

*THE CONSTITUTION*

*OF*

*THE STUDENTS' UNION*

*STRANMILLIS UNIVERSITY COLLEGE, BELFAST*

**November 2001**

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

**INTERPRETATION**

1. Wheresoever in the Constitution the masculine word is used, it shall be deemed to include the feminine.
2. Wheresoever in this Constitution the term "authorised noticeboards" is used it shall be deemed to refer to such noticeboards as the Students' Representative Council shall from time to time acquire.

**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 enrolled in the College and have paid the Union membership fee - approved by the Board of Governors.

II Membership of the Union shall be divided into:

- (a) Ordinary membership
- (b) Honorary Life Membership

(a) Ordinary Members are students who have enrolled with the Union within the Academic Year. 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 members shall have the right to avail themselves 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) to afford members of the Union a recognised means of communication with the College Authorities 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 which shall be composed of representatives elected annually by and from the membership of the Union.

V The power of the Council shall be delegated to the Executive which, subject to any specific directives of the Union or of the Council acting on behalf of the Union. The Executive shall represent and act on behalf of and in the name of the Union on all occasions. The Executive of the Council shall consist of the

following officers:- President, Deputy President, Secretary, 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 entered office when the President, or in his absence his Deputy authorised by the Executive, 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 Board of Governors of the College.

This Constituion was approved by the Board of Governors of Stranmillis University College at its meeting held on 14<sup>th</sup> November 2001.

## **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 constituency,
- (c) Post Graduate constituency,
- (d) Mature Student constituency.
- (e) The Halls of Residence shall return two Members to Council.

102 Members returned by the aforesaid constituencies shall all possess equal voting rights at all meetings of the Council.

103 a) There shall be year constituencies for the first, second, third and fourth years, each year returning eight members.

(i) The positions within each year will be open to all degree programmes offered by the College.

(ii) Of the eight positions in first, second and third year, 6 representatives shall be from the BEd programme, 1 from the BSc. (Health & Leisure Studies) Programme and 1 from the BA (Early Childhood Studies) Programme. If 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) The electorates of the above constituencies shall be members of the Union for the year to which the candidates belong.

b) There shall be one constituency returning two members to Council elected from and by the Clubs and Societies Committee.

(c) There shall be one Post Graduate constituency returning two members to Council elected from and by all the students of the Post Graduate Course.

(d) There shall be two Mature Student councillors (not gender specific).

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) or (c).

104 The electoral status of any candidate shall be determined by reference to the rolls of the College; where the aforesaid electoral status is uncertain the matter shall be referred to the Director (External Affairs) for resolution.

105 The Returning Officer, who shall be the SRC Secretary, shall require each intending voter to produce for inspection such credentials as are set out in the notices required by 140(a).

## 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).
- 107 Where the number of candidates exceeds the number of seats in a constituency, an election shall be held on a date deemed appropriate by the Returning Officer/SRC Executive
- 108 At least three weeks before the date of poll the Returning Officer shall post notices on the authorised notice boards declaring the vacancies to be filled and the date, place and time of polling. (See 140(a)). If the period of three weeks is considered inappropriate by the Executive, they may change the time scale providing that it is a REASONABLE change.
- 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 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.
- 113 Within 24 hours of the close of nominations, the Returning Officer shall post on the authorised notice boards, a list of the candidates in each constituency (see 140A).
- 114 Voting shall be by secret ballot, voters placing a "✓" or "x" at the candidates name. Each voter will be entitled to one vote. Counting shall be by means of majority vote.
- 115 Polling shall take place at times which, in the opinion of the Returning Officer, are most suitable for persons eligible to vote.
- 116 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.
- 117 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.

- 118 All Laws and Schedules governing an election shall be deemed to apply to a supplementary election.
- 119 The number of votes cast in favour of each candidate shall be disclosed only to the candidates involved. Further publication will be at the candidates' discretion.
- 120 All questions relating to the validity of an election shall be referred to the Executive, whose decision shall be final.

### EXECUTIVE ELECTIONS

- 121 All Executive Officers shall be elected by the membership of the Union in the second semester of the academic year on a day selected by the serving Executive; the Deputy President elect (who shall be in their penultimate year at the time of the poll) and the President elect (who shall be a final year student at the time of the poll) shall be elected by the membership of the Union for a term of one year.
- 122 In the event of no candidates standing for Presidential election in their final year, the serving President, subject to Council's approval, may serve for a second term of office.
- 123 At least three weeks before the date of poll, the Returning Officer shall post notices on the authorised notice boards declaring the vacancies to be filled and the date, place and time of polling. (See 140(a)).
- 124 Nominations on the prescribed form shall be lodged with the Returning Officer at least seven days preceding the date on which the elections shall take place. A candidate's certificate of nomination shall be signed by a proposer and three seconders. (See 140(b)) No candidate may seek election for Executive for more than one Executive position.
- 125 Within 24 hours of the close of nominations, the Returning Officer shall post on the authorised notice boards, a list of the nominations for each office, and the date, place and time of polling. (See 140(a))
- 126 Where candidates exceed the number of seats in a constituency, an election will be held on a date deemed appropriate by the Returning Officer/SRC Executive.
- 127 Elections for all Executive posts shall be carried out in the manner laid down in paragraphs 108-120 inclusive.
- 128 In the case of elections for all Executive positions the majority vote system of counting shall be used.
- 129 (a) The officials at the counting of votes of elections shall be:
- (i) Returning Officer, (SRC Secretary)
  - (ii) President;
  - (iii) Union Administrative Officer
  - (iv) An impartial observer.

Where the SRC Secretary has been/is involved in the election, a substitute will be nominated by the Executive.

(b) The aforementioned 'impartial observer' must be a member of the current executive or executive elect, provided that he is not involved in the said election.

130 The results of Executive elections shall be posted on the authorised notice boards not later than the day after the elections.

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

### COUNCIL VACANCIES

132 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.

133 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 absenting himself from 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.

134 Any member who ceases to pursue a recognised course of study in the College shall be deemed to have vacated his seat on the Council and any committees thereof and any office thereof held.

### EXECUTIVE VACANCIES

135 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.

136 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.

137 If the office of President becomes vacant, the Deputy President shall undertake the duties of the President until such times as the office shall be filled by means of a supplementary election.

138 If the office of Deputy President becomes vacant, the Executive shall appoint a member of the Executive to fulfil the duties subject to ratification by Council. The subsequent vacancy shall be filled by a member of the Union co-opted by the Executive.

139 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

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

- (a) The notices referred to under paragraphs 105, 108 and 123 shall clearly state the credentials of identification required by the Returning Officer to be produced by each intending voter, such credentials to consist of the intending voter’s Students’ Representative Council card duly stamped for the current session.
- (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 representative \_\_\_\_\_

Year \_\_\_\_\_ Course \_\_\_\_\_

College No. \_\_\_\_\_

Date and place 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)

## **CHAPTER II - MEETINGS**

### GENERAL

- 201 Meetings shall normally take place in term time.
- 202 The Secretary of the Council shall post notices for each meeting on the authorised notice boards announcing 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.
- 203 The Secretary shall post notices of agenda for Council not less than 48 hours, excluding Saturdays and Sundays, prior to all meetings. Distribution of Executive Agenda by internal means shall be not less than 48 hours prior to meeting, excluding Saturdays and Sundays.
- 204 Save where otherwise stated, visitors 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 constituted general meeting, the Executive shall consider giving precedence to the remainder of the agenda at the next meeting.

#### MEETINGS OF THE UNION

- 207 Meetings of the Union shall be by extraordinary meetings.
- 208 At all meetings 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 before the meeting. The Secretary shall post copies of such motions on the authorised notice boards 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 authorised notice boards not more than five days, excluding Saturdays and Sundays, following such a meeting.
- 215 A member attending a meeting of the Union shall show proof of membership to the secretary on entrance to the place of 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 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 On its inauguration the Council shall appoint such members of the Committee specified in paragraph 501 as is required by the Laws of this Constitution.
- 223 The Annual General Meeting of the Council shall be the statutory meeting in May.
- 224 Annual Reports shall be presented at the Annual General Meeting by all Executive Officers.
- 225 Extraordinary meetings of the Council shall be held when the Executive deem necessary 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.
- 226 Representatives of a constituency shall collectively endeavour to ensure that a constituency shall be represented at any meetings of the Council.
- 227 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.
- 228 The Secretary of the Council shall post minutes of the main business transacted at a meeting of the Council on the authorised notice boards 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.
- 229 Copies of 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.

## MEETINGS OF YEAR GROUPS

- 230 A group are those students who are members of the Union within the 1st, 2nd, 3rd or 4th year of their course.
- 231 At all meetings of the year groups, 50% + 1 of their membership shall constitute a quorum.
- 232 Meetings of the Year groups shall be by extraordinary meetings
- 233 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.
- 234 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, these motions to be posted on the authorised notice boards at least 24 hours, excluding Saturdays and Sundays, before such a meeting.
- 235 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 Union Secretary for discussion at the next Executive Meeting. The Union Secretary shall then be responsible for bringing the business to the attention of the next Council meeting.
- 236 A member attending a year group meeting shall show proof of membership of that year group 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 shall have the right to make written application to the Council for the status of 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 have gained affiliation to the Council on a motion to that effect being carried, fulfilling the conditions laid down in 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 Union financial situation.

305 The Clubs and Societies chairman shall maintain lists of clubs and societies currently affiliated.

306 The Clubs and Societies Committee 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 status of an affiliated 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 abusing membership 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 SRC Administrative Officer 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 SRC Administrative Officer no later than the 28<sup>th</sup> February each year for the following Academic Year.

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 shall be : President, Deputy President, Secretary, Clubs and Societies Secretary, Academic Secretary, External Relations Secretary, Publicity Secretary, Services Secretary, Entertainment Secretary and Welfare Secretary.
- 402 All Executive Officers shall have been members of the Union for at least one Academic Year at the time of taking office.
- 403 The President, Deputy President, Secretary and Publicity Secretary of the Council shall be members of all committees and sub-committees of the Council but shall not act as secretary or treasurer of any such committees or sub-committees, except where otherwise provided.
- 404 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.
- 405 The Executive shall have the power to impose on any member abusing his membership of the Union such penalties as it deems appropriate, subject to the right of appeal to the Union.
- 406 The powers of the Executive laid down under paragraphs 315 and 405 hereof shall only be exercised where such club, society or individual has acted in a manner prejudicial to the welfare of the student body.
- 407 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.
- 408 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

- 409 The President shall be responsible for the overall co-ordination of the Executive and shall, subject to the approval of the Executive, allocate duties to the Executive Officers.
- 410 The chair for all meetings of the Union and Council shall be taken by the President or by another member of the Executive designated by him.
- 411 He shall be:

- (a) a member of the Finance Committee of the Union and shall act as Chairperson of that Committee.
- (b) a member of the Reserve Fund Committee of the Union and shall act as Chairperson of that Committee.

412 He will deal with any complaints from within the Student Body and may consult at his discretion with the Student Union Executive. All decisions taken will be final.

#### THE DEPUTY PRESIDENT

413 He shall be a member of the Finance Committee of the Union and a member of the Reserve Fund Committee of the Union.

414 The Deputy President shall act as an advisor to the President and shall act in his absence when required.

#### SECRETARY

415 The Secretary shall be responsible for the minutes of all meetings of the Union, the Council and the Executive.

416 He shall be responsible for all correspondence and records of the Union, the Council and the Executive.

417 He 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.

418 He shall be a member of the Finance Committee of the Union and shall act as Secretary of that committee.

419 He shall act as Returning Officer at all elections except those in which he is personally involved and in such cases the Executive will recommend a nominee to act in this position for the duration of the said election.

#### CLUBS AND SOCIETIES SECRETARY

420 He shall convene and preside as Chairperson at all meetings of the Union Clubs and Societies Committee.

- 421 The Clubs and Societies Secretary shall be responsible to Council for all matters pertaining to the affiliated clubs and societies of the Council.
- 422 He shall convey the decisions and recommendations of the said Committee to the Council at each statutory meeting of the Council except the inaugural meeting.
- 423 He 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

- 424 He shall convene and preside as Chairperson at all meetings of the Union Academic Committee.
- 425 The Academic Secretary shall be responsible to Council for all matters pertaining to education.
- 426 He shall convey the decisions and recommendations of the said Committee to the Council at each statutory meeting of the Council except the inaugural meeting.
- 427 He shall be responsible for all matters pertaining to academic opportunities for all Union members.

#### EXTERNAL RELATIONS SECRETARY

- 428 He shall convene and preside as Chairperson at all meetings of the Union External Relations Committee.
- 429 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.
- 430 He shall take all such action as is conducive to the furthering of Section A, Article III (iv) of the Constitution.

#### PUBLICITY SECRETARY

- 431 He shall convene and preside as Chairperson at all meetings of the Union Publicity Committee.
- 432 The Publicity Secretary shall be responsible to Council for all matters pertaining to Union publicity within the College.

433 He shall be responsible to the Council for the state and condition of the authorised notice boards within the Union.

434 He shall convey the decisions and recommendations of the said Committee to the Council at each statutory meeting of the Council except the inaugural meeting.

#### SERVICES SECRETARY

435 He shall convene and preside as Chairperson at all meetings of the Union Services Committee.

436 The Services Secretary shall be responsible to Council for all matters pertaining to services provided by the Union.

437 He shall be responsible to Council for all matters pertaining to services provided by the College Authorities.

438 He shall convey the decisions and recommendations of the said Committee to the Council at each statutory meeting of the Council except the inaugural meeting.

#### ENTERTAINMENTS SECRETARY

439 He shall convene and preside as Chairperson at all meetings of the Union Entertainments Committee.

440 The Entertainments Secretary shall be responsible to Council for the organisation of entertainments and other activities relating to the social aspect of the Union and College Club (in consultation with the College Club Management Committee) including discos, films and any other entertainments.

441 He shall convey the decisions and recommendations of the said Committee to the Council at each statutory meeting of the Council except the inaugural meeting.

#### WELFARE SECRETARY

442 He shall convene and preside as Chairperson at all meetings of the Union Welfare Committee.

443 The Welfare Secretary shall be responsible for the general and particular interests of the members of the Union in matters pertaining to welfare.

444 He shall present at the Annual General Meeting of Council a report on the total monies raised for charities.

445 He shall recommend to Executive the charities that are to be sponsored throughout the Academic Year.

446 He shall convey the decisions and recommendations of the 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) Clubs & Societies Committee
- b) Academic Committee
- c) Entertainments Committee
- d) External Relations Committee
- e) Publicity Committee
- f) Reserve Fund Committee
- g) Services Committee
- h) Welfare Committee
- i) Union Finance Committee
- j) Disciplinary Committee

502 The above committees may be convened at the discretion of the appropriate conveners. Each committee should have office-bearers consisting of at least a Chairperson and Secretary.

503 Special committees shall be appointed as and when the Council may decide; such committees shall not continue for more than six weeks without approval of the Council.

504 A committee shall have the right to delegate any part of its duties to a sub-committee appointed by and from its own members.

505 Notices concerning a meeting of the committee shall be posted by the secretary of the committee on the authorised notice boards at least 72 hours, excluding Saturdays and Sundays, before such meeting.

506 A vacancy on a committee shall be filled by co-option by the Council.

507 Save where hereinafter provided members of all committees of the Council shall be members of the Union.

508 Those committees detailed under paragraph 501 shall continue for one calendar year following their election.

509 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.

### CLUBS AND SOCIETIES COMMITTEE

510 The Clubs and Societies Committee shall consist of such members of the Union as the Clubs and Societies Secretary deems necessary.

The Clubs and Societies Committee shall consist of one member elected by each affiliated club and each affiliated society.

511 The functions of the Committee shall be:  
(a) to promote the interests of the affiliated clubs and societies;  
(b) to consider all matters directly concerning such interests; and  
(c) to present its recommendations to the Council.

512 The Committee shall elect, at its first meeting in each session, a secretary who shall act for the chairman in his absence.

### ACADEMIC COMMITTEE

513 The Academic Committee shall consist of such members of the Union as the Academic Secretary deems necessary.

The Academic Committee shall consist of two persons elected by Council from among its own members, and not more than four persons who shall be co-opted from among the members of the Union.

514 The function of the committee shall be:  
(a) to promote the general and particular interests of the members of the Union in academic matters; and  
(b) to formulate and present to Council proposals which, on approval by Council, shall form the academic policy of the Union.

515 The Committee shall elect, at its first meeting in each session, a secretary who shall act for the chairman in his absence.

### ENTERTAINMENTS COMMITTEE

516 The Entertainments Committee shall consist of such members of the Union as the Entertainments Secretary deems necessary.

The Entertainments Committee shall consist of two persons elected by Council from among its own members, not more than four persons who shall be co-opted from among the members of the Union.

517 The functions of the committee shall be to organise, co-ordinate and control all matters pertaining to entertainments undertaken by the Union.

518 The Committee shall elect, at its first meeting in each session, a secretary who shall act for the chairman in his absence.

PUBLICITY COMMITTEE

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519 The Publicity Committee shall consist of such members of the Union as the Publicity Secretary deems necessary.

520 The function of the Committee shall be to assist the Publicity Secretary in his daily duties.

521 The Committee shall elect, at its first meeting in each session, a secretary who shall act for the chairman in his absence.

SERVICES COMMITTEE

522 The Services Committee shall consist of such members of the Union as the Services Secretary deems necessary.

523 The Services Committee shall consist of two persons elected by Council from among its own members, not more than four persons who shall be co-opted from among the members of the Union, and two members of the College staff who shall be invited to serve on the Committee by the chairman.

524 The functions of the Committee shall be  
(a) to organise, control and co-ordinate all other services provided by the Union except those already catered for by other committees;  
(b) to concern itself with all matters pertaining to catering services within the College.

525 The Committee shall elect, at its first meeting in each session, a secretary who shall act for the chairman in his absence.

WELFARE COMMITTEE

526 The Welfare Committee shall consist of such members of the Union as the Welfare Secretary deems necessary.

The Welfare Committee shall consist of two members elected by Council from among its own members, and not more than four persons who shall be co-opted from among the members of the Union.

EXTERNAL RELATIONS COMMITTEE

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- 527 The External Relations Committee shall consist of such members of the Union as the External Relations Secretary deems necessary.
- 528 The function of the Committee shall be to assist the External Relations Secretary in his daily duties.
- 529 The Committee shall elect, at its first meeting in each session, a secretary who shall act for the chairman in his absence.

#### RESERVE FUND COMMITTEE

- 530 The Reserve Fund Committee shall consist of:
- (i) President, who shall act as Chairman,
  - (ii) College Principal,
  - (iii) Director (Corporate Affairs)
  - (iv) SRC Administrative Officer
  - (v) Deputy President
  - (vi) one person elected by Council from amongst its members
  - (vii) Secretary of the Union
- 531 The functions of the Committee shall be:
- (a) to review annually the Reserve Fund;
  - (b) to consider requests from the Union or the Council for money from the Reserve Fund; and
  - (c) to decide how money, if any, given from the Reserve Fund should be used.
- 532 Any expenditure in any Academic Year in excess of the interest credited to the Fund in the previous Academic Year shall be subject to the approval of the Board of Governors.
- 533 The Committee shall meet on request by the Executive or the Council.

#### FINANCE COMMITTEE

- 534 The Finance Committee shall consist of:
- (i) President, who shall act as Chairman,
  - (ii) College Principal,
  - (iii) Director (Corporate Affairs)
  - (iv) SRC Administrative Officer
  - (v) Deputy President
  - (vi) one person elected by Council from amongst its members
  - (vii) Secretary of the Union
- 535 The Committee shall examine estimates of expenditure in respect of clubs, societies and Union administration for each ensuing session.

- 536 The Committee shall make provision for the Union accounts to be audited by professional accountants, copies of these audited accounts to be furnished to the Board of Governors and the Department for Employment and Learning.
- 537 The Committee shall meet at the request of Executive or Council.
- 538 The Secretary of the Union shall act as secretary of the Committee and shall act for the chairman in his absence.

### DISCIPLINE

- 539 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 that has been deemed by the Student Union Executive to be detrimental to the well being of either students, individuals or the Students' 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 Appeals 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 will 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 request Union members to attend;
    - (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 on receipt of charges.
    - (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 wherein a majority decision will prevail with the Chairperson having the deciding 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 on receipt of an appeal from a student found to be guilty of an incident under 539a (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, Secretary.
  - (ii) The Chairperson 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.

## **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 nothing in this Clause shall affect his liability for the consequences of any negligent act on his part.

## SECTION D

### 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. Standing Orders for procedures at meetings of Council shall be binding on the committees of the Council as far as possible, and except as hereinafter otherwise directed, and provided that the restrictions as to speaking in Council shall not apply, and that strangers shall not be admitted except by way of deputation.

38. At all meetings of any of the committees or sub-committees of council and of the Executive the quorum shall be 50%+1 of the total number of the members. In the case of a sub-committee of three, the quorum shall include at least one member of the Executive.

39. The several committees may each appoint sub-committees to whom may be allocated respectively sections of the duties of the parent committee; such sub-committees shall not consist of fewer than three members.