

## **STANDING ORDERS**

Approved by the All Student Meeting 10/02/2025

Accepted by the Charities Commission XX/XX/2023

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## STANDING ORDER 1 – THE UNION’S CODE OF PRACTICE

### 1.1. Code Of Practice Pursuant to the Requirements of Part II Of The Education Act 1994

This Code of Practice is approved by the University of Derby’s (the University) ‘Governing Council’ in fulfilment of the requirements of Clause 22(3) of the Education Act 1994 which requires that Council shall take such steps as are reasonably practicable to ensure that the University of Derby Students' Union (subsequently referred to as the Union of Students / the Union) operates in a fair and democratic manner and is accountable for its finances. The Union has a full legal responsibility to conform in detail to all the requirements of this Code. This Code forms part of an overarching Partnership Agreement between the University and the Union, a formal agreement which is reviewed annually.

### 1.2. The Union Articles of Association

- 1.2.1. There shall be a written governing document, known as the Articles of Association or Articles, for the Union of Students, approved by the Governing Council and reviewed at intervals of not more than five years.
- 1.2.2. Any amendments to the Articles shall be approved by the Governing Council on the recommendation of the Union’s Board of Trustees. The Charity Commission shall be notified of such changes and once confirmed, these shall be effective from this date.

### 1.3. Membership

- 1.3.1. All registered students of the University shall be members of the Union unless they choose not to be so.
- 1.3.2. This right to opt-out shall be permitted once only during an academic year and will be made available at the enrolment.
- 1.3.3. Students shall be informed annually by the University of the opting-out procedure; **the consequences of opting-out of membership shall be outlined in Standing Order 2.**
- 1.3.4. A student opting-out of the Union shall not be unfairly disadvantaged with regard to the provision of services or otherwise.

### 1.4. The Union Elections

- 1.4.1. Appointment to major Union offices shall be by election in a cross campus, secret ballot in which all members of the Union are entitled to vote.
- 1.4.2. The University’s Governing Council shall satisfy itself that the elections to major Union offices are fairly and properly conducted by receiving an account from the Returning Officer or nominated deputy submitted to the Secretary to the Council annually.
- 1.4.3. Elections shall be conducted in accordance with the Union’s Standing Orders which should dictate that no person shall hold an Executive Officer position, or paid elected office, in the Union for more than two years.

### 1.5. Requirements of Charity Law

- 1.5.1. The Union is governed by the law relating to Educational Charities and the Union shall incur no expenditure, and take no other action, which is inconsistent with existing legislation.
- 1.5.2. The Union may spend money on political debate but it may not support political or other causes which do not directly impact upon its members’ education or welfare. However, this does not prevent students from raising funds for the support of any lawful cause which does not conflict with the Unions’ Standing Orders, Articles or policies.

## **1.6. Union Finances**

The financial affairs of the Union shall be properly conducted and shall be the subject of a financial memorandum between the University and the Union which shall specify the financial relationship between the Union and the University. The annual accounts of the Union of Students shall be made available to the Governing Council and to all students.

## **1.7. Affiliation To External Organisations**

1.7.1. The Union will publish through its normal communication channels any decision made to affiliate to an external organisation. This will state the name of the organisation and detail any fees or donations paid to the organisation. The Executive Committee and Board of Trustees will review all affiliations to external organisations at least once per year and will publish an annual report giving details of all such affiliations (including any subscriptions, fees or donations paid since the last report) which shall be presented for approval annually at the Annual General Meeting.

1.7.2. A request may be made to the Union by at least 200 full members that the question of continued affiliation to any particular external organisation be decided upon by Referenda, of which quoracy will be 1000 Union members. No organisation may be subject to such a ballot more than once in any academic year. The procedure governing Referenda is outlined in the Standing Orders.

## **1.8. Allocation of Resources to the Sports and Union Societies**

The Union shall publish annually the procedure for allocating resources to the Sports Clubs and Union Societies. This shall be freely available to any registered member upon written application to the President.

## **1.9. Complaints**

Any complaint by an enrolled student with regard to their dealings with the Union will be dealt with in accordance with the Union's published Complaints Procedure. In the first instance a complaint form should be completed and sent electronically to [complaints@derbyunion.co.uk](mailto:complaints@derbyunion.co.uk), as outlined in the Union Complaints Process: [www.derbyunion.co.uk/us/complaints/](http://www.derbyunion.co.uk/us/complaints/)

## **1.10. Freedom of Speech**

The Union of Students and its members are bound by law to uphold the freedom of speech and to observe the University's Code of Practice in relation to Freedom of Speech drawn up pursuant to Section 43 of the Education (No. 2) Act of 1986. The Union will be required to publish a freedom of speech policy and to be reviewed every 3 years.

## **STANDING ORDER 2 – MEMBERSHIPS**

### **2.1 Full Membership**

- 2.1.1. All enrolled students registered at the University of Derby shall be full members of the Union unless they choose to opt out of their membership, under the provision of the Education Act 1994.
- 2.1.2. Full Members are entitled to:
  - 2.1.2.1. Participate in the governance of the Union.
  - 2.1.2.2. Access all activities run by the Union.
  - 2.1.2.3. Use all services and/or facilities available through the Union.
  - 2.1.2.4. Stand as candidates and vote in elections as defined by the schedules.
  - 2.1.2.5. Call for a referendum on policy, schedules or Executive Officer conduct, in accordance with the schedules governing referenda and Officer discipline.
- 2.1.3. Full Membership shall be valid for the period of time a student is enrolled at the University.
- 2.1.4. The consequences for a registered student of the University of Derby opting out of their membership to the Union are as follows:
  - 2.1.4.1. Non-members are not permitted to vote in the Union elections or Referenda;
  - 2.1.4.2. Non-members are not allowed to stand as a candidate in any elections in the Union;
  - 2.1.4.3. Non-members may join any Sports Club or Union Society and will be covered by the Union insurance, but are not entitled to hold a committee position on any club or society;
  - 2.1.4.4. Non-members will not generally be eligible for appointment to University Committees where student representation is provided via the Union.
- 2.1.5. If a student chooses not to be a member they must notify the President in writing, within ten working days of the date their course commencing. The President will inform the Clerk to the University Governors.

### **2.2 Associate Membership**

In accordance with Article 15, the Union can establish such classes of associate membership with such description and with such rights and obligations as they think fit:

- 2.2.1. Associate membership may be granted to all Union staff, members of University staff, or Alumni members of the University at the discretion of the Trustees;
- 2.2.2. Associate members may become a member of any Sports Club, Union Society or Student-Led Service, participate in the Union's organised events, and use the Union's bars and clubs at the discretion of the organising committees or license holders;
- 2.2.3. Associate members may not:
  - 2.2.3.1. Participate in the governance of the Union and do not hold an eligible vote in any election process; or
  - 2.2.3.2. Hold a committee position on any club or society.
- 2.2.4. On an annual basis the Trustees shall set the fee for associate membership.

### **2.3. Honorary Life Membership**

- 2.3.1. Honorary Life Membership may only be conferred by the Scrutiny Panel.
- 2.3.2. Honorary Life Members are given Associate Membership each year without paying the associate membership fee.
- 2.3.3. Any Full member may nominate someone for Honorary Life Membership.
- 2.3.4. Executive Officer and Student Trustees reaching the end of term of office shall be automatically nominated.
- 2.3.5. The maximum number of Honorary Life Memberships available each year shall be limited to four plus the number of Executive Officer and Student Trustees at the end of term of office. This

means that the Scrutiny Panel must consider the merits of each application based on the nominees' contribution to the Union.

### **STANDING ORDER 3 - ELECTIONS**

These regulations shall apply to all elections by ballot for all campus elections including Executive Officers, Student Officers and National Union of Students (NUS) Reps, and shall be read in conjunction with the Candidates' Guide and the Articles of the Union.

#### **3.1. Elections**

- 3.1.1. Elections shall take place each academic year by cross campus secret ballot.
- 3.1.2. All elected positions shall hold office for one calendar year, commencing in the July following the election, with the exact date of handover to be noted within the Elections Candidate Guide produced each year. The last day in office for outgoing Officers will be the second Friday in July on whichever date this falls.
- 3.1.3. The level of remuneration for the Executive Officers shall be agreed by the Board of Trustees but shall only be effective if the Board of Trustees follow the procedure and observe the conditions set out in clauses 30.5 of the Articles of Association.
- 3.1.4. Once elected all Executive Officers may attend meetings of the Executive Committee as an observer and any relevant meetings to which their future post entitles them, taking place immediately prior to taking up office on the second Friday in July.
- 3.1.5. NUS Reps
  - 3.1.5.1. NUS Reps will represent the Union of Students at NUS events throughout the academic year, they will provide a link between students and the NUS and represent the voice of students at the University of Derby.
  - 3.1.5.2. NUS Reps shall be recruited from other elected positions of:
    - 3.1.5.2.1. Executive Officers;
    - 3.1.5.2.2. Student Officers;
    - 3.1.5.2.3. Members of the Sports Council;
    - 3.1.5.2.4. Members of the Societies Council;
    - 3.1.5.2.5. Members of Sports Club Committees;
    - 3.1.5.2.6. Student Representatives; and
    - 3.1.5.2.7. Members of Society Committees
  - 3.1.5.3. The total number of positions of NUS Rep available each academic year shall be determined by NUS
  - 3.1.5.4. One space is to be reserved for the President (or nominee) in their role as rep leader.
  - 3.1.5.5. NUS Reps shall be recruited as recommended by NUS:  
[Implementation plan for NUS UK reform.pdf \(nationbuilder.com\)](#)
  - 3.1.5.6. One space is to be reserved for a rep studying a Further Education qualification. In the case where there is no Further Education student who puts themselves forward then this reserved space can be filled by another rep who does not study a Further Education qualification.

#### **3.2. By-Elections**

- 3.2.1. If an Executive Officer position remains unfilled, falls vacant or an Officer is removed prior to the start of the academic year the Elections Officials may, at the discretion of the Board of Trustees, appoint the candidate with the next highest number of votes.

- 3.2.2. If an Executive Officer position falls vacant or an Executive Officer is removed after the start of the academic year, Election Officials will determine the most suitable time and mode for re-election for vacant roles.
- 3.2.3. If a Student Officer position falls vacant or remains unfilled after the initial election, a by-election may be held. Should the position remain unfilled and a student expresses an interest, then a Scrutiny Panel can co-opt students into remaining roles.

### **3.3. Eligibility**

- 3.3.1. All candidates standing for election must be full members of the Union, until voting has ceased.
- 3.3.2. No student shall be eligible to serve more than two terms of offices as an Executive Officer.
- 3.3.3. No student shall be able to hold office as an Executive Officer and a Student Officer simultaneously.
- 3.3.4. Any Student Officer or NUS Rep who ceases to be a student of the University of Derby shall be deemed to have resigned from their position. Election Officials will determine the most suitable time and mode for re-election for vacant roles.
- 3.3.5. All Executive Officer candidates will be asked to confirm they are eligible to become a Trustee based on the criteria outlined within the Charity Commission.
- 3.3.6. Candidates may only stand for election to one vacant Officer or Council position at any given time.

### **3.4. Returning Officer**

- 3.4.1. The Returning Officer shall be responsible for the good conduct and administration of all Union elections and shall have the sole interpretation of the election regulations and this Standing Order; such interpretations shall not be subject to challenge in any meetings of the Union.
- 3.4.2. The Returning Officer shall not be a current member of the Union nor shall they have been a member of the Union in the preceding two (2) academic years or a member of employed staff of the Union.
- 3.4.3. The Returning Officer may appoint a Deputy Returning Officer and Election Officials to assist in the conduct of elections.
- 3.4.4. The Deputy Returning Officer shall assist the Returning Officer and act on behalf and carry out duties as instructed by the Returning Officer.
- 3.4.5. Executive Officers, Student Officers and candidates are not eligible to be Election Officials.
- 3.4.6. The Union shall provide a Candidates' Guide which will include details for the relevant elections and outline election regulations and procedures which must be followed by all candidates.
- 3.4.7. Changes to the election regulations and change of Returning Officer should be ratified by the Board of Trustees at the earliest opportunity via the appropriate meeting.
- 3.4.8. The Returning Officer shall establish an election complaints procedure and have sole authority to determine any complaint and any resulting action required. Such determinations shall not be subject to challenge in any meeting of the Union unless the action of the Returning Officer is proven to be negligent or fraudulent.
- 3.4.9. Following each election, the Returning Officer, or their nominated Deputy Returning Officer, shall submit a report outlining on the number of complaints received and acted upon and any other information as deemed appropriate in the running of a free and fair election. This will be circulated to the Student Voice Committee to provide reassurance to the University of their duties under the 1994 Education Act.

### **3.5. Notice of Elections**

- 3.5.1. Elections shall take place during the University term. Notice of elections shall be published not less than five (5) working days prior to the opening of nominations.
- 3.5.2. The notice of elections shall list all positions to be elected and outline the elections timetable.

### **3.6. Nominations**

- 3.6.1. Any Full Member of the student body, as defined in the Articles, is eligible to stand for any of the available Union positions.
- 3.6.2. Any elected Executive Officer who wishes to re-run as a Candidate should declare this prior to the opening of nominations and then:
  - 3.6.2.1. Will be able to promote the elections and their specific role but must not mention that they are re-running, or their specific achievements; and
  - 3.6.2.2. Declare their conflict of interest in meetings where the election process they wish to participate is in being discussed.
  - 3.6.2.3. The Union will not promote any work that Executive Officers who are re-running for a position are working on throughout the voting period.
- 3.6.3. All candidates must agree to accept the election rules and abide by the Union's Articles and Candidates' Guide.

### **3.7. Ratification**

- 3.7.1. The Returning Officer or nominated person(s) shall organise a meeting for all candidates to be held as soon as reasonably possible after the close of nominations.
- 3.7.2. Candidates must attend the ratification meeting; those unable to do so must provide, in writing to the Deputy Returning Officer, a legitimate reason for absence. Further provision shall be made available to candidates unable to attend. Failure to attend or engage with ratification may result in disqualification.

### **3.8. Campaigning**

- 3.8.1. The start date for campaigning shall be communicated in the Candidates' Guide and shall continue until the close of the ballot.
- 3.8.2. Candidates will be expected to follow Union and University policies and regulations outlined in the Candidates' Guide, for the running of fair and open elections for the period of Union elections as well as any legal requirements.
- 3.8.3. Current Executive Officers seeking re-election must take pre-agreed leave during the period of campaigning. In the event of insufficient annual leave remaining, unpaid leave will be granted.
- 3.8.4. Candidates must not use their working resources to campaign.

### **3.9. The Ballot**

- 3.9.1. The ballot may be conducted by electronic or paper ballot.
- 3.9.2. Re-open nominations shall be a candidate in all Union elections.
- 3.9.3. Voting for all positions shall be by secret ballot and shall be conducted in accordance with the Single (or Alternative) Transferable Vote system in accordance with the procedures of the Electoral Reform Society of Great Britain and Ireland.

### **3.10. The Count and Declaration of the Results**

- 3.10.1. The Returning Officer shall arrange for the count to take place and for it to be held in accordance with rules and procedures as they may determine.
- 3.10.2. The count will commence only when the Returning Officer is satisfied that any complaints received in compliance with this Bye-Law relating to the conduct of the election have been considered.
- 3.10.3. The Returning Officer shall satisfy themselves that all the votes are valid.
- 3.10.4. Candidates shall be informed of the time and date when the count will take place and the time and venue where the results will be released as part of the Candidates' briefing.



- 3.10.5. Once the count has commenced no further complaints will be considered other than complaints relating to the conduct of the count itself.
- 3.10.6. The Returning Officer or their nominee will declare and publish the results of the election.
- 3.10.7. The ballot papers or relevant database will be kept for a period of six (6) months after the completion of the election.

### **3.11. Complaints and Appeals**

- 3.11.1. Any challenge or complaint concerning the administration or good conduct of the election should be submitted in writing to the Returning Officer. Complaints about candidates can be received throughout the election period up until 1 hour after the close of voting. Complaints received after this time may be about the count only.
- 3.11.2. All complaints must be made in writing with the complainant stating their full name and student number.
- 3.11.3. Any challenge or complaint regarding the conduct of the count must be submitted to the Returning Officer within one (1) clear day of the end of the count.
- 3.11.4. In determining a resolution to a complaint, the Returning Officer - after a full investigation - may not uphold the complaint; or may halt elections for specific post(s) or disqualify individual candidate(s) if, in their view, a candidate(s) has breached election regulations.
- 3.11.5. Any appeal against the decision of the Returning Officer shall be made to the University Registrar (or nominee) within two clear days of that decision being communicated to the complainant. The decision of the University shall be final with no further right of appeal.

## **STANDING ORDER 4 – ELECTED REPRESENTATIVES**

### **4.1. Executive Officers of the Union**

- 4.1.1. Any member may hold office as an Executive Officer for a maximum of two years as outlined in the Education Act 1994.
- 4.1.2. Executive Officers shall hold post from 1 July to the second Friday of July the following year.
- 4.1.3. The Executive Officer positions, which shall not exceed 4, shall be determined by the Trustee Board; student feedback will always be sought when amending roles / duties. Their Executive Officer duties are outlined in their role descriptions (Appendix i).
- 4.1.4. Candidates wishing to be a Trustee of the organisation must satisfy the criteria as outlined by the Charity Commission:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/960027/Trustee\\_Declaration\\_Form\\_Fields\\_December\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/960027/Trustee_Declaration_Form_Fields_December_2020.pdf)
- 4.1.5. If an Executive Officer is elected who is under 18 years of age they shall be considered an Officer but shall not be a Trustee. They will be eligible to attend Trustee meetings as an observer.

### **4.2. Executive Committee**

- 4.2.1. There shall be an Executive Committee which shall be made up of the Executive Officers.
- 4.2.2. The Senior Leadership Team of the Union shall be in attendance in an advisory capacity.
- 4.2.3. The Executive Committee oversees the day to day operation of the Union.
- 4.2.4. The Executive Committee must convene a minimum of once a month. Outcomes from the meetings shall be posted via Officer updates, Union social media and Scrutiny Panel reports with minutes available on request.
- 4.2.5. There must be over 50% of the Committee's composition in attendance for a decision to be made.
- 4.2.6. Decisions made by the Executive Committee shall take into account both the welfare and interest of the individual and the Union.

### **4.3. Councils**

#### **4.3.1. Equality, Diversity and Inclusion Council**

- 4.3.1.1. There shall be an Equality, Diversity and Inclusion Council which will inform the work of the Executive Officers.
- 4.3.1.2. The Council is made up of all EDI Student Officers however any other Student Officer or member of the Union may attend and participate.
- 4.3.1.3. Notice of meetings will be published on the Union's website 7 days prior to the date of the meeting.
- 4.3.1.4. EDI Council meetings will be chaired by the respective Equality Officer for each campaign.
- 4.3.1.5. EDI Council shall meet at least once per term.

#### **4.3.2. Education Council**

- 4.3.2.1. There shall be an Education Council chaired by the Education Chair.
- 4.3.2.2. Education Council shall meet at least once per term.
- 4.3.2.3. Please refer to the Academic Representation Policy for full details of Education Council, PGR Council and their responsibilities.

#### **4.3.3 Societies Council**

- 4.3.3.1. There shall be a Societies Council chaired by the Societies Chair
- 4.3.3.2. Societies Council shall meet at least twice per month.
- 4.3.3.3. The membership and regulations of this Council are listed within the Activities Representation Policy.

#### **4.3.5. Sports Council**

- 4.3.5.1. There shall be a Sports Council chaired by the Sports Chair.
- 4.3.5.2. The Sports Council shall meet at least once per month.
- 4.3.5.3. The membership and regulations of this Council are listed within the Activities Representation Policy.

### **4.4. The Ideas Forum**

- 4.4.1. Any full member of the Union may submit an idea for change through the online 'Ideas' Forum.
- 4.4.2. The idea must clearly state what the member wants to change and why.
- 4.4.3. The idea will be published on the Union's website for discussion; if the idea reaches 25 votes it will be presented for discussion at the Executive Committee.
- 4.4.4. The Executive Committee has the power to accept or reject ideas. This outcome will be posted on the Ideas Forum.
- 4.4.5. Any policy motion prepared by the Sports Council, Society Council or Education Council will automatically be presented to the Executive Committee, without requiring a pre-requisite number of votes.
- 4.4.6. Ideas that fail to reach the threshold for discussion will remain live on the site for six months when they will be archived.

### **4.5. Scrutiny Panels**

#### **4.5.1. Ordinary Scrutiny Panel**

- 4.5.1.1. The Scrutiny Panel is a collection of representatives with senior student roles within the Union that regularly hold the Executive Officers to account. Scrutiny Panels shall take place four times during an Officer's term.
- 4.5.1.2. The Scrutiny Panel also has the power to co-opt a Student Officer into post.

- 4.5.1.3 A request for Executive Officers, in their capacity of representatives, or Student Officers to provide a report on their progress can be made by:
- 4.5.1.3.1. Any member to the Chair via the Democracy and Governance Coordinator.
  - 4.5.1.3.2. Any member of Union Staff via the Executive Officers.
- 4.5.1.4. If the Panel is not satisfied with the progress provided by the Executive Officer or Student Officer the Chair can call the appropriate individual(s) to the next Scrutiny Panel to deliver an in-person report and to be questioned by the Panel.
- 4.5.1.5. The Scrutiny Panel shall be chaired by one of the Student Trustees. In the event that a Student Trustee is unavailable, a Student Officer, Sports or Societies Committee Member may be appointed from the group to chair the meeting, this would be supported by Union staff.
- 4.5.1.6. Scrutiny Panel Panellists must consist of the Chair and between 3 - 6 members. Representatives from each of the following areas must be invited to the panel:
- 4.5.1.6.1. Student Officers;
  - 4.5.1.6.2. Members of the Sports Council;
  - 4.5.1.6.3. Members of the Societies Council;
  - 4.5.1.6.4. Members of Sports Club Committees;
  - 4.5.1.6.5. Student Representatives;
  - 4.5.1.6.6. Members of Society Committees; and
  - 4.5.1.6.7. PAL Leaders.
- 4.5.1.7. The Union President and/or Vice President Education shall extend an invitation to senior members of the university to attend the panels as observers of the proceedings:
- 4.5.1.7.1. Only one University observer may be privy to one closed-session deliberation process per academic year.
  - 4.5.1.7.2. The University observer may indicate which panel they wish to attend for the closed-session deliberation process, subject to the approval of the Union Democracy and Governance Coordinator, Voice Manager and Head of Membership.
  - 4.5.1.7.3. The Union Executive Officers, and any individual who is being scrutinised, must be informed if a University observer will be present, and the identity of the individual, at least 24 hours in advance.
  - 4.5.1.7.4. The University observers shall have no voting rights, and cannot advise panellists in any fashion, so as to not influence the panel's outcomes.
- 4.5.1.8. Officers' reports and role descriptions will be submitted to the Panellists and published on the website prior to meeting.
- 4.5.1.9. Panellists of the Scrutiny Panel are expected to read these prior to meeting. Panellists are also expected to communicate with the students within their area of responsibility as to when these meetings are. Those students who cannot attend Scrutiny Panel may submit questions for the Officers via these Panellists or through the question submission platform.
- 4.5.1.10. Students and Panellists will be made aware of the dates of the meetings at the beginning of the academic year, agendas will be submitted to the Panellists 5 working days prior to the meeting.
- 4.5.1.11. If an Executive Officer fails to submit a report to or attend a Scrutiny Panel session when requested without mitigating reason, a meeting with their Link Mentor will be called.
- 4.5.1.12. If a Student Officer fails to submit a report or attend a Scrutiny Panel session when requested without mitigating reason, the Scrutiny Panel reserve the right to remove them from their elected position. Evidence should be provided by the Student Officer as to these reasons.
- 4.5.1.13. At the discretion of the Chair, non-Panellists may attend the closed Scrutiny panel as an observer but would not have speaking or voting rights.
- 4.5.1.14. There shall be a minimum of 4 Scrutiny Panels per academic year.
- 4.5.1.15. All voting within the Scrutiny Panel will be conducted using a simple majority vote of panellists.

4.5.1.16. Outcomes of the Scrutiny Panel shall be published on the Union's website and reports tabled as a standing item at the Trustee Board.

#### **4.5.2. Extraordinary Scrutiny Panel**

4.5.2.1. In the event that an additional Scrutiny Panel is required (for reasons including but not limited to, calling an individual Officer to attend or co-opting a Student Officer), an Extraordinary Scrutiny Panel may be called.

4.5.2.2. Any member of the Union or Union Staff may call an Extraordinary Scrutiny Panel, if the following conditions are met:

4.5.2.2.1. Permission has been sought by the Democracy and Governance Coordinator and given by the Union's Executive; and

4.5.2.2.2. At least 4 weeks' notice has been given.

4.5.2.3. Aside from the clauses 4.5.3.1.1 – 4.5.3.1.2, Extraordinary Scrutiny Panels will have the same function, requirements and powers as an ordinary Scrutiny Panel.

#### **4.5.3. Powers of the Scrutiny Panel**

4.5.3.1. The Scrutiny Panel:

4.5.3.1.1. Shall have the authority to ratify Union policy;

4.5.3.1.2. Can confer Honorary Life Memberships as outlined in Standing Order; and

4.5.3.1.3. Can co-opt Student Officers into vacant positions.

4.5.3.2. The process of co-option shall be as follows:

4.5.3.2.1. The student wishing to be co-opted must attend the Scrutiny Panel and state their reasons for standing.

4.5.3.2.2. That any co-option must be agreed by simple majority of the Scrutiny Panel.

4.5.3.2.3. Officers elected via co-option shall hold office from the date of their election until the end of their term of office.

#### **4.5.4. Executive Officer and Student Officer Outcomes and Procedures**

4.5.4.1. Following the conclusion of an open Scrutiny Panel, a closed Scrutiny Panel will take one of the following actions in response to the Executive Officers' and any called Student Officers' reports:

4.5.4.1.1 Approve the reports;

4.5.4.1.2. Issue informal warning with recommendations for further actions

4.5.4.2. If the Scrutiny Panel are satisfied the Executive Officer or Student Officer is making sufficient progress on their manifesto and meeting their role description, they will approve the report and the Executive Officer or Student Officer will continue with no further action.

4.5.4.3. If the Scrutiny Panel are not satisfied that the Executive Officer or Student Officer is making sufficient progress on their manifesto and/or meeting their role description, the Scrutiny Panel may issue an informal warning with recommendations:

4.5.4.3.1. The recommendation should not put the Union at risk financially or reputationally;

4.5.4.3.2. The recommendation should be within the Executive Officers' or Student Officers' role description;

4.5.4.3.3. The recommendation should link to the objectives outlined in the Officer's manifesto;

4.5.4.3.4. The recommendation should benefit the membership and not be representative of a personal issue or opinion.

4.5.4.4. The recommendations are not exclusive to the above list; any other recommendation will be at the discretion of the Chair of the Scrutiny Panel.

4.5.4.5. These recommendations should be explored and, where possible, implemented and evidenced at the next Scrutiny Panel;

- 4.5.4.5.1. If the Scrutiny Panel is satisfied with the Executive Officer's or Student Officer's evidence, they will approve the report. The Officer will continue with no further action;
- 4.5.4.5.2. If the Scrutiny Panel is not satisfied with the Executive Officer's or Student Officer's evidence they will issue a formal warning.
- 4.5.4.6. Following a formal warning the Executive Officer or Student Officer will be invited to a review meeting 4 weeks from the date of the Panel which the warning was issued at.
- 4.5.4.7. The Review Panel membership will be comprised of the same members of the Scrutiny Panel who issued the formal warning where possible. The outcomes of the Review are as follows:
  - 4.5.4.7.1. If the Executive Officer or Student Officer evidences improvement in the 4 week time frame, the formal warning will remain in place for 3 months subject to their continual improvement.
  - 4.5.4.7.2. Within this 3 month review period, if the Executive Officer or Student Officer is again found to not be completing their manifesto or job role sufficiently, the Scrutiny Panel can suggest the Officer:
    - 4.5.4.7.2.1. Provides an apology to the membership;
    - 4.5.4.7.2.2. Pay compensation for damage and/or cost;
    - 4.5.4.7.2.3. Be excluded from any Union Venues, Services, Facilities and or Affiliated Nights;
    - 4.5.4.7.2.4. Face permanent Expulsion or Temporary Suspension of Union Membership;
    - 4.5.4.7.2.5. Be removed from post.
  - 4.5.4.7.3. Outcomes are not exclusive to the list above; any other sanction taken is at the discretion of the Chair.
  - 4.5.4.7.4. The Executive Officer or Student Officer has the right to appeal the outcome of the Scrutiny Panel in accordance with the appeals process.

## **4.6. All Student Meetings**

As per Article 18, the Union may hold Student members' meetings and such meetings shall be called and held in accordance with this Standing Order. For the avoidance of doubt, any Student Members' meeting held under this Article 18 shall not be a Company Law Meeting of the Union for the purposes of the Companies Act.

- 4.6.1. An All Student Meeting can be called at any time.
- 4.6.2. A meeting shall be called by at least 14 clear days' written notice, this will specify the place, day and time of the meeting and the general nature of the meeting.
- 4.6.3. An All Student Meeting is open to all members to attend and vote. Members may appoint proxies, the rights and responsibilities of the proxy shall be outlined in documentation provided at the point of notification. This shall be agreed annually by the Trustees.
- 4.6.4. An All Student Meeting shall be chaired by one of the Student Trustees.
- 4.6.5. Quorum of an All Student Meeting shall be 50 members.
- 4.6.6. Minutes of an All Student Meeting shall be published on the Union's website.
- 4.6.7. Any policy or motion brought to an All Student Meeting shall be decided by simple majority of votes.
- 4.6.8. Policies or motions brought to an All Student Meeting that relate to responsibilities of the Trustee Board cannot be implemented without being discussed by the Trustees.
- 4.6.9. The Union of Students reserves the right to amend or update any out of date terminology within these Standing Orders without formally proposing these changes at an All Student meeting. Any amendments or updates to terminology made in this way will be collated and ratified at the next available All Student meeting.

#### **4.7. Company Law Meetings**

As per Article 19, the Trustees may call a Company Law Meeting at any time. Such meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts. A Company Law Meeting is likely to only be required where the Union wishes to pass a company law resolution (other than by way of written resolution) in accordance with the Articles and/or the Companies Act, for example a resolution to amend the Union's Articles of Association.

- 4.7.1. A meeting shall be called by at least 14 clear days' written notice, this will specify the place, day and time of the meeting and the general nature of the meeting.
- 4.7.2. All Company Law members will be invited to attend a Company Law meeting. Members may appoint proxies.
- 4.7.3. The Company Law meeting will be chaired by the Chair of the Board or the deputy Chair, the President, in their absence.
- 4.7.4. Quorum of the Company Law meeting will be 50% of the membership.
- 4.7.5. Non confidential minutes of a Company Law meeting shall be published on the Union's website.

#### **4.8. Vote of No Confidence**

- 4.8.1. Members can raise a vote of no confidence in the Executive Officers or the Student Officers.
  - 4.8.1.1. To raise a vote of no confidence in an Executive Officer please refer to clause 34 of the Union's Articles.
  - 4.8.1.2. To raise a vote of no confidence in a Student Officer, a secure petition of 50 signatures is to be submitted to the President.
- 4.8.2. Upon receiving the petition the Union shall call an all Student meeting (Please refer to Standing Order 4, Section 7).
- 4.8.3. The Executive Committee shall decide the necessity of an interim suspension on receipt of a secure petition.
- 4.8.4. If a vote of no confidence is upheld at an all Student meeting, the Student Officer, will be removed with immediate effect.

#### **4.9. The Appointments Committee**

- 4.9.1. The Appointments Committee shall include the following members and shall be convened by the President and the Chief Executive;
  - 4.9.1.1. Chair of the Trustee Board
  - 4.9.1.2. President
  - 4.9.1.3. 1 member of the Scrutiny Panel
  - 4.9.1.4. Two other Trustees
  - 4.9.1.5. Chief Executive (in an advisory capacity)
- 4.9.2. The Appointments Committee will be responsible for advertising Trustee vacancies, reviewing applications and interviewing applicants for External and Student Trustee positions. The Committee will then put forward a recommendation for selected candidates to be ratified by the Trustee Board and the Scrutiny Panel.
- 4.9.3. All appointed External and Student Trustees are required to be aged 18 or over and be eligible to hold the position of Trustee in accordance with Charity Commission guidelines.

## **STANDING ORDER 5 – STUDENT REPRESENTATIVES**

### **5.1. The Role of the Student Representative**

- 5.1.1. The role of a Student Representative shall be:
  - 5.1.1.1. Responsible for representing students from their programme stage at all relevant meetings (refer to Academic Representation Policy for details of these);
  - 5.1.1.2. Responsible for regularly meeting with students to consult on their views and opinions on academic matters and to feedback this information to the Union and/or University; and
  - 5.1.1.3. Responsible for campaigning on issues which affect students on their academic programme.
- 5.1.2. The role of a Student Representative shall last one academic year and the student can stand for re-election for following years should they wish.
- 5.1.3. Student Representatives will be invited to submit policy motions to the Education Council for consideration.

### **5.2. A Student Representative Shall:**

- 5.2.1. Be democratically elected by students each academic year;
- 5.2.2. Attend training, provided by the Union;
- 5.2.3. Actively seek feedback and the views of students;
- 5.2.4. Attend relevant meetings (refer to Academic Representation Policy for details of these) and present student views in a professional and appropriate manner;
- 5.2.5. Contribute to staff discussions regarding developments or changes to their programme;
- 5.2.6. Be invited to attend the Student Rep Conference;
- 5.2.7. Support the Officers by attending forums, providing information, and supporting campaigns within their College;
- 5.2.8. The role of a Student Representative shall concluded at the end of the academic year; there are no restrictions for students wishing to nominate themselves the role in successive years, as long as they remain students throughout the duration of the role.

### **5.3. Election of Student Representatives**

- 5.3.1. Please refer to the Academic Representation Policy document to determine the Rep to Student ratios.
- 5.3.2. Elections of Student Representatives for new intakes shall take place annually within the first 4 weeks of teaching commencing for that programme. Continuing students may elect their Student Representative in the final semester to have them in position for the new academic year.
- 5.3.3. Students on their programme shall inform their Programme Leader that they wish to stand.
- 5.3.4. Each candidate will give a short speech on why they would like to be elected.
- 5.3.5. Voting should be conducted via a secret ballot.
- 5.3.6. A member of the academic staff team and/or Union staff member shall oversee the vote.
- 5.3.7. The candidate(s) that receives the most votes will be elected as the Student Representative(s).

### **5.4. Resignation or Removal of a Student Representative**

As per the Academic Representation Policy "The Union will be responsible for dealing with complaints about the conduct of any Academic Representative in their role. Complaints can come from the students the Rep represents, and/or a Union or University member of staff. The first point of contact would be the Vice President (Education), who would then take the matter to the Education Council, in accordance with the Union's procedures. If a complaint is raised concerning the conduct of VP (Education), the Union President should be notified."

If a Rep wishes to resign they should notify the Programme Leader and Student Representation

Coordinator. The Programme Leader will then be responsible for holding another Student Representative Election as soon as practically possible.

## **5.5. Education Council**

Please refer to the Academic Representation Policy for full details of Education Council, PGR Council and their responsibilities.

## **STANDING ORDER 6 – SPECIAL VOTES**

### **6.1. General**

- 6.1.1. Any special vote under this standing order shall be supervised by the Returning Officer or the nominated person(s) in accordance with accepted practices and the Constitution of the Union
- 6.1.2. The timetable and voting times shall be agreed by the Executive and then published to the members of the Union.
  - 6.1.2.1. Where a conflict of interest exists between the special vote and the Executive, then the Returning Officer or the nominated person(s) shall be required to agree to the timetable and voting times.
- 6.1.3. Special Votes must be held within 3 months of initiation unless:
  - 6.1.3.1. Where a Special Vote is initiated 3 months before the end of term, then the Special Vote will be required to be held within a quick and reasonable time.
  - 6.1.3.2. Where the Returning Officer agrees that the subject of the Special Vote is of an urgent or extraordinary significant matter, then the Special Vote must be held within a quick and reasonable time to address the matter.
- 6.1.4. When a Special Vote is initiated, then the Union must publicise a notice to inform members of the special vote within 14 days and must include the purpose and reasoning of the special vote, how it was initiated and advice to members of how they will be able to vote.
- 6.1.5. The Union will be required to allow members to vote by electronic means.

### **6.2. Referendums**

- 6.2.1. Referendums may be called in any of the following procedures:
  - 6.2.1.1. A Referendum may be initiated by unanimous agreement of the Executive Officers.
  - 6.2.1.2. A Referendum may be initiated by a vote at an All Student Meeting; or
  - 6.2.1.3. A Referendum.
- 6.2.2. Referendums initiated under 6.2.1.1 must be agreed by all Executive Officers, regardless of illness or bereavement.
  - 6.2.2.1. Referendums of this type may only be called where the Executive Officers believe that the subject in question would have a significant and major impact on student life or wellbeing and that other means of student voice is not sufficient in getting approval.
- 6.2.3. Referendums can be initiated under 6.2.1.2 by a single proposal submission to the Student Voice Manager or to the nominated supervisor of the All Student Meeting
  - 6.2.3.1. Proposals for referendum must be approved by 66% of the members present at All Student Meeting (including votes by proxy).
- 6.2.4. Referendums must require a quorum of 1000 eligible votes and for 66% of the votes cast to be in favour of the resolution to pass.
- 6.2.5. Any referendum shall be supervised by the Returning Officer or nominated person(s) in accordance with accepted practices.
- 6.2.6. The voting times shall be agreed by the Scrutiny Panel and publicised to the members of the Union.



- 6.2.7. The Scrutiny Panel shall be responsible for deciding the wording of the question on the referendum ballot paper. The question shall require a decision either 'FOR', 'AGAINST' or 'ABSTAIN'.
- 6.2.8. Referendums shall be conducted in accordance with Article 17 of the Articles.
- 6.2.9. A referendum may be called by a Secure Petition signed by at least 200 members and submitted to the Deputy Returning Officer. The Union shall test the validity of signatures on the Petition on submission.
- 6.2.10. Subject to Article 17 a resolution may only be passed by Referendum if at least 1000 members cast a vote in the Referendum with 66% of votes cast being in favour of the resolution.

### **6.3. Votes of No Confidence Against Officers**

- 6.3.1. A vote of no confidence can be initiated against:
- 6.3.1.1. An Executive Officer;
  - 6.3.1.2. A Student Officer; or
  - 6.3.1.3. An elected student to a position equal to that of a student Officer.
- 6.3.2. A vote against the Executive Officer must be held in accordance with clause 34 of the Unions Constitution.
- 6.3.3. A vote against a Student Officer or equivalent elected student can only be held where there is a belief that the Officer has committed an action of gross misconduct; failure to implement or be in the process of implementing their manifesto or where the Officer has failed to be present at three or more consecutive mandatory events or meeting.
- 6.3.4. A motion of no confidence against a Student Officer or equivalent shall require a petition of 50 signatures of members; and those members must fall under the demographic of the Officer's role.
- 6.3.5. If a motion is successfully petitioned, the Union President must call for an All Student Meeting in which the arguments for each side may be presented.
- 6.3.6. This All Student Meeting is to present arguments only and give chance for members hear the different sides of the argument, and the special vote cannot be held in the ASM.
- 6.3.7. If a motion of no confidence is successfully petitioned, the Union must hold a special vote within a reasonable time frame to allow members (under the Officer's remit) to vote whether they have confidence or not in the petitioned Officer.
- 6.3.8. If a motion of no confidence is successfully petitioned, then the Union President will be required to remove the Officer with immediate effect.

### **6.4. Special Provisions**

- 6.4.1. The Union must ensure that any Student Officer who is subject to significant and widespread criticism and examination has the availability of support to ensure that the process does not have an emotional or reputational impact on the student.
- 6.4.2. This support includes the right to allow the student to be represented by another member or for the student to access the Union Advice Team for support in writing up arguments against in the ASM.
- 6.4.3. The Union holds the right to block a VNC against a Student Officer where it is believed that:
- 6.4.3.1. The process would cause such a significant impact on the Student Officer to lead to long sustaining emotional or physical harm.
  - 6.4.3.2. The Student Officer is unable to provide a significant rebuttal of arguments due to the reasons being of a confidential nature.
  - 6.4.3.3. The Student Officer has been unable to conduct their role due to incapacity, significant trauma (including the death of a close loved one) or by an act of God.
  - 6.4.3.4. The Union is aware of significant reasons, which under the law, cannot be disclosed to the wider student population in order to either safeguard the student or to protect the rights of that student.
  - 6.4.3.5. The Union has a legal obligation which would be contradicted should the VNC take place (including claims of infringements against an Officer's human rights)

- 6.4.4. Where the Union blocks a VNC, they must give notice to members on the reasons why and ensure an appropriate means to address the issue is provided.
- 6.4.4.1. When giving notice of the reasoning behind blocking a VNC, the Union is only required to list the number and wording of the defence listed in this section and does not need to detail the reasoning.
- 6.4.4.2. Where giving just the number and wording of the defence would still cause an infringement of the right to privacy or the Union's legal obligations, then the Union does not need to provide the number or wording.

## **6.5. Miscellaneous**

- 6.5.1. This Standing Order shall allow the Trustee Board, to make amendments to any other Standing Orders to delete provisions connected to these special votes in order to ensure there is not a conflict of provision.
- 6.5.2. This Standing Order shall allow the Trustee Board to make amendments to the text or minor provisions within this standing order where a provision in it is impossible to conduct and makes the whole provision invalid.
- 6.5.3. The Trustee Board may nominate a person to carry out its powers under this section.
- 6.5.3.1. Any person can only be nominated up to the 31<sup>st</sup> August of that academic year.
- 6.5.3.2. The nominated person must report to the Trustee Board on any decisions taken.
- 6.5.4. Any amendments made under this section that would have a major impact on how this standing order works; or an impact on how another standing order works more broadly; must be submitted to the All Student Meeting.

## **STANDING ORDER 7 – DISCIPLINARY AND APPEALS PROCEDURE**

### **7.1. Statement**

- 7.1.1. The Union will treat all disciplinary action with confidentiality and has an expectation that all parties involved in a complaint will ensure that confidentiality will be enacted throughout the process, including the content of meetings.
- 7.1.2. The Union's Student Code of Conduct details what is expected from students in terms of their behaviour and following the rules and regulations. This procedure applies to all students engaged in any Union activity whether on site or off site.
- 7.1.3. This procedure can apply to individuals or a group of students who hold a membership with the Union
- 7.1.4. All complaints should be dealt with via the Complaints Procedure:  
<https://www.derbyunion.co.uk/us/complaints/>
- 7.1.5. Any behaviour which is suspected of being of a criminal nature shall be referred to the police. In this instance the Union may defer any action pending any police investigation or prosecution. Any timescales will be suspended until completion of the police investigation.

### **7.2. The Disciplinary Procedures Aims to:**

- 7.2.1. Ensure that students accept responsibility for their actions using a fair and systematic approach;
- 7.2.2. Manage risk and support the welfare of our students; and
- 7.2.3. Ensure that any outcomes of a disciplinary are based on fair and unbiased decision making, following the relevant procedures.

### **7.3. Temporary Suspension**

- 7.3.1. A temporary suspension of membership may be imposed while the disciplinary procedure is taking place. This applies in the following circumstances:

- 7.3.1.1. The individual or group poses a threat to themselves or others;
- 7.3.1.2. The behaviour seriously breaches Union regulations or infringes the Student Code of Conduct;
- 7.3.1.3. The behaviour compromises the reputation of the Union; and
- 7.3.1.4. If it is felt that the individual or group involved would be threatened by continued membership
- 7.3.2. The decision to suspend and the extent of the suspension will be made at the Complaint Manager or Investigator's discretion.
- 7.3.3. If an individual or group has been suspended, this will not in itself be used in evidence against the individual or group.
- 7.3.4. Any student with a membership suspended in this way will be informed in writing and signposted to appropriate support.
- 7.3.5. If any suspended student is undertaking a professional course where there are concerns relating to safeguarding or fitness to practice the university will be informed.

#### **7.4. The Disciplinary Procedure**

- 7.4.1. The student(s) will be informed in writing that they will be subject to the disciplinary procedure and notified of the time and date of their meeting. This notification will clearly state what to expect from the procedure and their responsibilities.
- 7.4.2. The meeting will take place within 10 working days of the disciplinary procedure being enacted.
- 7.4.3. The purpose of the disciplinary meetings is to provide fair and open consideration to the unacceptable behaviour identified, evidence and witness statements and to conclude the matter with an appropriate outcome.
- 7.4.4. The disciplinary meetings will be made up of:
  - 7.4.4.1. Three student members selected at random from below, who have had no prior involvement in the matter:
    - 7.4.4.1.1. Societies Committee Member
    - 7.4.4.1.2. Societies Councillors
    - 7.4.4.1.3. Sport Committee Members
    - 7.4.4.1.4. Sport Councillors
    - 7.4.4.1.5. Student Officers
    - 7.4.4.1.6. Student Led Service Committee Members
  - 7.4.4.2. An Executive Officer, who has had no prior involvement in the matter, will act as Chair in disciplinary meetings.
  - 7.4.4.3. Each panel member, including the Chair, will have equal voting rights in deciding the outcome of the meeting. In the event of a split decision the Chair will carry the casting vote.
  - 7.4.4.4. If an Executive Officer is unable to chair, the President (or nominate Executive Officer) will select an additional panel member to the chair.
  - 7.4.4.5. One member of union staff acting as secretary with no voting rights.
- 7.4.5. Any individual involved as a member of a disciplinary meeting, including the Executive Officer, will make known anything that would prevent them from acting impartially and step aside if that is agreed to be the right course of action.
- 7.4.6. Individuals attending their disciplinary meeting are entitled to be accompanied by a friend (who may be a Union or University staff member not acting in a professional capacity). If the individual is under 18 they must be accompanied by their Parent or Guardian.
- 7.4.7. If the accused student is unable to attend, they must let the secretary know as soon as possible, indicating the reason why and, if appropriate supplying evidence. Where there is good reason for the student not being able to attend, another meeting will be arranged. If the student fails to attend and/or not provide a good reason for non-attendance at the meeting a decision will take place in their absence.

- 7.4.8. The complainant will be informed in writing and they will be invited to attend and submit any further evidence. The complainant may be questioned by the panel.
- 7.4.9. Any written material intended to be used as evidence and the names of any witnesses to be called for the disciplinary meeting should be submitted to the secretary at least 3 working days before the meeting.
- 7.4.10. Evidence gathered during the Complaints Procedure may form part of this evidence. Previous disciplinary outcomes may also be taken into consideration, particularly for repeat offences of the same behaviour.
- 7.4.11. The accused student will be questioned by the panel during the disciplinary. During the meeting, the accused student is entitled to make a statement and question the evidence to the panel, unless the witness has requested anonymity. In this instance questions may be asked in writing and given to the secretary of the meeting. If necessary, the student's friend is entitled to make a statement on the student's behalf.
- 7.4.12. Witnesses will be invited to attend the disciplinary and may be questioned by the panel.
- 7.4.13. Witnesses, including the complainant, will be asked to leave the meeting once their evidence has been presented and questioned.
- 7.4.14. Once all the evidence has been heard the Chair of the meeting will ask everyone except the student members and Secretary to leave the meeting while a decision is reached.
- 7.4.15. The outcome of the meeting will normally be communicated to the student accused directly after the meeting and confirmed in writing by the President (or nominated Executive Officer) within 5 working days of the meeting.
- 7.4.16. If a decision is not able to be reached, the student will be advised of an anticipated date by which the decision will be given.
- 7.4.17. Potential outcomes may include:

Outcome	Time Scale	Support Offered	Staff informed
No action to be taken	N/A	Union of Students Advice Service Student Wellbeing Centre	
Apology	Within 1 week	Union of Students Advice Service Student Wellbeing Centre Union Staff	Relevant Union staff if appropriate
Formal warning	Valid for 3 months	Union of Students Advice Service Student Wellbeing Centre Union Staff	Relevant Union staff

Pay compensation for damage and/or cost	Case by case decision	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff and University staff
Exclusion from any Union Venues, Services, Facilities and or Affiliated Nights	Set time period or indefinitely	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff, University staff and external contacts
Permanent Expulsion or Temporary Suspension of Union Membership	Indefinitely	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff and University staff
Permanently excluded or temporarily suspended of role e.g. Student Officer, Representative, Society, Club and or Committee positions	Set time period or indefinitely	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff and University staff
Formal notification made to the University of Derby for further institutional investigation	Immediate referral	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff and University staff

7.4.18. This list is not exhaustive and is to be used as guidance.

7.4.19. Following expulsion or suspension, the student has no right to any membership paid to be refunded.

7.4.20. A record of meetings and outcomes will be recorded and kept on file within the Union for 3 years and may be used in subsequent disciplinary in line with the Student Data Protection Policy.

## 7.5. Exceptions

Licensees acting on behalf of the Union are entitled to exclude members from the use of Union Venues following their own procedures separately to this procedure.

## 7.6. Appeals

7.6.1. Should any student(s) involved in the complaint – the complainant or the “accused” - be dissatisfied with the decision made at any stage of the process they are eligible to appeal the decision within ten working days of receiving the outcome. The appeals form (found within the complaints procedure) should be completed and submitted to [appeals@derbyunion.co.uk](mailto:appeals@derbyunion.co.uk).

7.6.2. The following are the only permissible grounds for an appeal:

7.6.2.1. That there was a procedural irregularity which materially affected the outcome of any step of the process.

7.6.2.2. That the decision reached was not supported by the evidence provided.

- 7.6.2.3. That additional evidence that could not previously be made available has emerged that may impact the decision that has been reached.
- 7.6.2.4. There is evidence to support the impartiality of the decision being compromised.
- 7.6.3. The Appeals Form will be assessed by the Chief Executive who, subject to the appeal meeting one or more of the above grounds, will then forward it to the Disciplinary Appeals Panel. The student will be advised within five working days whether the appeal has been accepted.
- 7.6.4. The panel will consist of:
- 7.6.4.1. Three student members selected at random from below who have had no prior involvement in the matter:
- 7.6.4.1.1. Societies Committee Members
  - 7.6.4.1.2. Societies Councillors
  - 7.6.4.1.3. Sports Committee Members
  - 7.6.4.1.4. Student Officers
  - 7.6.4.1.5. Sport Councillors
  - 7.6.4.1.6. Student Led Service Committee Members
- 7.6.4.2. An Executive Officer, who has no prior involvement in the matter, will act as Chair on the Disciplinary Appeals Panel.
- 7.6.5. Each panel member, including the Chair, will have equal voting rights in deciding the outcome of the meeting. In the event of a split decision, the Chair will carry the casting vote.
- 7.6.6. If an Executive Officer is unable to chair, the Chief Executive will select an additional panel member to chair.
- 7.6.7. A member of Union staff will be in attendance in the capacity of secretary with no voting rights.
- 7.6.8. No members of the Appeals Panel will have any prior experience of the matter.
- 7.6.9. The individual or group will be given written notice of the time and place of the meeting. The notice will be 10 working days. This notification will clearly state what to expect from the procedure and their responsibilities.
- 7.6.10. The Disciplinary Appeal Panel and the individual or group will be given the written material presented to the disciplinary meeting, the notes of the proceedings and the decision of that meeting.
- 7.6.11. No witnesses present at prior disciplinary meeting will be recalled, nor will the evidence presented to the disciplinary meeting be reheard, unless the Chair is satisfied that it is necessary in the interests of their deliberations.
- 7.6.12. The individual or group who have appealed may be entitled to attend the meeting with the panel in order to state their case, and have the right to be accompanied by a friend (who may be a member of the University or Union and not acting in a professional capacity). If the individual is under 18 years of age they must be accompanied by their parent or guardian.
- 7.6.13. Any written material intended to be used as new evidence and the names of any friends accompanying the student should be submitted to the Complaints Manager at least 3 working days before the meeting.

## 7.7. Outcomes

- 6.7.1. Outcomes of the review include:

Outcome	Support Offered	Staff informed
Confirm the original decision	Union of Students Advice Service Student Wellbeing	Relevant Union staff and University staff

	Centre	
Annul the original decision	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff, University staff and external contacts
Amend the original decision which may include a reduction or escalation of the original penalty	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff, University staff and external contacts

7.7.2. The Panel will keep a record of the appeal proceedings, and will communicate their decision to the student in writing within 5 working days, giving reasons for that decision.

## **7.8. Further Appeal**

7.8.1. If a student has completed this procedure and is still dissatisfied they must submit in writing within 5 working days of the outcome, to the University of Derby Secretary and Registrar. The appeal can only be submitted on the grounds that the individual or group can provide evidence to demonstrate that the correct procedures were not followed.

7.8.2. The decision of the University of Derby Secretary and Registrar or their nominee is final.

## **STANDING ORDER 8 – UNION SOCIETIES**

### **8.1. General**

8.1.1. This Standing Order outlines how the Union of Students governs societies through the Union Societies structure.

8.1.2. Union Societies is the team within the Union that represents the Union's affiliated societies.

### **8.2. Objectives, Powers and Roles of Union Societies**

8.2.1. The purpose of Union Societies is to:

8.2.1.1. Enhance the student experience at the University of Derby through supporting the development of strong and active societies and through the development of those societies' committee members;

8.2.1.2. Develop and approve policy that affects Union societies;

8.2.1.3. Represent the interests of societies to the membership of the Union;

8.2.1.4. Approve Union Societies funding.

8.2.1.5. Annually elect the Union Societies' Council in accordance with the Union Societies' Council rules.

### **8.3. Aims of the Union Societies**

- 8.3.1. The Union Societies aim to:
  - 8.3.1.1. Advance, promote and protect the interests of the Union Societies;
  - 8.3.1.2. Work in conjunction with the University of Derby to develop the experience for students at the University; and
  - 8.3.1.3. Encourage and promote the healthy and active lifestyles of students at the University of Derby.

### **8.4. Governance of Union Societies**

- 8.4.1. Union Societies is an integral part of the Union of Students and is governed in accordance with the Union's Articles and Standing Orders.
- 8.4.2. A Societies Constitution shall be subordinate to the Union's Articles and Standing Orders.
- 8.4.3. Union Societies will be divided into 6 groups, each with an elected representative on the Union Societies Council:
  - 8.4.3.1. Academic Societies;
  - 8.4.3.2. Active and Performance Societies;
  - 8.4.3.3. Buxton and Chesterfield Societies;
  - 8.4.3.4. Charity and Campaigns Societies;
  - 8.4.3.5. Interest Societies;
  - 8.4.3.6. Religious and Cultural Societies.
- 8.4.4. The division of Societies into their groups will be proposed by the Vice-President (Activities) and will be based on the wishes of the Society Committee. Proposals will be ratified by the Union Societies Council.
- 8.4.5. Union Societies Council will meet on a fortnightly basis during university terms and will be run in accordance with the meeting rules.
- 8.4.6. All Union Societies Committee will meet twice per semester at Union Societies' Assembly. The last meeting in the second term will be the Union Societies' Annual General Meeting (AGM).

### **8.5. Code of Conduct and Practice of the Union Societies**

- 8.5.1. The Union Societies must adhere to the principles of the Union's Articles, Standing Orders and policies.
- 8.5.2. If the Articles, Standing Orders, or policies of the Union are broken by the Union Societies or its members, the Union reserves the right to follow the disciplinary procedure set out in the Union Standing Orders.
- 8.5.3. The Union Societies shall all abide by the Union Student Code of Conduct.
- 8.5.4. The Student Code of Conduct sets out expectations for all Union Club, Society and Student Led Service members in terms of the following:
  - 8.5.4.1. Behaviour
  - 8.5.4.2. Abiding by the Union Rules and Regulations
- 8.5.5. All members shall accept the Student Code of Conduct contract as part of their registration as a Union Society member.
- 8.5.6. The Student Code of Conduct is available to any member on the Union website.

### **8.6. Union Societies Council**

- 8.6.1. The members and details of Union Societies Council are outlined in the Activities Representation Policy.
- 8.6.2. All Union Society Officers shall hold office from the 1 July to 30 June of the following year.

### **8.7. Membership of Union Societies**

- 8.7.1. There will be two classes of Union Societies membership:



- 8.7.1.1. Full members
- 8.7.1.2. Associate members
- 8.7.2. All registered students at the University of Derby are able to join Union Societies as full members by paying to join an affiliated society.
- 8.7.3. Associate members of the Union, as outlined in Standing Order 2, may join Union Societies by paying to join an affiliated society.
- 8.7.4. There will be an annual membership fee to be part of Union Societies as well as the fee to join an individual affiliated society. This fee will be set annually by the Union's Executive Committee.
- 8.7.5. Societies defined as Charity Societies will be exempt from the subscription fee.

## **8.8. Affiliation of Societies to Union Societies**

- 8.8.1. Societies must have a minimum number of members to be affiliated to Union Societies and for any activity to take place:
  - 8.8.1.1. Full Societies based at all university campuses must have a minimum of 15 full members of the Union of Students.
  - 8.8.1.2. Micro-Societies based at all university campuses must have a minimum of 5 full members of the Union of Students.
- 8.8.2. Any existing society which fails to reach the minimum number of active and registered members by the end of November will be considered dormant and cease any activity, however they may submit a written petition to the Societies Council for a decision on their affiliation.
- 8.8.3. Any dormant society may submit a written petition to the Societies Council for a decision on their affiliation.
- 8.8.4. The Societies Council may approve a request for affiliation for that academic year only.
- 8.8.5. A Society may only petition for affiliation with less than the required number of members for a maximum of two consecutive years.
- 8.8.6. In order to affiliate, all Societies Committees must attend mandatory committee training.
- 8.8.7. If a Society Committee fails to attend training the Society shall not be able to undertake any activity until this has taken place.
- 8.8.8. To become a society, students must submit a New Society Form to the Societies Council with a list of students interested in joining the society. There must be at least the minimum number of students required by the Union to affiliate as a society included on the list.
- 8.8.9. Societies can be created at any time of the academic year. Any committee member who is not a student the following academic year will have their position resigned and considered vacant in accordance with other Standing Orders.
- 8.8.10. Societies will be covered by their own individual constitution in which any individual society rules will be listed, including but not limited to, membership fees and committee positions.
- 8.8.11. The Society's individual constitution can be changed at their Society's AGM/EGM with normal quoracy for those meetings.
- 8.8.12. All society applications must be approved by the Union Societies Council before members are able to join the society.

## **8.9. Definition of Society Groups**

- 8.9.1. Societies are defined as follows:
  - 8.9.1.1. Academic Societies are Union Societies with a link to one or more academic course(s), which offer activities to help support the learning/community of that/those course(s);
  - 8.9.1.2. Active and Performance Societies are Union Societies which offer performance/ physical activity opportunities to its members;

- 8.9.1.3. Buxton and Chesterfield Societies are Union Societies which are based at either the Buxton or Chesterfield campuses at the University of Derby;
- 8.9.1.4. Charity and Campaigns Societies are Union Societies which work in relation with a specific charity or campaign and work to raise the profile and awareness of the cause to the student body;
- 8.9.1.5. Interest Societies are Union Societies which are linked to a particular hobby or activity which can be performed by students when meeting as a society;
- 8.9.1.6. Inclusive Societies are Union Societies which are linked to a particular hobby or activity which can be performed by students when meeting as a society;
- 8.9.1.7. Religious and Cultural Societies are Union Societies that represent a particular religion or culture of a group of students here at the University of Derby, celebrating the religion/culture within the group and wider University.
- 8.9.2. The Union will inform any society which is eligible to become a Union Society upon submission of their new society application form.
- 8.9.3. The Society's status will be approved by the Union Societies' Council

## **8.10. Union Societies' Finances**

- 8.10.1. The Union Societies Finances shall only be used to further the status and objectives of the Union Societies as defined in this Standing Order and the Union's Articles.
- 8.10.2. The Union Societies shall manage and administer Union Societies finances concerning budgets and have the ability to draw up financial rules concerning administration following the financial regulations of the Union.
- 8.10.3. Full societies will be able to apply for financial support from the Union for their continued development through the Union Societies Fund.
- 8.10.4. Micro-Societies will not be able to apply for Union funding to continue their development until they have reached 15 full members and a full committee.
- 8.10.5. The Union Societies will publish annually the procedure for allocation of resources to affiliated societies, together with the appeals mechanism at the Societies AGM.
- 8.10.6. All society activity must align with charity legislation relating to educational charities.
- 8.10.7. Information on any restrictions to society funding will be made available by the Union during the application process.
- 8.10.8. Each affiliated society will have two accounts:
  - 8.10.8.1. The Development Account: for general income and expenditure; and
  - 8.10.8.2. The Union Budget Account: for income and expenditure from the Union Societies Budget.
- 8.10.9. No Society can open any form of external bank or other account.
- 8.10.10. The Union has the ability to freeze a Societies account if its committee members have not adhered to the Union's financial procedures or whilst an investigation is undertaken.
- 8.10.11. All affiliated Societies must specify two signatories for their accounts which must be:
  - 8.10.11.1. The Society President; and
  - 8.10.11.2. The Society Treasurer.
- 8.10.12. All affiliated micro-societies must specify one signatory for their accounts which must be the Society President.
- 8.10.13. The payee on any financial form may not be the committee signatory for that payment requisition.
- 8.10.14. Any rules concerning Union Society budgets shall be publicised to the Society Presidents / Treasurers.
- 8.10.15. All expenditure must be counter authorised by the Union's budget holder for the Union Societies.
- 8.10.16. Any breaches of these rules by the Society Presidents / Treasurers shall constitute as a disciplinary offence and shall be investigated in line with the procedure outlined in Clause 34.

- 8.10.17. Payment for expenses shall only be paid to Societies members. No expenses shall be paid to students whose names do not appear on the list of society members submitted to the Union Societies.
- 8.10.18. It is the responsibility of the Societies Committees to ensure the membership lists are accurate.
- 8.10.19. If a society does not reach its required membership by the end of the first semester, monies in the Union Budget account will be removed and reinvested in the Union on associated expenditure.
- 8.10.20. Any unspent allocated funding that remains when the spending deadline date has passed can be reallocated by the Union.
- 8.10.21. All funding remaining in society Union Budget accounts at the end of academic year shall be reinvested into the Union on associated expenditure.
- 8.10.22. All funding remaining in society development fund accounts at the end of the academic year shall be carried forward to the following year. Should a society close due to lack of members in the following year, the money shall be reallocated to societies through discussion with the Union Societies Council.
- 8.10.23. Societies may collect session fees from its members and engage in other legitimate income generating activities to supplement their finances.
- 8.10.24. All income generated shall be recorded by the Union Societies. These records may be requested for individual Societies by the Society's members.
- 8.10.25. The Societies Council may ask to inspect any Societies accounts.

### **8.11. Property Regulations**

- 8.11.1. Union Societies' assets and funds are the property of the Union of Students and should be treated appropriately.
- 8.11.2. Individual Societies are responsible for maintaining an up-to-date inventory of all equipment and kit, with its value and life span, which should be kept alongside their development account and made available to the Union upon request.
- 8.11.3. Failure to submit an up-to-date inventory shall result in disciplinary action being taken against the society.
- 8.11.4. Individual Societies are responsible for ensuring the safety of equipment or kit during use and storage.
- 8.11.5. Union Societies Council may require society committees to account for any conduct concerning equipment or kit.
- 8.11.6. Society Committees are responsible for ensuring the safety of the Union Societies equipment whilst in use or in storage.
- 8.11.7. All inventories shall be checked against past inventories and any purchases made. Any discrepancies shall be investigated by the Vice-President (Activities).
- 8.11.8. Any loss or damage to equipment or kit should be reported to the Union as a matter of urgency.
- 8.11.9. In the event of such damage or loss being denied by insurance, or where no insurance exists, the Union shall consider the case and if the damage or loss were due to negligence the case may be referred to a disciplinary as outlined in the Standing Orders.

### **8.12. Health and Safety**

- 8.12.1. All Societies shall abide by the guidelines set out in the Union's Articles.
- 8.12.2. All Societies must adhere to the Union's health and safety regulations.

- 8.12.3. The Union shall ensure all Societies' Presidents are made aware of the Health and Safety Guidelines relevant to their activity. All rules and regulations will be made available to all Societies on the Union website.
- 8.12.4. All Societies Presidents are responsible for ensuring that their Society members adhere to the Union Student Code of Conduct.
- 8.12.5. All Society Committee Members must attend any health and safety training and abide by any health and safety instruction provided by the Union or any partner organisations.

### **8.13. Union Societies' Committees**

- 8.13.1. All full Societies affiliated to the Union Societies shall have a Committee which shall be made up of a minimum of a:
  - 8.13.1.1. Society President;
  - 8.13.1.2. Society Treasurer; and
  - 8.13.1.3. Society Secretary.
- 8.13.2. All micro societies affiliated to the Union Societies shall have a Committee which shall be made up of minimum of a Society President
- 8.13.3. No student shall be on the Committee for more than one society or hold more than one position in the same society:
  - 8.13.3.1 Should a student request to do so this shall be reviewed by the Union Societies Council on a case by case basis.
  - 8.13.3.2 In such cases where a student runs for more than one Committee position during the elections and is successful in gaining both, they will automatically fill the core Committee position.
- 8.13.4. Society Committees are responsible for:
  - 8.13.4.1. The running of the Society;
  - 8.13.4.2. Ensuring the Society remains financially solvent;
  - 8.13.4.3. Promoting the Society during the Fresher's periods to attract new membership;
  - 8.13.4.4. The smooth running of any social events and activities;
  - 8.13.4.5. The convening of the Society's General Meetings and Committee Meetings;
  - 8.13.4.6. Writing and circulating the minutes of these meetings; and
  - 8.13.4.7. Providing a report of the Society's activities to the Societies Council.

### **8.14. Union Societies' Committee Elections**

- 8.14.1. Society Committees shall be democratically elected to represent their members.
- 8.14.2. These elections will take place during the Union online Club and Society elections period as following the principles set out in Standing Order 3.
- 8.14.3. Society Committee elections will be limited to the membership of the Society, which should have a quorum of 50% +1 for the first attempt; 40% +1 for the second attempt; and 30%+1 for the final attempt. Votes cast during the first attempt shall be carried over to the second and third attempt as if they were proxy votes. All votes, once deemed valid will remain until a new Committee is elected.
- 8.14.4. The Deputy Returning Officer of the main elections shall be the Returning Officer for Society elections.
- 8.14.5. The results of Society elections will be announced by individual Societies.
- 8.14.6. If a society fails to elect a full Committee during the online Club and Society elections then they will hold another secret-ballot election.
- 8.14.7. The Society Committee shall take up office on the 1 July to 30 June of the following year.
- 8.14.8. The Society Committee shall receive a handover from the outgoing Committee.
- 8.14.9. The Society Committee shall attend the mandatory Committee training sessions provided by the Union.

- 8.14.10. If the Society Committee members fail to complete the mandatory Committee training prior to the end of October (extension can be given at the discretion of the Union), the Committee members will be deemed to have resigned from their role.
- 8.14.11. In the event of a vacancy in the Society Committee the Society shall hold an EGM or online election to fill that role. For physical EGMs a member of Union Staff, a Councillor, Chair or Vice President (Activities) shall be in attendance.
- 8.14.12. The individual(s) who are deemed to have resigned from their positions through failure to attend training cannot stand in the next election.
- 8.14.13. The individual(s) may appeal this decision to the Union Societies Council, subject to any extenuating circumstances which impacted upon their ability to attend training.
- 8.14.14. Due to GDPR, details of Society Committee members shall only be released to a third party with the permission of the Committee member.
- 8.14.15. Society members may remove any member of the Society Committee by submitting a secure petition to the Vice-President (Activities) signed by at least 50% +1 of the Society's total membership. This would take immediate effect and an election for the vacant position would be carried out.

### **8.15. The Union Societies Assembly**

- 8.15.1. The Union Societies will hold a minimum of 2 Assemblies (General Meetings) per semester attended by all Society Committees. The Union Societies AGM would constitute one of these meetings.
- 8.15.2. These will be convened and chaired by the Vice-President (Activities).
- 8.15.3. The Union Societies' Chair will be Vice-Chair at Union Societies Assemblies
- 8.15.4. Union Societies Assemblies will be used to:
  - 8.15.4.1. Provide updates to Societies from the Union, Vice-President (Activities) and Union Societies' Council; and
  - 8.15.4.2. Provide the opportunity for Societies to feed back to their elected Representatives.
- 8.15.5. If a Society fails to attend three consecutive Societies Assemblies, the Societies Council, upon recommendation from the Vice-President (Activities), shall consider taking any appropriate action against the Society. This action may include:
  - 8.15.5.1. Suspending the Society's financial support from the Union Societies for a defined period;
  - 8.15.5.2. Disaffiliating the Society from the Union Societies, preventing any activity from taking place.
- 8.15.6. Any member of the Union Societies may request agenda items by submitting their request to the Vice-President (Activities) at least seven working days prior to the meeting.
- 8.15.7. The Vice-President (Activities) or their nominee shall publicise the meeting and confirmed agenda at least five working days in advance to the Society Committees and on the Union website.
- 8.15.8. All Union Societies Assemblies shall have recorded minutes.
- 8.15.9. The minutes will be made available on the Union website.
- 8.15.10. Quorum for Union Societies Assembly shall be 50% of all affiliated Societies.
- 8.15.11. Only full members of the Union Societies Committees will have voting rights for the Union Societies' Assembly.
- 8.15.12. All decisions voted in by the Union Societies' Assembly shall be binding for all Societies.

### **8.16. The Union Societies' Annual General Meeting (AGM)**

- 8.16.1. The Union Societies AGM will be convened by the Vice-President (Activities).
- 8.16.2. The membership of the Union Societies AGM is as follows:
  - 8.16.2.1. Vice-President (Activities);
  - 8.16.2.2. Union Societies Chair;
  - 8.16.2.3. Incoming and Outgoing Societies Committee members; and
  - 8.16.2.4. Any Union Societies member.

- 8.16.3. The Union Societies Council shall deliver reports at the AGM for the academic year to date.
- 8.16.4. There must not be more than 18 months between Union Societies AGMs.
- 8.16.5. Notice of the Societies' Annual General Meeting:
- 8.16.5.1. The Vice-President (Activities) shall publicise this meeting to the Union Societies Committees and on the Union website five working days prior to the meeting.
  - 8.16.5.2. All documents for the Union Societies AGM shall be published on the Union website at least five working days prior to the meeting.
  - 8.16.5.3. Dates for the submission of proposals to the Union Societies AGM shall be publicised by the Union at least 28 days prior to the meeting.
  - 8.16.5.4. The Union Societies AGM shall have recorded minutes.
  - 8.16.5.5. The responsibility of minutes shall be discharged by the meeting to the Union Societies Council who shall agree the minutes as a true and accurate record.
  - 8.16.5.6. Approved minutes shall be published at the earliest possible time on the Union website.
  - 8.16.5.7. Quorum for the Union Societies AGM shall be a minimum of 30 members including at least 50% of all affiliated societies.
  - 8.16.5.8. Any full member of the Union Societies has the right to vote at the Union Societies AGM.

### **8.17. Complaints, Disciplinary and Appeals**

When handling complaints, disciplinary actions and appeals, Union Societies shall follow the Union's Complaints and Appeals Procedure, which can be found at [www.derbyunion.co.uk/complaints](http://www.derbyunion.co.uk/complaints).

### **8.18. Appealing a Decision of Union Societies Council**

- 8.18.1 Any Society that wishes to appeal a decision of the Union Societies Council can submit an appeal in writing to the Union President. The appeal must outline the grounds for appeal and be submitted no later than five working days after the decision of the Council.
- 8.18.2. Following an investigation by the Union President or their nominee, the Union President will make a final and binding decision based on the evidence provided.

## **STANDING ORDER 9 – UNION SPORTS**

### **9.1. General**

- 9.1.1. This Standing Order outlines how the Union of Students governs sports clubs through the Union Sports structure.
- 9.1.2. Union Sports is the team within the Union that represents the Union's affiliated sports clubs.

### **9.2. Objectives, Powers and the Role of Union Sports**

- 9.2.1. The purpose of Union Sports' is to:
- 9.2.1.1. Enhance the student experience at the University of Derby through the development of student led competitive sport;
  - 9.2.1.2. Support the development of strong and active sport clubs through the development of those Sports Committee members;
  - 9.2.1.3. Develop and approve policy that affects Union sport;
  - 9.2.1.4. Represent the interests of sport to the membership of the Union;
  - 9.2.1.5. Approve Union Sport funding;
  - 9.2.1.6. Annually elect the Union Sports Council in accordance with the Union Sports Council rules.

### **9.3. Aims of the Union Sports**

- 9.3.1. The aims of the Union Sports shall be to:
  - 9.3.1.1. Be the primary body for the governance of competitive student sport at the University of Derby;
  - 9.3.1.2. Advance, promote and protect the interests of the Union Sports;
  - 9.3.1.3. Work in conjunction with the University of Derby to develop the sporting experience for students at the University of Derby;
  - 9.3.1.4. Work in conjunction with the University of Derby to develop a strategy for sport.
  - 9.3.1.5. Encourage and promote the healthy and active lifestyles of students at the University of Derby.

### **9.4. Privileges of Inclusion in the Union Sports**

- 9.4.1. The privileges of being included in the Union Sports shall be:
  - 9.4.1.1. The right to use the prefix 'The University of Derby';
  - 9.4.1.2. The rights to represent Team Derby.
  - 9.4.1.3. The right to use the Activities notice boards, social networking groups and websites which shall be linked to the Union's website.
  - 9.4.1.4. The right to have financial support from the Union Sports.
  - 9.4.1.5. The right to be entered as a team or individual into the British Universities and Colleges Sport (BUCS).
  - 9.4.1.6. The right to be entered as a team or individual in a national competitive sport which is not provided by the BUCS.

### **9.5. Governance of Union Sports**

- 9.5.1. Union Sport is an integral part of the Union of Student and is governed in accordance with the Union's Articles and Standing Orders.
- 9.5.2. A club's Constitution shall be subordinate to the Union's Articles and Standing Orders.
- 9.5.3. Union Sports will be divided into 5 groups:
  - 9.5.3.1. BUCS
  - 9.5.3.2. Non-BUCS
  - 9.5.3.3. Performance Sports
  - 9.5.3.4. Individual Sports
  - 9.5.3.5. Buxton and Leek College Sports
- 9.5.4. Union Sports Council will meet on a monthly basis during university term time and will be run in accordance with the meeting rules.
- 9.5.5. All Union Sports Committee will meet twice per semester at Union Sports Assembly. The last meeting in the second term will be the Union Sports Annual General Meeting (AGM).
- 9.5.6. All University of Derby Clubs must be a part of the Union Sports.
- 9.5.7. The Sports Council shall approve all new Clubs.
- 9.5.8. All Sports Clubs shall be bound by these Standing Orders, the individual Club Constitution and by the decisions made by the Sports Council and the Sports Assembly.

### **9.6. Code of Conduct and Practice of the Union Sports**

- 9.6.1. If the Articles, Standing Orders or Policies of the Union are broken by the Union Sports or its members, the Union reserves the right to follow the disciplinary procedure set out in the Union Standing Orders.
- 9.6.2. The Union Sports shall have a Code of Conduct which all members shall abide by.
- 9.6.3. The Code of Conduct sets out expectations for all Union Sports members and Clubs in terms of the following:
  - 9.6.3.1. Behaviour
  - 9.6.3.2. Abiding by the Union Sports Rules and Regulations.

9.6.4. All members shall accept the Code of Conduct contract as part of their registration as a Union Sports member.

9.6.5. The Union Sports Code of Conduct is available to any member on the Union website.

### **9.7. Officers of the Union Sports**

9.7.1. The Vice-President (Activities) will have overall responsibility for Union Sports.

9.7.2. The Vice-President (Activities) will be supported by:

9.7.2.1. Union Sports Chair

9.7.2.2. Sports Councillors

9.7.3. All Union Sports Officers shall hold Office from the 1 July until the 30 June in the following year.

9.7.4. Role descriptions for all elected positions in relation to Union Sports can be found in the Activities Representation Policy.

### **9.8. Membership of Union Sports**

9.8.1. There will be two classes of Union Sport membership:

9.8.1.1. Full members; and

9.8.1.2. Associate members.

9.8.2. All registered students at the University of Derby are able to join Union Sports as full members by paying to join an affiliated club.

9.8.3. Associate members of the Union, as outlined in Standing Order 2, may join Union Sports by paying to join an affiliated club.

9.8.4. There will be an annual membership fee to be part of Union Sports as well as the fee to join an individual affiliated club. The annual membership fee will be set annually by the Union's Executive Committee.

9.8.5. The Sports Clubs shall set the subscription fee annually for their club.

### **9.9. Affiliation of Sports Clubs to Union Sports**

9.9.1. Sports must have a minimum of 20 active and registered members to be affiliated to Union Sports and for any activity to take place.

9.9.2. Any existing club which fails to reach the minimum number of active and registered members by the end of November will be considered dormant and cease any activity, however they may submit a written petition to the Sports Council for a decision on their affiliation.

9.9.3. Any dormant club may submit a written petition to the Sports Council for a decision on their affiliation.

9.9.4. The Sports Council may approve a request for affiliation for that academic year only.

9.9.5. A club may only petition for affiliation with less than the required number of members for a maximum of two consecutive years.

9.9.6. In order to affiliate all Sports Club Committees must attend mandatory committee training.

9.9.7. If a Sports Club Committee fails to attend training the Club shall not be able to compete or train until this has taken place.

9.9.8. To become a sports club, students must submit a New Sports Club Form to Union Sports Council with a list of students interested in joining the club. There must be at least 20 interested students included on the list for the club to be considered.

9.9.9. Sports Clubs can be created at any time of the academic year. Any Committee member who is not a student the following academic year will have their position resigned and considered vacant in accordance with other standing orders.

9.9.10. Sports Clubs will be covered by an individual constitution in which any individual club rules will be listed including and not limited to membership fees and committee positions.



- 9.9.11. The club's individual constitution can be changed at their club's AGM/EGM with normal quoracy for those meetings.
- 9.9.12. Any individual rules that only affect one club can only be voted on and changed by that respective club at their EGM/AGM with normal quoracy for those meetings.

## **9.10. Definition of Sports Groups**

- 9.10.1. Sports groups are defined as follows:
- 9.10.1.1. British Universities and Colleges Sports (BUCS) is Union Sport which competes in one or more BUCS competitions each year.
  - 9.10.1.2. Non-BUCS is Union sport which offers competition that is not within the BUCS programme for its members.
  - 9.10.1.3. Performance Sport is Union Sport which is competing and performing at the highest level within BUCS competition and is heavily supported by the University.
  - 9.10.1.4. Individual Sport is Union sport which supports individual students/athletes to compete within BUCS and Non-BUCS competition.
  - 9.10.1.5. Buxton and Leek College Sport is Union Sport which is linked to the Buxton and Leek campus.

## **9.11. Union Sports' Finances**

- 9.11.1. The Union Sports Finances shall only be used to further the status and objectives of the Union Sports clubs as defined in this Constitution and the Union's Articles.
- 9.11.2. Union Sports shall manage and administer Union Sports club finances concerning budgets and have the ability to draw up financial rules concerning administration following the financial regulations of the Union.
- 9.11.3. Any rules concerning Union Sports Club budgets shall be publicised to the Sports Clubs Presidents / Treasurers.
- 9.11.4. Any breaches of these rules by the Sports Clubs Presidents / Treasurers shall constitute as a disciplinary offence and shall be investigated in line with the procedure outlined in Clause 34.

## **9.12. Union Sports Committees**

- 9.12.1. All Sports Clubs affiliated to the Union Sports shall have a core Committee which shall be made up of a minimum of a:
- 9.12.1.1. Sports President;
  - 9.12.1.2. Sports Treasurer; and
  - 9.12.1.3. Sports Secretary.
- 9.12.2. No student shall be on the Committee for more than one Sports Club or hold more than one position in the same Club:
- 9.12.2.1. Should a student request to do so this shall be reviewed by the Union Sports Council on a case by case basis.
  - 9.12.2.2. In such cases where a student runs for more than one Committee position during the elections and is successful in gaining both, they will automatically fill the core Committee position.
- 9.12.3. Sports Committees are responsible for:
- 9.12.3.1. The running of the Club;
  - 9.12.3.2. Ensuring the Club remains financially solvent;
  - 9.12.3.3. Promoting the club during the Freshers' periods to attract new membership;
  - 9.12.3.4. The smooth running of any social events and activities;
  - 9.12.3.5. The convening of the Club General Meetings and Committee meetings; and
  - 9.12.3.6. Writing and circulating the minutes of these meetings.

### **9.13. Union Sports Committee Elections**

- 9.13.1. Sports Club Committees shall be democratically elected to represent their club members.
- 9.13.2. These elections will take place during the Union online Club and Society elections period as following the principles set out in Standing Order 3.
- 9.13.3. Sports Club Committee elections will be limited to the membership of the club, which should have a quorum of 50% +1 for the first attempt; 40% +1 for the second attempt; and 30%+1 for the final attempt. Votes cast during the first attempt shall be carried over to the second and third attempt as if they were proxy votes. All votes once deemed valid will remain until a new committee is elected.
- 9.13.4. The Deputy Returning Officer of the main elections shall be the Returning Officer for Sports Club elections.
- 9.13.5. The results of Sports Club elections will be announced by individual clubs.
- 9.13.6. If a club fails to elect a full Committee during the online Club and Society elections, then they then they will hold another secret-ballot election.
- 9.13.7. The Sports Club Committee shall take up office on the 1 July until the 30 June of the following year.
- 9.13.8. The Sports Club Committee shall receive a handover from the outgoing Committee.
- 9.13.9. The Sports Club Committee shall attend the mandatory Committee training sessions provided by the Union.
- 9.13.10. If a Sports Club Committee member fails to complete the mandatory Committee training prior to the end of October (extension can be given at the discretion of the Union), the Committee members will be deemed to have resigned from their role.
- 9.13.11. In the event of a vacancy in the Sports Club Committee the Club shall hold an EGM or online election to fill that role. For physical EGMs a member of Union staff, a Councillor, a Chair or Vice President (Activities) shall be in attendance.
- 9.13.12. The individual(s) who are deemed to have resigned from their positions through failure to attend training cannot stand in the next election.
- 9.13.13. The individual(s) may appeal this decision to the Union Sports Council, subject to any extenuating circumstances which impacted upon their ability to attend training.
- 9.13.14. Due to GDPR, details of Sports Club Committee members shall only be released to a third party with the permission of the Committee member.
- 9.13.15. Club members may remove any member of the Sports Club Committee by submitting a secure petition to the Vice-President (Activities) signed by at least 50% +1 of the Sports Club total membership. This would take immediate effect and an election for the vacant position would be carried out.

### **9.14. The Union Sports Council**

Details of the Union Sports Council are outlined in the Activities Representation Policy.

### **9.15. The Union Sports Assembly**

- 9.15.1. Union Sports will hold a minimum of 2 Assemblies (General Meetings) per semester attended by Sports committees. The Union Sports AGM would constitute one of these meetings.
- 9.15.2. These will be convened and chaired by the Vice-President (Activities).
- 9.15.3. The Union Sports Chair will be Vice-Chair at Union Assemblies.
- 9.15.4. Union Sports Assemblies will be used to:
  - 9.15.4.1 Provide updates to Sports clubs from the Union, Vice-President (Activities) and Union Sports Council;
  - 9.15.4.2. Provide the opportunity for sports clubs to feed back to their elected representatives.

- 9.15.5. If a Sports Club fails to attend three consecutive Sports Assemblies, the Sports Council, upon recommendation from the Vice-President (Activities), shall consider taking any appropriate action against the Sports Club. This action may include:
- 9.15.5.1. Suspending the Sports Clubs' financial support from the Union Sports for a defined period;
  - 9.15.5.2. Disaffiliating the Sports Club from the Union Sports, preventing any activity from taking place.
- 9.15.6. Any member of the Union Sports may request agenda items by submitting their request to the Vice-President (Activities) at least seven working days prior to the meeting.
- 9.15.7. The Vice-President (Activities) or their nominee shall publicise the meeting and confirmed agenda at least five working days in advance to the club committees and on the Union website.
- 9.15.8. All Union Sports Assemblies shall have recorded minutes.
- 9.15.9. The minutes will be made available on the Union website.
- 9.15.10. Quorum for Union Sports Assembly shall be 50% of all affiliated Sports.
- 9.15.11. Only full members of the Union Sports committees will have voting rights for the Union Sports Assembly.
- 9.15.12. All decisions voted in by the Union Sports Assembly shall be binding for all Sports clubs.

#### **9.16. The Union Sports Annual General Meeting (AGM)**

- 9.16.1. Union Sports AGM will be convened by the Vice-President (Activities).
- 9.16.2. The membership of the Union Sports AGM is as follows:
- 9.16.2.1. Vice-President (Activities);
  - 9.16.2.2. Union Sports Chair;
  - 9.16.2.3. Incoming and Outgoing Sports Committee members; and
  - 9.16.2.4. Any Union Sports members.
- 9.16.3. The Union Sports Council shall deliver reports at the AGM for the academic year to date.
- 9.16.4. There must not be more than 18 months between Union Sports AGM.
- 9.16.5. Notice of the Sports Annual General Meeting:
- 9.16.5.1. The Vice-President (Activities) shall publicise this meeting to the Union Sports committees and on the Union website five working days prior to the meeting.
  - 9.16.5.2. All documents for the Union Sports AGM shall be published on the Union website at least five working days prior to the meeting.
  - 9.16.5.3. Dates for the submission of proposals to the Union Sports AGM shall be publicised by the Union at least 28 days prior to the meeting.
  - 9.16.5.4. The Union Sports AGM shall have recorded minutes.
  - 9.16.5.5. The responsibility of minutes shall be discharged by the meeting to the Union Sports Council who shall agree the minutes as a true and accurate record.
  - 9.16.5.6. Approved minutes shall be publicised at the earliest possible time on the Union website.
  - 9.16.5.7. Quorum for the Union Sports AGM shall be a minimum of 30 members including at least 50% of all affiliated clubs.
  - 9.16.5.8. Any full member of the Union Sports has the right to vote at the Union Sports AGM.

#### **9.17. Sports Club Budgets**

- 9.17.1. Each Sports Club Committee will submit its proposed annual budget, Sports Club's Inventory and Club Development Plan for the next financial year to Union Sports.
- 9.17.2. The date for submission of these documents shall be decided annually by Union Sports and publicised to the Sports Clubs.
- 9.17.3. The Sports budgets shall be prepared, subject to discussion with the Union Sports Council, from the documents submitted by the Sports Clubs.

- 9.17.4. Sports Clubs shall demonstrate an ability to self-fund in the first year to receive any Union Sports funding in the second year of existence.
- 9.17.5. Each affiliated club will have a Development bank account for general income and expenditure.
- 9.17.6. Sports Clubs are not permitted to open any form of external bank or other account.
- 9.17.7. The Union has the ability to freeze a Sports Clubs account if its committee members have not adhered to the Union's financial procedures or whilst an investigation is undertaken.
- 9.17.8. All affiliated Sports Clubs must specify at least two signatories for their accounts which must be:
- 9.17.8.1. The Sports Club President; and
  - 9.17.8.2. The Sports Club Treasurer.
- 9.17.9. The payee on any financial form may not be the committee signatory for that payment requisition.
- 9.17.10. All expenditure must be counter authorised by the Union's budget holder for the Sports Clubs.
- 9.17.11. Any breaches of these rules by the Society Presidents / Treasurers shall constitute as a disciplinary offence and shall be investigated in line with the procedure outlined in Clause 34.
- 9.17.12. Payment for expenses shall only be paid to Sports Club members. No expenses shall be paid to students whose names do not appear on the list of Club members submitted to the Union Sports.
- 9.17.13. It is the responsibility of the Sports Club Committees to ensure the membership lists are accurate.
- 9.17.14. Any finances remaining in the Sports Clubs' Development Accounts shall be carried forward into the next academic year subject to successful intake in the next academic year. Should a club close due to lack of members in the following year, the money shall be reallocated to clubs through discussion with the Union Sports Council.
- 9.17.15. Sports Clubs are responsible for collecting match fees.
- 9.17.15.1. No match fees shall be levied by the Union Sports.
  - 9.17.15.2. Sports Clubs may collect match fees from its members and engage in other legitimate income generating activities to supplement their finances.
- 9.17.16. All income generated shall be recorded by the Union Sports. These records may be requested for individual Sports Clubs by the Sports Club members.
- 9.17.17. The Sports Council may ask to inspect any Sports Club accounts.

### **9.18. Individual Competitive Sports**

- 9.18.1. Any individual wishing to participate in BUCS individual competitions must liaise directly with the Vice-President (Activities) regarding potential opportunities.
- 9.18.2. The Union shall review participation in individual competitive sports on a case by case basis.
- 9.18.3. This review shall be based on the evidence provided by the individual which demonstrates successful competitive performance.
- 9.18.4. Any funding allocated for these competitions must meet the BUCS individual funding criteria.

### **9.19. Union Sports Property Regulations**

- 9.19.1. All Sports Clubs' assets and funds are the property of the Union Sports and should be treated appropriately.
- 9.19.2. Individual Clubs are responsible for maintaining an up-to-date inventory of all equipment and kit, with its value and life span, which should be kept alongside their development account and made available to the Union upon request.
- 9.19.3. Failure to submit an up-to-date inventory shall result in disciplinary action being taken against the club.
- 9.19.4. Individual Clubs are responsible for ensuring the safety of equipment or kit during use and storage.
- 9.19.5. Union Sports Council may require Club committees to account for any conduct concerning equipment or kit.

- 9.19.6. Club Committees are responsible for ensuring the safety of the Union Sports equipment whilst in use or in storage.
- 9.19.7. All inventories shall be checked against past inventories and any purchases made. Any discrepancies shall be investigated by the Vice-President (Activities).
- 9.19.8. Any loss or damage to equipment or kit should be reported to the Union as a matter of urgency.
- 9.19.9. In the event of such damage or loss being denied by insurance, or where no insurance exists, the Union shall consider the case and if the damage or loss were due to negligence the case may be referred to a disciplinary as outlined in the Standing Orders

## **9.20. Health and Safety**

- 9.20.1. All Clubs shall abide by the guidelines set out in the Union's Articles.
- 9.20.2. All Clubs must adhere to the Union's health and safety regulations.
- 9.20.3. The Union shall ensure all Sport Club Presidents are made aware of the Health and Safety Guidelines relevant to their sport. All rules and regulations will be made available to all Societies on the Union website.
- 9.20.4. All Sports Clubs' Presidents are responsible for ensuring that their Sports Club members adhere to the Union Sports Code of Conduct.
- 9.20.5. All Club committee members must attend any health and safety training and abide by any health and safety instruction provided by the Union or any partner organisations.

## **9.21. Complaints, Disciplinary and Appeals**

When handling complaints, disciplinary actions and appeals, Union Sports shall follow the Union's Complaints and Appeals Procedure, which can be found at [www.derbyunion.co.uk/complaints](http://www.derbyunion.co.uk/complaints).

## **9.22. Appealing a Decision of Union Sports Council**

- 9.22.1. Any Club that wishes to appeal a decision of the Union Sports Council can submit an appeal in writing to the Union President. The appeal must outline the grounds for appeal and be submitted no later than five working days after the decision of the Council.
- 9.22.2. Following an investigation by the Union President or their nominee, the Union President will make a final and binding decision based on the evidence provided.

## **APPENDIX 1 – EXECUTIVE OFFICER ROLE DESCRIPTIONS**

**Job Title: President**

**Contract:** Full Time, 1 Year, 37 hours per week

**Location:** Kedleston Road (with regular travel to other sites when required)

**Reporting to:** The University of Derby student body

**Responsible for:** Overseeing the activities of the University of Derby Students' Union (Union of Students)

### **A: Executive Officer Duties**

- Represent the students of the University of Derby including Further Education (FE) students on a local, regional and national scale.
- Actively seek the views of the students at the University of Derby across all campuses and modes of study including FE students at Buxton & Leek College.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally
- Represent the Union and its members at University & College meetings.
- Provide monthly Executive reports highlighting the work and representation within the University that you have been carrying out.
- Act in the capacity of Chair of HR and Finance Sub-Committee, Chair of Executive Committee and Vice-Chair of Trustee Board.
- Lead and coordinate the Vice-Presidents of the Union to ensure that the team work together to fulfil the organisation's Vision and Values; including them in all that they do.
- Act as the main contact for any queries regarding the Unions Governance.
- To have delegated responsibility from the Board of Trustees for the line management of the Chief Executive.
- Act as the primary representative for the Union on all appropriate official occasions and when dealing with any press enquiries.
- Act as the primary representative between the Union and the local and wider community
- Act as delegate leader for NUS National Conference and providing ongoing support for elected National Student Right Campaigners (NUS Rep).
- Oversee the working groups (Mental Health, EDI and Sustainability) and ensuring the work is embedded throughout all Union actuality.
- To work with the Executive Officer team to set objectives based on the organisation's strategic plan.
- Actively work with the local community to increase student engagement with projects that are being undertaken.
- To be the primary contact for campaigns and changes to Union or University facilities and spaces
- Hold the casting vote in the event of a tied group vote amongst the Executive Officer team
- Have oversight of the Union equality and diversity strategy in officer's respective areas.
- Mentor relevant Student Officers' to ensure we have effective representation within the Union
- Contribute to campaigns and focus days happening with a focus on Liberation groups and protected characteristics.

## **B: University Governor**

The Role of President automatically includes being a University of Derby Governor, duties that fall within this role include:

- To ensure that the University complies with its Governing document and any relevant legislation.
- To ensure that proper mechanisms are in place to ensure financial control of the University.
- Ensuring that any decisions made are in the best interest of the University of Derby.
- Attending the Governing Council strategy away days.

Attend the University of Derby awards ceremonies annually across Buxton and Derby.

## **C: Buxton and Leek College Governor**

The Role of President automatically includes being a member of the Further Education Governance Committee for Buxton and Leek College, duties that fall within this role include:

- To ensure that the College complies with its Governing document and any relevant legislation.
- To ensure that proper mechanisms are in place to ensure financial control of the College.
- Ensuring that any decisions made are in the best interest of Buxton and Leek College.
- Attending the Governing Council strategy away days.
- Attend the University of Derby awards ceremonies annually across Buxton and Derby.

## **D: University Committee Chair – Student Affairs Committee**

The role of President automatically includes being the co-chair for the University's Student Affairs Committee (SAC), duties that fall within this role include:

- To accurately and assuredly chair the committee in partnership with the University's nominated chairperson.
- To ensure proper representation of the business of the Union in relation to the Student Affairs at the University of Derby.
- To attend agenda setting meetings alongside the University's nominated chairperson and committee secretary.
- To adhere to all relevant regulations in relation to University committee's and the role of meeting chair.

## **E: Academic Board**

The Role of President automatically includes being an Academic Board Member, duties that fall within this role include:

- Consider the development of the academic activities of the University and the resources needed to support them.
- Ensure that any decisions made are in the best interests of students
- To represent the academic interests of the students at the University of Derby

## **F: Responsibilities**

The principle role and responsibilities may change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

## **G: General**

All Student Union Officers are expected to work within the ethos of the Union and strive to achieve the following:

- To work at all times within relevant legislation as well as structures, policies and procedures.
- To work co-operatively with other Union staff and Officers, as well as relevant external organisations.
- To adhere to the highest standards, especially of customer service and safety.
- To seek to continually develop and improve Union facilities and services.
- To keep up-to-date with sector developments, local competition and students views/needs, where necessary undertaking market research to generate such information.
- To undertake necessary training and to attend all meetings as requested.
- To promote a positive and professional image of the University of Derby Students' Union (Union of Students) to its members, customers, stakeholders and other external people.
- To positively contribute to the organizations ethical & environmental ethos.
- To perform any other additional reasonable duties as deemed appropriate.

Officers are required to have an Officer Development Plan and to participate in training, meetings or conferences considered relevant to their job.

Officers must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the Staff Handbook.

Officers are expected to portray a positive image both internally and externally of the Union by displaying standards of service integrity, punctuality, politeness, and professionalism.

With Officers each taking a leadership role in the three groups (Mental Health, EDI and Sustainability) with the President having oversight of the working groups and ensuring the work is embedded throughout all Union actuality.

*This list is not exhaustive and is a general indication - the role holder will be expected to complete any reasonable task requested of them.*



## **Job Title: Vice-President (Education)**

**Contract:** Full Time, 1 Year, 37 hours per week

**Location:** Kedleston Road (with regular travel to other sites when required)

**Reporting to:** The University of Derby student body

**Responsible for:** Overseeing the academic representation of the Union and the student voice across the University of Derby

### **A: Duties**

- Represent University of Derby students on educational issues at local, regional and national scale.
- Actively seek the views of the students at the University of Derby on academic issues across all campuses
- Campaign and lobby the University on educational issues that may arise locally, regionally or nationally.
- Represent the Union and its members at University & College meetings and ensure that any academic policy is student focused.
- Provide monthly Executive reports highlighting the work and representation within the University that you have been carrying out.
- Hold regular meetings with Student Officers for Education & Student Representatives. • Deputise for the President in their absence for University Governor business
- Work alongside staff teams within the Union to address issues relating to education within the University of Derby.
- Encourage the representation of students at all levels of committee membership across the University of Derby.
- Support relevant Union staff members to ensure the coordination of academic representation within the University across all sites, University of Derby online, University of Derby Corporate and collaborative partners is effective.
- Encourage a fair and democratic process for the election of academic representatives across the University of Derby by working with University managers and departments prior to elections.
- Contribute to campaigns and focus days happening with a focus on Liberation groups and protected characteristics.
- Encourage academic representatives to engage in Equality and Diversity training and are representative of their student body.
- To have a leadership role in one the Union's working groups (Mental Health, EDI and Sustainability)
- To work with the Executive Officer team to set objectives based on the organisation's strategic plan.
- Actively seek the views of all students at the University of Derby across all levels and modes of study.
- Support the Unions Education Chair to ensure the effectiveness and function of the Unions Education Council
- Deputy Chair of the Education Council.
- Mentor relevant Student Officers' to ensure we have effective representation within the Union

### **B: University Governor**

The role of Vice-President (Education) automatically includes being a University of Derby Governor, duties that fall within this role include:

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- To ensure that the University complies with its Governing document and any relevant legislation
- To ensure that proper mechanisms are in place to ensure financial control of the University
- Ensuring that any decisions made are in the best interest of the University of Derby
- Attending the Governing Council strategy away days
- Attend the University of Derby awards ceremonies annually across Buxton and Derby

### **C: Academic Board**

The Role of Vice President (Education) automatically includes being an Academic Board Member, duties that fall within this role include:

- Consider the development of the academic activities of the University and the resources needed to support them.
- Ensure that any decisions made are in the best interests of students
- To represent the academic interests of the students at the University of Derby

### **D: Responsibilities**

The principle role and responsibilities may change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

### **E: General**

All Student Union Officers are expected to work within the ethos of the Union and strive to achieve the following:

- To work at all times within relevant legislation as well as structures, policies and procedures.
- To work co-operatively with other Union staff and Officers, as well as relevant external organisations.
- To adhere to the highest standards, especially of customer service and safety.
- To seek to continually develop and improve Students' Union facilities and services.
- To keep up-to-date with sector developments, local competition and students views/needs, where necessary undertaking market research to generate such information.
- To undertake necessary training and to attend all meetings as requested.
- To promote a positive and professional image of the University of Derby Students' Union (Union of Students) to its members, customers, stakeholders and other external people.
- To positively contribute to the organizations ethical & environmental ethos.
- To perform any other additional reasonable duties as deemed appropriate.

Officers are required to have an Officer Development Plan and to participate in training, meetings or conferences considered relevant to their job.

Officers must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the Staff Handbook.

Officers are expected to portray a positive image both internally and externally of the Union by displaying standards of service integrity, punctuality, politeness, and professionalism.

With Officers each taking a leadership role in the three groups (Mental Health, EDI and Sustainability) with the President having oversight of the working groups and ensuring the work is embedded throughout all Union actuality.

*This list is not exhaustive and is a general indication - the role holder will be expected to complete any reasonable task requested of them*

## **Job Title: Vice-President (Activities)**

**Contract:** Full Time, 1 Year, 37 hours per week

**Location:** Kedleston Road (with regular travel to other sites when required)

**Reporting to:** The University of Derby student body

**Responsible for:** Overseeing the Union Sports, Student-Led Services and societies; representing students participating in activities across the University.

### **A: Duties**

- To work closely with the University in developing a cohesive approach to Sport at the University aimed at encouraging participation, representation and excellence through a student focused and democratically led structure.
- To be responsible for ensuring that all Sports Clubs and societies are democratically run and accountable to their members.
- Work towards increasing membership and retention within Sports, Societies and Student-Led Services
- Facilitate the meetings of Union Societies and sports and student led services.
- Encourage the student groups to uphold the constitutions of Union Societies and sports and student led services.
- Act as Deputy Chair to the Union Societies Council and Union Sports Council.
- Represent the interests of Student Led services to the University and wider community.
- To encourage participation in the activities put on by the Sports Clubs, societies and student led services.
- To provide Executive with regular reports and recommendations.
- Work with the halls activators to offer opportunities for students living in halls of residence.
- With the support of the Union Sports staff team, organise Union-led events for our Sports clubs, societies and student led services
- To work with the Executive Officer team to set objectives based on the organisation's strategic plan.
- Promote and demonstrate the impact of student activities to students, the University and the wider community
- Ensure that Student Led Services Committees are convened and active
- Engage with the appropriate structures of the National Union of Students (NUS).
- To have a leadership role in one the Union's working groups (Mental Health, EDI and Sustainability).
- Ensure that members have access to information on the services on offer by the Union.
- Assist in the promotion of the Unions campaigns.
- Contribute to campaigns and focus days happening with a focus on Liberation groups and protected characteristics.
- Mentor relevant Student Officers to ensure we have effective representation within the Union
- Support the Unions Sport and Societies Chair to ensure the effectiveness and function of the Unions Sport and Societies Council
- Deputise chair of the Sport and Societies Council
- Identifying and facilitating training needs for Sports, Societies and Student-Led Services
- Representing the Union and its members at University and College meetings

## **B: Responsibilities**

The principle role and responsibilities may change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

## **C: General**

All Student Union Officers are expected to work within the ethos of the Union and strive to achieve the following:

- To work at all times within relevant legislation as well as structures, policies and procedures.
- To work co-operatively with other Union staff and Officers, as well as relevant external organisations.
- To adhere to the highest standards, especially of customer service and safety.
- To seek to continually develop and improve Union facilities and services.
- To keep up-to-date with sector developments, local competition and students views/needs, where necessary undertaking market research to generate such information.
- To undertake necessary training and to attend all meetings as requested.
- To promote a positive and professional image of the University of Derby Students' Union (Union of Students) to its members, customers, stakeholders and other external people.
- To positively contribute to the organizations ethical & environmental ethos.
- To perform any other additional reasonable duties as deemed appropriate.

Officers are required to have an Officer Development Plan and to participate in training, meetings or conferences considered relevant to their job.

Officers must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the Staff Handbook.

Officers are expected to portray a positive image both internally and externally of the Union by displaying standards of service integrity, punctuality, politeness, and professionalism.

With Officers each taking a leadership role in the three groups (Mental Health, EDI and Sustainability) with the President having oversight of the working groups and ensuring the work is embedded throughout all Union actuality.

*This list is not exhaustive and is a general indication - the role holder will be expected to complete any reasonable task requested of them.*

**Job Title: Vice-President (Welfare)**

**Contract:** Full Time, 1 Year, 37 hours per week

**Location:** Kedleston Road (with regular travel to other sites when required)

**Reporting to:** The University of Derby student body

**Responsible for:** Representing the welfare of students of the Union and oversee creating engagement in welfare and liberation campaigns.

**A: Duties**

- Represent the welfare needs of students at the University of Derby including Further Education (FE) students on a local, regional and national scale.
- Actively seek the views of the students at the University of Derby across all campuses, including FE students at Buxton & Leek College, on issues relating to welfare taking a particular focus on the voices of underrepresented student groups.
- Actively represent the needs and issues of students with caring responsibilities, as either a student parent or student carer.
- Actively represent the needs and issues of students who are considered as hard to reach students.
- Actively engage and represent the needs and issues of international students
- Actively represent the needs and issues of students who are care leavers working in partnership with the University.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally.
- To have a leadership role in one the Union's working groups (Mental Health, EDI and Sustainability)
- Represent the Union and its members at University & College meetings
- Provide monthly Executive reports highlighting the work and representation within the University that you have been carrying out.
- Take a lead in ensuring campaigns and focus days happen with a particular focus on Liberation groups and protected characteristics.
- To work with the Executive Officer team to set objectives based on the organisation's strategic plan.
- To take a lead on ensuring the Union's activities and opportunities are inclusive.
- Support the Unions EDI Chair to ensure the effectiveness and function of the Unions EDI Council
- Deputy chair of the EDI Council
- Mentor relevant Student Officers' to ensure we have effective representation within the Union

**B: University Committee Co-Chair – Pastoral Services Committee (PSC)**

The role of Vice-President (Welfare) automatically includes being co-chair for the University's Pastoral Services Committee (PSC), duties that fall within this role include:

- To accurately and assuredly chair the committee in partnership with the University's nominated chairperson where the Union co-chair is unavailable to fulfil the duty.
- To ensure proper representation of the business of the Union in relation to the pastoral service practises at the University of Derby.
- To attend agenda setting meetings alongside the University's nominated chairperson and committee secretary
- To adhere to all relevant regulations in relation to University committee's and the role of meeting chair.

### **C: Multi Faith Centre at the University of Derby Governor**

The role of Vice-President (Welfare) automatically includes being a Multi Faith Centre at the University of Derby, duties that fall within this role include:

- To ensure that the Multi Faith Centre complies with its Governing document and any relevant legislation
- To ensure that proper mechanisms are in place to ensure financial control of the Multi Faith Centre
- Ensuring that any decisions made are in the best interest of the Multi Faith Centre and University of Derby students

### **D: University Committee Deputy-Chair – Student Experience, Learning and Teaching Committee (SELTC)**

The role of Vice-President (Welfare) automatically includes being deputy-chair for the University's Student Experience, Learning and Teaching Committee (SELTC), duties that fall within this role include:

- To accurately and assuredly chair the committee in partnership with the University's nominated chairperson where the Union co-chair is unavailable to fulfil the duty.
- To ensure proper representation of the business of the Union in relation to the Student Experience and Learning and Teaching practises at the University of Derby.
- To attend agenda setting meetings alongside the University's nominated chairperson and committee secretary
- To adhere to all relevant regulations in relation to University committee's and the role of meeting chair.

### **E: Responsibilities**

The principle role and responsibilities may change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

### **F: General**

All Student Union Officers are expected to work within the ethos of the Union and strive to achieve the following:

- To work at all times within relevant legislation as well as structures, policies and procedures.
- To work co-operatively with other Union staff and Officers, as well as relevant external organisations.
- To adhere to the highest standards, especially of customer service and safety.
- To seek to continually develop and improve Union facilities and services.
- To keep up-to-date with sector developments, local competition and students views/needs, where necessary undertaking market research to generate such information.
- To undertake necessary training and to attend all meetings as requested.
- To promote a positive and professional image of the University of Derby Students' Union (Union of Students) to its members, customers, stakeholders and other external people.
- To positively contribute to the organizations ethical & environmental ethos.
- To perform any other additional reasonable duties as deemed appropriate.

Officers are required to have an Officer Development Plan and to participate in training, meetings or conferences considered relevant to their job.

Officers must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the Staff Handbook.

Officers are expected to portray a positive image both internally and externally of the Union by displaying standards of service integrity, punctuality, politeness, and professionalism.

With Officers each taking a leadership role in the three groups (Mental Health, EDI and Sustainability) with the President having oversight of the working groups and ensuring the work is embedded throughout all Union actuality.

*This list is not exhaustive and is a general indication - the role holder will be expected to complete any reasonable task requested of them*