 121 and 122.

The Executive Committee shall have duties as specified between paragraphs 401- 407; The Executive Committee shall prepare and implement an Annual Operational Plan for the Union.

FINANCE COMMITTEE

- 509 The Finance Committee shall consist of:
- (i) President, who shall act as Chairman,
 - (ii) College Principal,
 - (iii) Finance Manager of the College
 - (iv) Students' Union Manager
 - (v) Deputy President
 - (vi) one person elected by Council from amongst its members
 - (vii) Secretary of the Union
- 510 The Committee shall examine estimates of expenditure in respect of clubs, societies and Union administration for each ensuing session.
- 511 The Committee shall make provision for the Union accounts to be audited by professional accountants, copies of these audited accounts to be submitted to the Governing Body for approval and the Department for Employment and Learning.
- 512 The Committee shall meet at the request of Executive or Council.
- 513 The Secretary of the Union shall act as Secretary of the Finance Committee.

DISCIPLINARY COMMITTEE

- 514 There shall be a Disciplinary Committee whose function shall be:
- a) To investigate, incidents of:
 - (i) Deliberate or negligent damage or loss of Union property;
 - (ii) Conduct affecting reasonable enjoyment of Union facilities by other members;
 - (iii) Conduct of members officially representing the Union causing damage to other property outside the Union's control;
 - (iv) Actions not in keeping with the spirit of the Constitution and Schedules.
 - (v) Behaviour deemed detrimental to the well being of either students, individuals or to the Union collectively
 - b) The Committee shall comprise of:
 - (i) Deputy President, Clubs/Societies Chairperson, Publicity Secretary, Services Secretary, Entertainments Secretary.
 - (ii) The Chairperson of the Disciplinary Committee shall be the Deputy President of the Students' Union.

- (iii) The Secretary shall be appointed at the discretion of the Chairperson.
- (iv) A quorum for the Committee shall be three.
- (v) If a member of the Committee is bringing a charge, is having a charge brought against him, or is a witness, he or she shall not sit on the Committee for that meeting and will be substituted by a member of the Students' Union Executive.

c) The Committee shall have the following powers:

- (i) To require Union members to attend any disciplinary hearing;
- (ii) To suspend from all or any of the privileges of the Union.
- (iii) To remove from all or any of the privileges of the Student's Union;
- (iv) To call members to attend as witnesses.

d) Procedure:

- (i) The Chairman of the Committee shall convene a Disciplinary Committee within a week of receipt of allegations.
- (ii) 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;
- (iii) Persons against whom specific allegations have been made shall be entitled to be accompanied by a fellow student who may assist, in their defence;
- (iv) The Committee may interview as widely and as often as it requires in order to assist in making its judgment;
- (v) The Committee will come to a decision in private by a majority vote;
- (vi) All parties concerned will be informed of any decision reached as soon as possible;
- (vii) All decisions at the Disciplinary Committee shall be reported by the Chairperson to the Executive and to Council. (Names of individuals who have been subject to disciplinary action shall be held as confidential).

e) Disciplinary Appeals Committee:

A Disciplinary Appeals Committee shall be convened by the Chairman of the Disciplinary Appeals Committee on receipt of an appeal from a student found to be guilty of an incident under 514 a (i-v):

- (i) To reverse or confirm a decision of the Disciplinary Committee;
- (ii) To reduce or confirm a fine imposed by Disciplinary Committee;
- (iii) To reduce or confirm any suspension ordered by the Disciplinary Committee;
- (iv) To order a re-hearing of the case by the Disciplinary Committee.

- f) Composition:
- (i) The Disciplinary Appeals Committee shall consist of the following: President, Welfare Secretary, Academic Secretary, External Relations Secretary, and Secretary. Of the Council.
 - (ii) The Chairman of the Disciplinary Appeals Committee shall be the President of the Students' Union.
 - (iii) The Secretary shall be appointed at the discretion of the Chairperson.
 - (iv) A quorum for the Committee shall be three.
 - (v) If a member of the Committee is bringing a charge, is having a charge brought against him, or is a witness, he or she will not sit on the Committee for that meeting and will be substituted by a member of the Students' Union Executive.
 - (vi) All decisions of the Disciplinary Appeals Committee are final.

WORKING GROUPS

- 515 Subject to paragraph 502, a Working Groups may be established on an ad hoc basis by a particular Executive Committee member in response to a particular demand and in consultation with the Executive Committee
- 516 The particular Executive Committee member shall act as chair, setting the agenda for any meetings and the business of the Working Group

SECTION C

INDEMNITY

Every officer, appointee, or member of staff, of the Union shall be entitled to be indemnified out of the assets of the Union against all losses or liability which he may sustain or incur in or about the execution of his 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 Union in the execution of the duties of his office or in relation thereto, provided that he acted reasonably and in the honest belief that his duty required or empowered him to do it. Nothing in this Clause shall affect his liability for the consequences of any negligent act on his part.

SECTION D

Election Policy

*The reference Students' Union should hereby be considered inclusive of Council and Executive

1.0 Procedures for Campaign

Elections shall be co-ordinated by the Returning Officer in line with the procedure laid out in this section.

1.1 Candidates standing for election are considered available to do so upon submission of a nomination form. After a nomination form has been submitted it is the responsibility of the candidate to canvas at their own discretion.

1.2 Candidates adopt a manifesto of no-more than 600 words (for Executive) and 300 words (for Council- **only to be submitted in the event of an election**). This must highlight how they will conduct their business in office should they be elected. Any manifestos produced must have a word count (not included in the limit) printed in a clear place. All manifestos must have some direct reference to the position for which the said candidate is standing. The manifesto should not name or refer to any other candidates.

Candidates must have submitted in writing, a manifesto to the Returning Officer, no earlier than the point of submitting their nomination form and no later than 24 hours after the close of nominations (excluding weekends and college closures). Failure to do so will signify withdrawal from election. **Although the manifesto may be published in any way to the Student Body it must be submitted (electronically) to the returning officer as a word document in Font "Times new roman"; Point "12". It should not include any graphics or supplementary text.**

Alterations to the content of the manifesto are prohibited after this point; however, it is acknowledged that presentation may vary.

For this reason candidates are encouraged to have a manifesto ready from the point that they submit their nomination form.

1.3 The returning officer will send an internal email to all students, after 48 hours of the close of nominations, containing the manifesto of all candidates standing for election. (The Secretary to the Executive is responsible for assisting the Students' Union Manager in ensuring that all manifestos are correctly incorporated within one, standard Microsoft Word Document.) Otherwise, the College e-mail system cannot be used to canvas votes.

1.4 Canvassing will begin upon notice given by the returning officer, and all candidates may rightfully canvas from that point **provided that they have submitted a signed copy of the election policy.**

1.5 Results of the Election will be published in accordance with para 119 and 129 of the Students' Union Constitution.

2.0 Rules for Campaign

The rules as highlighted in this section must be strictly adhered to during an Election campaign.

2.1 Candidates may comment directly on the manifesto of opposing candidates during the period of canvassing. Such comments should be restricted to the content of the manifesto and should not make reference to any other candidate's persona or cast aspersions on their character. Such action will be considered in contravention of paragraph 2.2.

2.2 Candidates are prohibited from making any implicit or explicit comments in relation to the persona of other candidates. Only during recognised debates (as organised and facilitated by the Returning Officer) candidates may respond directly to verbal arguments made by other candidates. However, they are still prohibited from making reference to the character of another candidate.

2.3 Returning Executive members and the President elect may not actively engage in the campaign of any candidate or canvas for that candidate.

2.4 Candidates are not permitted to run as a party or encourage shared voting.

2.5 Candidates may display posters on authorised notice boards (or any area that have the prior consent of the returning officer), provided the posters have the Students' Union stamp on them. Candidates should not engage in posting on walls etc.

2.6 Opponents' posters or other canvassing material(s) are not to be removed or vandalised.

2.7 Posters will not be displayed in the following areas:

- a. The hallway leading to the Students' Union, the Students' Union office itself, and the College Club,
- b. Posters are not to be placed on fire doors or walls (they will be removed by College staff)
- c. Canvassing cannot take place within CHATZ, although notice boards leading to CHATZ can be used provided posters are appropriately stamped.
- d. Main Building

In the event of a formal complaint being raised with the Returning Officer para 120 of the Students' Union Constitution will apply and he will consult the Executive at his

discretion. Every effort will be made to resolve the issue within one week from the date of complaint.

2.8 Social Networks and the Internet may be used to canvas votes however para 1.0 – 2.7 inclusive in the procedure for campaign remain applicable.

In the event of a breach of the procedure for campaign being noted, those who identify the breach are encouraged to submit as much evidence as possible with the complaint. I.E. Screen shots, times, dates, comments made etc. should accompany the submission of complaint. The complaint will then be considered under para 120 of the Students' Union Constitution.

Stranmillis Students' Union encourages a fair and positive spirit of campaign and encourages dialogue where there may be dispute; however this policy provides a definite complaints procedure and should highlight a clear policy for candidates engaging in campaign for election. A copy of this policy must be signed and submitted with the candidate's individual nomination form (failure to do so will result in the candidate being withdrawn from election). It is the responsibility of the candidate standing for election to understand this policy.

I declare my knowledge of this policy and agree to the procedures it sets out. I acknowledge that e-mail is the primary form of communication within this policy and that I have responsibility for monitoring my e-mails no-less than every 12 hours.

Signed:

Date

Received on date:

Acknowledged and Signed by Students' Union administrative staff or the Students' Union Manager:

SECTION E

STANDING ORDERS OF THE UNION

Regulations for meetings

1. Standing Orders shall apply to Council and General Meetings of the Union.
2. Only Ordinary members of the Union may speak and vote at General Meetings. Only Council members may speak and vote at Council Meetings. Honorary Life members may speak but not vote at general meetings. All non-Council members of the Union may attend Council meetings as observers and may speak with the permission of the meeting.

AGENDA

3. At any statutory meeting of the Council the order of business shall be as follows:
 - (a) Apologies
 - (b) Minutes of previous Council
 - (c) Business arising from the Minutes
 - (d) Executive Minutes
 - (e) Correspondence
 - (f) Executive Reports
 - (g) Constituency Reports
 - (h) Business brought forward by Executive
 - (i) Emergency Motions
 - (j) Any other business.
4. The precedence of motions shall be that allocated in the notice convening the meeting.
5. Subject to the approval of the Council, the Executive shall have the power to rearrange the Agenda and limit the period of discussion for any item of the Agenda of the Council.

THE CHAIR

6. The Chair shall be taken by the President of the Union or in his absence the Deputy President, or in his absence by another member elected by the meeting.

7. The Chairman shall be the sole interpreter of Standing Orders, subject to the right of any member to challenge his ruling as provided for in Standing Orders 28 (j).
8. The Chairman shall not participate in debate.
9. The Chairman shall be heard in silence.

SPEAKERS

10. Every speaker shall rise and address himself solely to the Chairman. If two or more speakers rise to speak at the same time, precedence shall be given to him who first catches the Chairman's eye. If several speakers rise to speak on a motion, the Chairman may note them and call upon them before seeing further speakers.
11. No member shall speak more than once on the same motion except with the permission of the meeting or as provided for under Standing Orders 17 and 26.
12. Speakers shall confine themselves to the time limit decided by the Chairman on the advice of the Executive. This rule shall also apply to visitors.
13. The proposer of a motion may introduce no new material during his summing up speech.

VOTING

14. Voting on a motion may be by show of hands or by secret ballot. In the case of elections, voting shall be by secret ballot unless the meeting otherwise decides. Tellers shall be appointed by the Chairman.
15. Each member of the Council shall have one vote. If any member be absent he may delegate his vote to a substitute member of the constituency which he represents, provided that such member does not thereby exercise two votes.
16. The Chairman shall possess a casting vote only.

MOTIONS

17. Every motion or report shall be proposed and seconded and shall thereafter be open for discussion. The proposer shall have the right to reply immediately before a vote is taken. There shall be no new information or points of information during a summing up speech.

18. No speech shall be permitted except to a motion submitted in writing to the meeting. On a motion being ruled out of order, no discussion shall take place at that meeting.
19. Any motion, or amendment, once proposed and seconded, may be withdrawn only with the consent of the meeting.
20. It shall be competent for the Chairperson, in the absence of discussion, to ask whether there is any discussion, opposition or amendment, and in the absence of response, to call for a vote on the issue. The motion will be carried on the majority vote.
21. No motion upon which the Council or Union has given a vote shall be again introduced during the same term of office, except at the discretion of the Executive.
22. Emergency motions may be moved if and only if they deal with matters which have arisen since the date for submission of motions. Emergency motions may only be discussed if all properly submitted motions have been discussed.

AMENDMENTS

23. All amendments to motions must be handed to the Secretary in writing 24 hours before the start of the meeting with a proposer and a seconder.
24. There shall be only one motion or amendment before the meeting at any one time. The first amendment to a motion shall be proposed immediately after the motion has been proposed and seconded.
25. The proposer of the amendment shall have the right to sum up before a vote on it is taken.
26. In the event of any amendment being carried which was not accepted by the proposer of the original motion, the amended motion shall become the substantive motion, and the proposer of the amendment shall become the holder of that substantive motion.
27. When all amendments have been voted upon, the substantive motion shall be debated.

PROCEDURAL MOTIONS

28. The following procedural motions may be moved:
 - (a) that the motion be now put;
(This motion may be accepted by the Chairman at his discretion. There shall be no discussion on this motion. If carried the

- proposer of the substantive motion or amendment shall immediately sum up and the matter shall be put to the vote.)
- (b) that the motion be not put;
 - (c) that the matter be adjourned to a later specified meeting;
 - (d) that the matter be referred back to a committee or sub-committee for re-examination;
 - (e) that the matter be referred to a committee or sub-committee for investigation and report;
 - (f) that the matter lies on the table;
 - (g) a motion for the temporary adjournment of the meeting for not longer than ten minutes.
 - (h) that the speaker be no longer heard;
 - (i) that the motion be voted on in parts;
- In addition there may be:
- (j) a challenge to the Chairman's ruling. (There shall be one speech for the challenge, the Chairman shall reply and the matter shall be put to the vote);
 - (k) a motion for a temporary Chairman;
 - (l) a motion of no confidence. (There shall be one speech for, one against and the matter shall be put to the vote).

Save where otherwise stated when a procedural motion has been moved, there shall be one speech against followed by the summing up. The motion shall then be put to the vote.

GENERAL RULES

- 29. Points of information may be raised by any member except during a summing up speech and provided that the speaker occupying the floor signified his intention of giving way. They shall consist of either information offered to or asked of the speaker who has given way.
- 30. Points of Order, which take precedence over any other business, and upon which there shall be no discussion, may be raised by any member. They must be framed as a question to the Chairman, and be related to the conduct of the meeting.
- 31. Motions shall require a simple majority except where otherwise specified in the Constitution or Standing Orders.
- 32. Any suspension of Standing Orders shall require a majority of two thirds of those present.
- 33. Should disorder arise, the Chairman, at his discretion, shall be entitled to adjourn the meeting and quit the chair, and in so doing, the meeting shall be ipso facto, immediately adjourned, but at the next meeting of the Executive he shall give his reasons for adjourning the meeting.

34. At all meetings of the Council, 50% + 1 of the total membership of the Council shall constitute a quorum.
35. At all meetings of the Union, 15% of the total membership of the Union shall constitute a quorum.
36. Any article or articles of the Standing Orders may be amended at any statutory meeting of the Council by a two-thirds majority vote of those present and entitled to vote provided that the number of members voting in favour of a motion is greater than one half of the total membership of the Council; provided that notice of such motion shall have been presented in writing to the Secretary of the Council and read at the meeting previous to that meeting at which it shall be discussed and shall have been included in the notice convening the subsequent meeting.

PROCEDURE AT MEETINGS OF COMMITTEES

37. At all meetings of any committee or working group of council and of the Executive the quorum shall be 50%+1 of the total number of the members