

STANDING ORDERS

Approved by the Annual General Meeting 26/11/2015

Revised by the Annual General Meeting 05/02/2019

Standing Order 1 – The Union’s Code of Practice

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 ‘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 (Union of Students) 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.

2. THE UNION CONSTITUTION

There shall be a written constitution for the University of Derby Students’ Union (Union of Students), approved by the Governing Council and reviewed at intervals of not more than five years. Any amendments to the constitution shall be approved by the Governing Council on the recommendation of the Union’s Board of Trustees.

3. MEMBERSHIP

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

The consequences of opting out of membership shall be:

1. A student may not participate in any of the democratic processes of the Union.
2. A student will have the status of guest at Union events.
3. A student may join Union clubs and societies as an associate member.
4. A student will not be represented by the Union.

4. THE UNION ELECTIONS

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. The University 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. Elections shall be conducted in accordance with the Union's Standing Orders which should dictate that no person shall hold an Officer Trustee position, or paid elected office, in the Union for more than two years.

5. REQUIREMENTS OF CHARITY LAW

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. 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, Constitution or Policies.

6. UNION FINANCES

The financial affairs of the University of Derby Students' Union (Union of Students) 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 University of Derby Students' Union (Union of Students) shall be made available to the Governing Council and to all students.

7. AFFILIATION TO EXTERNAL ORGANISATIONS

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.

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.

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 Union President.

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. Complaints will be directed in writing, in the first instance, to the President of the Union, or other appropriate office holder, who will then progress the complaint in line with the published Complaints procedure.

10. FREEDOM OF SPEECH

The University of Derby Students' Union (Union of Students) and its members are bound 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

Standing Order 2 - Memberships

1. Full Membership

- 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.
- 1.2. Full Members are entitled to:
 - Participate in the governance of the Union
 - Access all activities run by the Union
 - Use all services and/or facilities available through the Union
 - Stand as candidates and vote in elections as defined by the schedules
 - Call for a referendum on policy, schedules or Officer Trustee conduct, in accordance with the schedules governing referenda and Officer discipline
- 1.3. Full Membership shall be valid for the period of time a student is enrolled at the University.
- 1.4. The consequences for a registered student of the University of Derby opting out of their membership to the Union are as follows:
 - Non-members are not permitted to vote in the Union elections or Referenda;
 - Non-members are not allowed to stand as a candidate in any elections in the Union;
 - 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;
 - Non-members will not generally be eligible for appointment to University Committees where student representation is provided via the Union.
- 1.5. If a student chooses not to be a member they must notify the Union President in writing, within ten working days of the date their course commencing. The Union President will inform the Clerk to the University Governors.

1.6. Students who have opted out may not resume membership of the Union during the academic year in which they have opted out.

2. Associate Membership

- 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 Executive Committee.
- 2.2. Associate members may not participate in the governance of the Union and do not hold an eligible vote in any election process.
- 2.3. Associate members are entitled to become a member of any Sports Club or Union Society, 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.
- 2.4. Associate members are not entitled to hold a committee position on any club or society
- 2.5. On an annual basis the Executive shall set the fee for associate membership.

3. Honorary Life Membership

- 3.1. Honorary Life Membership may only be conferred by the Scrutiny Panel. Any Full member may nominate someone for honorary life membership. Officer Trustees reaching the end of term of office shall be automatically nominated.
- 3.2. The maximum number of Honorary Life Memberships available each year shall be limited to four plus the number of Officer 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 Officer Trustees, Part-Time Student Officers, Part Time Officers for Education and National Student Rights Campaigners (NUS Delegate), and shall be read in conjunction with the Candidates' Guide and the Constitution of the Union.

1. Elections

- 1.1. Elections shall take place before 31 March in each academic year for each of the following:
 - Officer Trustees elected by cross campus secret ballot;
 - Part-Time Student Representatives elected by cross campus secret ballot;
 - Part Time Officers for Education elected by the students of the College they are to represent; and
 - National Student Rights Campaigners (NUS Delegate).
- 1.2. Officer Trustees and Part-Time Student Representatives 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.
- 1.3. The level of remuneration for the Officers Trustees 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 5.2.3 of the Articles of Association.
- 1.4. Once elected all Officer Trustees 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.
- 1.5. There shall be one Part Time Officer for Education per University College Department.
- 1.6. Delegates to National Student Rights Campaigner (NUS Delegate) shall be elected by secret cross-campus ballot as defined by NUS regulations. 50% of the delegation shall be women (rounded down) as stipulated by NUS regulations. One space is to be reserved for a delegate studying a Further Education qualification. In the case where there is no Further Education student standing for election then this reserved space can be filled by another delegate who does not study a Further Education qualification. One space is to be reserved for the Union President (or nominee) in their role as delegation leader. Election for National Student Rights Campaigners (NUS Delegate) should take place at the first election of the academic year.

2. By-Elections

- 2.1. If an Officer Trustee position remains unfilled or falls vacant prior to the start of the academic year a by-election may, at the discretion of the Board of Trustees, take place.

- 2.2. If an Officer Trustee resigns or is removed from office before the start of the academic year as a result of a vote of no confidence then a by-election may take place.
- 2.3. If a Part Time Officer for Education 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 the Education Council will determine if election by co-option is to be allowed. This decision will be in force for the duration of the academic year.
- 2.4. If a Part-Time Student Representative or NUS Delegate 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 the Scrutiny Panel will determine if election by co-option is to be allowed. This decision will be in force for the duration of the academic year.
- 2.5. The process of co-option shall be as follows:
 - The student wishing to be co-opted must attend the Scrutiny Panel and state their reasons for standing
 - That any co-option must be agreed by simple majority of the Scrutiny Panel
- 2.6. Officers elected via a by-election or co-option shall hold office from the date of their election until the second Friday of July of that same academic year.

3. Eligibility

- 3.1. All candidates standing for election must be full members of the Union, until voting has ceased.
- 3.2. No student shall be eligible to serve more than two terms of office as an Officer Trustee.
- 3.3. No student shall be able to hold office as a Part-Time Student Representative and an Officer Trustee simultaneously.
- 3.4. Part Time Officers of the Liberation campaigns must be students who self-define within the respective campaign.
- 3.5. Part Time Officer for Education must be a student of the College and Department of which they wish to be the representative and throughout their term in office.
- 3.6. Any Part Time Officer, Part Time for Education or National Student Rights Campaigner (NUS Delegate) who ceases to be a student of the University of Derby shall be deemed to have resigned from their position. These positions shall be entered into the next cross-campus election.
- 3.7. Candidates may not stand for election to any more than one vacant Officer position, this includes Part Time Officer for Education positions, but excludes National Student Rights Campaigner (NUS Delegate) roles.

4. Returning Officer

- 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.

- 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.
- 4.3. The Returning Officer may appoint a Deputy Returning Officer and election officials to assist in the conduct of elections.
- 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.
- 4.5. Officer Trustee and Part-Time Student Representatives, candidates, their proposers and seconders are not eligible to be election officials.
- 4.6. The Deputy Returning Officer and Election Officials shall write a Candidates' Guide which will include details for the relevant elections and outline election regulations and procedures which must be followed by all candidates.
- 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.
- 4.8. The Returning Officer shall have sole authority to interpret this Standing Order and such interpretations shall not be subject to challenge in any meetings of the Union.
- 4.9. 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.

5. Notice of Elections

- 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.
- 5.2. The notice of elections shall list all positions to be elected and outline the elections timetable.

6. Nominations

- 6.1. Any Full Member of the student body, as defined in the Constitution, is eligible to stand for any of the available Union positions.
- 6.2. No Officer Trustee or member of Union staff shall propose or second a candidate.
- 6.3. Any elected Officer Trustee who wishes to re-run as a Candidate should declare:
 - This prior to the opening of nominations and should be removed completely from the election process; and
 - Their conflict of interest in meetings where the election process they wish to participate is in being discussed.
- 6.4. Candidates can only stand for one Officer Trustee or Part-Time Officer/Part Time Officer for Education post in each set of elections.

6.5. All candidates must agree to accept the election rules and abide by the Union's governing documents and Candidates' Guide.

6.6. All Officer Trustee candidates must disclose any unspent criminal convictions.

7. Candidates' Meeting

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.

7.2. Candidates must attend all the candidates' meetings. Candidates who are unable to attend must provide, in writing to the Deputy Returning Officer a legitimate reason for absence. Failure to attend or provide a legitimate reason may result in disqualification.

8. Campaigning

8.1. The period of campaigning shall start after the last candidates' meeting and shall continue until the close of the ballot.

8.2. Candidates will be expected to follow Union and University policies and regulations outlined in the Candidates Guide, as well as any legal requirements for the running of fair and open elections for the period of Union elections.

8.3. Current Officer Trustees seeking re-election to an Officer Trustee role must take annual leave during the period of campaigning. In the event of insufficient annual leave remaining, unpaid leave will be granted. Officers must not use their working resources to campaign.

9. The Ballot

9.1. The ballot may be conducted by electronic or paper ballot

9.2. Re-open nominations shall be a candidate in all Union elections.

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.

10. The Count

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 he/she may determine.

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.

10.3. Candidates will be informed of the time and date when the count will take place as part of the Candidates' briefing.

10.4. Once the count has commenced no further complaints will be considered other than complaints relating to the conduct of the count itself

11. Declaration

- 11.1. The Returning Officer shall inform the candidates of the time and venue where the results will be released.
- 11.2. The Returning Officer shall satisfy themselves that all the votes are valid.
- 11.3. The Returning Officer or their nominee will declare and publish the results of the election.
- 11.4. The ballot papers or relevant database will be kept for a period of six (6) months after the completion of the election.

12. Complaints and appeals

- 12.1. Any challenge or complaint concerning the administration or good conduct of the election should be submitted in writing to the Returning Officer. Complaints can be received throughout the election period up until 3 hours prior to the commencement of the count.
- 12.2. All complaints must be made in writing with the complainant stating their full name and student registration number.
- 12.3. 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.
- 12.4. 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. 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.

13. Referendum

- 13.1. Any referendum shall be supervised by the Returning Officer or nominated person(s) in accordance with accepted practices.
- 13.2. The voting times shall be agreed by the Executive and publicised to the members of the Union.
- 13.3. 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'.
- 13.4. Referendums shall be conducted in accordance with article 18 of the Articles of Association.

- 13.5. 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 sample test the validity of signatures on the Petition on submission.
- 13.6. Subject to article 18 a resolution may only be passed by Referendum if at least 1000 members cast a vote in the Referendum and a majority of votes cast are in favour of the resolution.

Standing Order 4 – Elected Representatives

1. Officer Trustees of the Union

- 1.1. Officer Trustees shall hold post from 1st July to the second Friday of July the following year.
- 1.2. Any member may hold office as an Officer Trustee for a maximum of two years as outlined in the Education Act 1994.
- 1.3. Officer Trustees shall collectively be responsible for the overall running of the Union
- 1.4. There are 4 Officer Trustee positions:
 - President
 - Vice-President (Education)
 - Vice-President (Activities)
 - Vice-President (Welfare)
- 1.5. Officer Trustee duties related to both their trustee position and specific officer role are outlined in their role descriptions (Appendix i).
- 1.6. To be a trustee of the organisation any Officer Trustee is required to be over 18 years of age.
- 1.7. If an Officer Trustee 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.

2. Part Time Officers

- 2.1. Part Time Officers shall hold post from 1st July to the second Friday of July the following year.
- 2.2. Any member may hold a Part Time Officer position for an unlimited number of years, providing they are elected on an annual basis and remain an enrolled student at the University of Derby.
- 2.3. The fundamental role of all Part Time Officers is to represent our members.
- 2.4. Part Time Officer duties related to a specific role are outlined in their role descriptions (Appendix II).
- 2.5. Part Time Officers shall be elected in accordance with the Union Elections (See Standing Order 3).

3. Part Time Officers for Education

- 3.1. Part Time Officers for Education shall hold post from 1st July to the second Friday of July the following year.
- 3.2. Any member may hold a Part Time Officer for Education position for an unlimited number of years, provided they are elected on an annual basis and remain an enrolled student at the University.

- 3.3. Part Time Officers for Education duties are outlined in their role descriptions (Appendix iii).
- 3.4. There shall be one Part Time Officer for Education for each recognised University Department within the College structure. The Union shall change the Part Time Officer for Education structure to mirror changes the University may make to the Departments recognised within each College to be made available in the next main election.

4. The Executive Committee

- 4.1. There shall be an Executive Committee which shall be made up of the Officer Trustees.
- 4.2. The Senior Management team of the Union shall be in attendance in an advisory capacity.
- 4.3. The Executive Committee exists to oversee the day to day operation of the Union.
- 4.4. The Executive Committee must convene a minimum of once a month. Minutes of the meeting will be published on the Union's website.
- 4.5. There must be over 50% of the Committee's composition in attendance for a decision to be made.
- 4.6. Decisions made by the Executive Committee shall take into account both the welfare and interest of the individual and the Union.

5. Buxton Campus Council

- 5.1. The Buxton Campus Council shall be made up of the Part Time Officers whose remit is the Buxton campus and the Buxton & Chesterfield Union Societies' Councillor. The Council shall be chaired by the Buxton Chair.
- 5.2. Should a Buxton Chair not be elected then members of the Council will alternate chairing the meeting.
- 5.3. The function of the Buxton Campus Council is to ensure that our members at this campus are represented.
- 5.4. The Buxton Campus Council will convene a minimum of once every six weeks and they shall inform the Union President of these dates, so a Union staff member can take notes which shall then be published on the Union website within 7 days of the meeting.
- 5.5. They will meet to discuss the views of students that they represent at the Buxton campus and report to the Scrutiny Panel.

6. Equality and Diversity Council

- 6.1. There shall be an Equality and Diversity Council for each of the liberation campaigns recognised by the Union which will inform the work of the Officer Trustees. The members of this council include; .
- Equality Officer (Disabilities)
 - Equality Officer (Ethnic Minorities)
 - Equality Officer (Gender)
 - Equality Officer (LGBTQ+)

- Equality Officer (Mental Health)
- Ethics and Environment Officer
- Student Parents Officer
- International Students Officer
- Sports Inclusivity Officer
- Societies Inclusivity Officer

6.2. The membership of this council is not exclusive to the list above; any other Part Time Officer may attend. Any member of the Union may attend the Equality and Diversity Council. Equality and Diversity Council will be open for all full members to attend and participate in. Notice of meetings will be published on the Union's website 7 days prior to the date of the meeting.

6.3. Council meetings will be chaired by the respective Equality Officer for each campaign

6.4. Council shall meet at least once per term.

7. Decision-making

7.1. Any full member of the Union may submit an idea for change through the online 'Ideas' form.

7.2. The idea must clearly state what the member wants to change and why.

7.3. The idea will be published on the Union's website for discussion, if the idea reaches 25 votes the idea goes to the Executive Committee for action.

7.4. Any idea that relates to an operational concern of the Union or the University will be actioned by the Officer Trustees without passing to Summit. Any idea that impacts upon the wider welfare or educational interests of members will be sent to the Summit by the Executive Committee.

7.5. Any policy motion prepared by the Sports Council, Society Council or Education Council will automatically be presented to Summit, without requiring a pre-requisite number of votes.

7.6. Ideas remaining on the online forum without achieving the minimum level of votes to pass to Executive, will remain live on the site until the end of the academic year when all ideas will be archived.

8. Summit

8.1. The Summit will discuss the idea and a decision for or against is made.

8.2. The panel will consist of 30 students chosen at random and all Part Time Officers and National Student Rights Campaigners (NUS Delegates). The quorum shall be 21 members. The unelected panel members will be selected at random, chosen from the membership list of the Union. As far as is reasonably possible the panel will be demographically representative of the student population at that time.

- 8.3. Summit will meet a minimum of 3 times per academic year.
- 8.4. All panel members will be asked to declare a conflict of interest with an idea proposed prior to the meeting. Should any member declare they have a conflict, they will not be allowed voting rights for that idea.
- 8.5. Students who originally submitted the suggestion for change will be invited to discuss the idea further with the panel, they will be made aware of the date 7 days prior to the Summit. A speech against the idea will also be heard if another student wishes to speak.
- 8.6. Should a student not be able to attend a panel they may submit a statement giving further detail. This must be submitted 48 hours prior to the panel by emailing the President.
- 8.7. The panel will debate then vote for or against in a secret ballot.
- 8.8. Should a vote be tied, the idea will be submitted to the next Summit.
- 8.9. The outcome of an idea submitted will be communicated to students within 3 working days of the Summit taking place.
- 8.10. When an idea is passed the Union shall endeavour to action this as soon as possible and will provide regular updates on our website as to the status, with reports presented to the Scrutiny Panel at timely intervals.
- 8.11. Any ideas submitted which may bring the Union in to disrepute, negatively impact on our members or pose a financial threat will first be taken to the Trustee Board to decide if this goes to Summit.
- 8.12. An idea can only be submitted twice in one academic year and should a student try to submit beyond this they will be advised that they will need to submit in the next academic year.
- 8.13. An idea passed by summit will stand for the remainder of the academic year in which it is passed and then for a further three academic years. Should an idea be rejected then reasoning as to why will be given to the student who has submitted this, with the option to resubmit following a pro-forma.

9. Scrutiny Sessions and Scrutiny Panel

- 9.1. To ensure that the Officer Trustees remain accountable to our members, Scrutiny Sessions shall take place twice a semester and twice during the summer period at the start and end of an officer's term where Elected Representatives (the Scrutiny Panel) and all members of the Union (students) are able to question the Officer Trustees on their manifestos and job descriptions.
- 9.2. A formal request can be made by any member to the chair to call any PTO to the meeting to give a report on their progress.
- 9.3. A formal request can be made by any academic member of staff to the chair to call any Education PTO to the meeting to give a report on their progress.
- 9.4. The Scrutiny Session and Panel shall be chaired by one of the Student Trustees.
- 9.5. Membership of the Scrutiny Panel shall consist of the Chair and 6 members selected from:

- Part Time Officers
- Part Time Officers for Education
- Members of the Sports Council
- Members of the Societies Council
- Executive Committee Members of Student-Led Services

The Panel must have at least one representative from the above areas.

- 9.6. Officers monthly reports and role descriptions will be published on the website prior to meeting.
- 9.7. Members of the Scrutiny Panel are expected to read these prior to meeting. It is the responsibility of panel members to communicate with the students when these meetings are. Alternatively they should communicate with the students who cannot attend whom they represent prior to the meeting so that they can bring questions to the meeting and be fully representational.
- 9.8. Students and Scrutiny panel members will be made aware of the dates of meetings at the beginning of the academic year and agendas will be published 5 days prior to the meeting.
- 9.9. Should a member of the Scrutiny Panel or any member of the Union wish to submit an agenda item (including requesting PTO attendance) they may do so by emailing the Chair 7 days prior to the meeting.
- 9.10. If a Part Time Officer fails to submit a report or attend when requested without mitigating reason the scrutiny panel reserve the right to remove them from their elected position.
- 9.11. At the discretion of the Chair, non-members of Scrutiny Panel may attend the closed Scrutiny panel as an observer and would not have speaking or voting rights.
- 9.12. There shall be a minimum of 4 Scrutiny Panels per academic year.
- 9.13. .
- 9.14. Minutes of the Scrutiny panel shall be published on the Unions website and tabled as a standing item at the Trustee Board

10. Scrutiny Panel Powers

10.1 Following the open scrutiny sessions the panel will convene with the power to do the following:

- a) The Scrutiny Panel shall have the authority to ratify Union policy created by the Summit
- b) The Scrutiny Panel may ratify External Trustees by a 66% majority vote of the Panel. For the avoidance of doubt, such appointment shall not take effect until it has been ratified by the Scrutiny Panel.

10.3 At the end of each open Scrutiny Session, the closed Scrutiny Panel will take one of the following actions in response to the officer trustees; reports:

- a) Approve the reports

- b) Issue informal warning with recommendations for further actions
- c) Call Open Court as per disciplinary procedure.

11. Scrutiny Panel Disciplinary Procedure

- 11.1 If the scrutiny panel are satisfied the Officer Trustee is making sufficient progress on their manifesto and meeting their role description they will approve the report and the Officer Trustee will continue with no further action.
- 11.2 The Scrutiny Panel may issue an informal warning with recommendations if they feel the Officer Trustee is not making sufficient progress on their manifesto and/or meeting their role description. Recommendations are listed below:
 - 11.2.1 The recommendation should not put the union at risk financially or reputational
 - 11.2.2 The recommendation should be within the Officer Trustees role description
 - 11.2.3 The recommendation should link to the objectives outlined in the Officers manifesto
 - 11.2.4 The recommendation should benefit the membership and not be representative of a personal issue or opinion
- 11.3 The recommendations are not exclusive to the above list; any other recommendation will be at the discretion of the Chair of the Scrutiny Panel.
- 11.4 These recommendations should be explored and, where possible, implemented and evidenced at the next Scrutiny Session. If the Scrutiny Panel is satisfied with the Officer Trustee's evidence, they will approve the report. The Officer will continue with no further action
- 11.5 Should the Scrutiny Panel be dissatisfied with the evidence they will issue a formal warning.
- 11.6 Following a formal warning the Officer Trustee will be invited to a review meeting 4 weeks from the date of the Panel which the warning was issued at.
- 11.7 The Review Panel membership will be comprised of the same members of the Scrutiny Panel whom issued the formal warning. The outcomes of the Review are as follows:
 - 11.7.1 If the Officer Trustee fails to evidence improvement in the 4 week time frame Open court will be called.
 - 11.7.2 If the Officer Trustee evidences improvement in the 4 week time frame the formal warning will remain in place for 3 months subject to their continual improvement.
 - 11.7.3 If the Officer Trustee at a scrutiny panel is found to not be completing their manifesto or job role sufficiently within the 3 months of the formal warning, the Scrutiny Panel will escalate this to immediate Open Court.
- 11.8 The Scrutiny Panel may call an Open court immediately if:
 - 11.8.1 The individual poses a threat to themselves or others
 - 11.8.2 The behaviour seriously breaches Union regulations or infringes the Student Code of Conduct
 - 11.8.3 The behaviour compromises the reputation of the Union.

11.8.4 If it is felt that the individual or group involved would be threatened by continued employment

11.8.5 They are suspected or found to have committed gross misconduct

11.9 The outcomes of the potential outcomes of Open court are below:

Outcome	Time Scale	Support Offered	Staff informed
Warning is lifted	N/A	Help & Advice Wellbeing Service	
Apology to membership	Within 1 week	Help & Advice Wellbeing Service Union Staff	Relevant Union staff if appropriate
Formal warning	Valid for 3 months	Help & Advice Wellbeing Service Union Staff	Relevant Union staff
Pay compensation for damage and/or cost	Case by case decision	Help & Advice Wellbeing Service	Relevant Union staff and University staff
Exclusion from any Union Venues, Services, Facilities and or Affiliated Nights	Set time period or indefinitely	Help & Advice Wellbeing Service	Relevant Union staff, University staff and external contacts
Permanent Expulsion or Temporary Suspension of Union Membership	Indefinitely	Help & Advice Wellbeing Service	Relevant Union staff and University staff
Vote of no confidence triggered	Immediate	Help & Advice Wellbeing Service	Relevant Union staff and University staff

11.10 Outcomes of open court are not exclusive to the list above; any other sanction taken is at the discretion of the Chair.

11.11 The Officer Trustee has the right to appeal the decision in accordance to the appeals procedure

11.12 Possible outcomes of Closed Court for Part Time Officers are listed below:

Outcome	Time Scale	Support Offered	Staff informed
Warning is lifted	N/A	Help & Advice	

		Wellbeing Service	
Permanent Excluded or Temporarily excluded of role.	Indefinitely	Help & Advice Wellbeing Service	Relevant Union staff and University staff
Removed from position	Immediate	Help & Advice Wellbeing Service	Relevant Union staff and University staff

11.13 Outcome of closed court are not exclusive to the list above; any other sanction take is at the discretion of the chair

11.14 The Part Time Officer has the right to appeal the decision in accordance to the appeals procedure

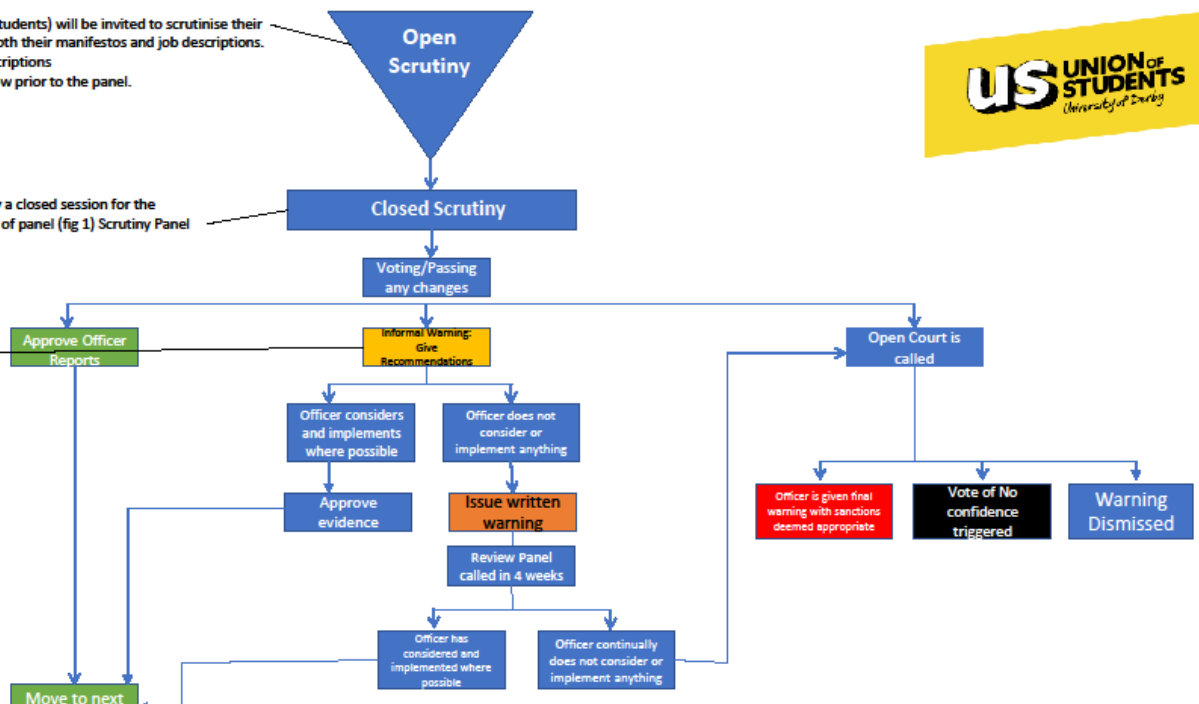
11.15 Scrutiny Procedure for Officer Trustees

All members of the Union (students) will be invited to scrutinise their representative officers on both their manifestos and job descriptions. Officer reports and role descriptions will be available for all to view prior to the panel.



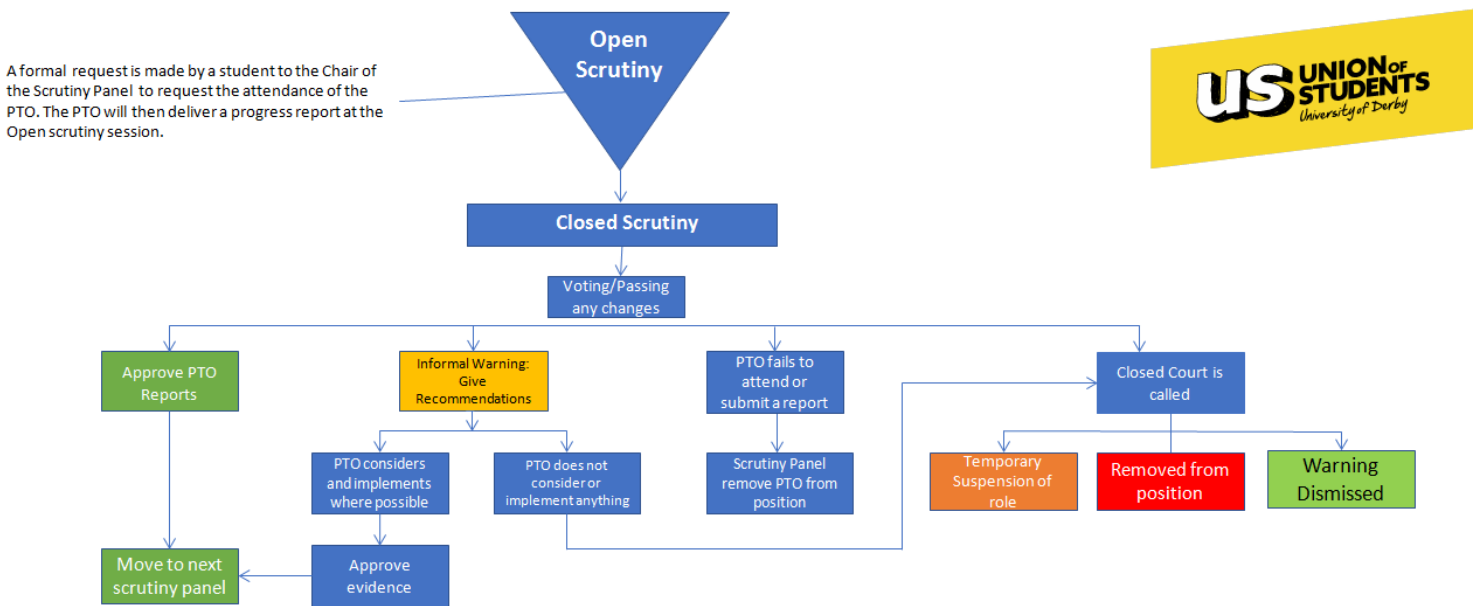
This will then be followed by a closed session for the scrutiny panel. Membership of panel (fig 1) Scrutiny Panel Powers (fig 2)

Disciplinary procedure and recommendation guidelines (fig 3)



11.16 Scrutiny procedures for Part Time Officers

11.16 Scrutiny Procedure for Part Time Officers



12. Annual General Meeting and Extraordinary General Meeting

12.1 The Union shall hold an AGM once per academic year.

12.2 The AGM is open to all members to attend and vote.

12.3 The AGM shall be chaired by one of the Student Trustees (or their nominee).

12.4 Quorum of an AGM shall be 50 members.

12.5 Minutes of the AGM shall be published on the Union’s website.

12.6 Any member may call for an Extraordinary General meeting should they meet the conditions of article 23 of the Union Constitution.

12.7 Quorum of an EGM shall be 50 members and is open to all members to attend and vote.

12.8 Any policy or motion brought to an AGM or EGM shall be decided by simple majority of votes.**13. Vote of No Confidence**

13.1 To raise a vote of no confidence in an Officer Trustee please refer to clause 29 of the Unions Constitution.

13.2 To raise a vote of no confidence in either a Part Time Officer or Part Time Officer for Education, a secure petition of 50 signatures is to be submitted to the Union President.

13.3 Upon receiving the petition the Union shall call an Extraordinary General Meeting (Please refer to Standing Order 4, Section 9).

13.4 The Executive Committee shall decide the necessity of an interim suspension on receipt of a secure petition.

13.5 If a motion of no confidence is upheld at the EGM, the Part Time Officer or Part Time Officer for Education will be removed with immediate effect.

14. Nominations Committee

14.1 The Nominations Committee shall include the following members and shall be convened by the Union President and the Chief Executive;

- Union President
- 1 member of the Scrutiny Panel
- Two other Trustees
- Chief Executive (in an advisory capacity)

14.2 The Nominations 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.

14.3 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 – Programme Representatives

1. The Role of the Programme Representative

- 1.1. Responsible for representing students from their programme stage at all Programme Committee Meetings.
- 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.
- 1.3. Responsible for campaigning on issues which affect students on their academic programme.

2. A Programme Representative shall:

- 2.1. Be democratically elected by students each academic year.
- 2.2. Attend training, provided by the Union.
- 2.3. Actively seek feedback and the views of students.
- 2.4. Attend Programme Committee Meetings and present student views in a professional and appropriate manner.
- 2.5. Contribute to staff discussions regarding developments or changes to their programme.
- 2.6. Record their year using the online journal, providing data on issues, feedback and changes they have accomplished.
- 2.7. Attend Programme Rep Conference and other training opportunities.
- 2.8. Support their Part Time Officer for Education by attending forums, providing information, and supporting campaigns within their College.
- 2.9. The role of a Programme Representative shall last one academic year and the student can stand for re-election for following years should they wish.
- 2.10. Programme Representatives will be invited to submit policy motions to the Education Council for consideration.

3. Election of Programme Representatives

- 3.1. There should be a minimum of two student Programme Representatives per stage of course. When a programme is made up of more than 5% joint honours students, the Union shall recommend a third Programme Rep is elected to represent these joint honours students, who is enrolled as a joint honours student.
- 3.2. Elections of Programme Representatives shall take place annually within the first 4 weeks of teaching commencing for that programme.

- 3.3. Students on their programme can stand as a candidate by informing the Programme Leader that they wish to stand.
- 3.4. Each candidate will give a short speech on why they would like to be elected.
- 3.5. All candidates to leave the room while the vote takes place.
- 3.6. The Programme Leader and/or Union staff member shall oversee the vote.
- 3.7. The two candidates (or 3 candidates in conjunction with Clause 3.1) with the most votes will be elected as Programme Representatives.

4. Resignation or removal of a Programme Representative

- 4.1. Should a Programme Representative wish to resign they should put this in an email to the Vice-President Education and Programme Leader.
- 4.2. Should a Programme Leader or student feel a Programme Representative is not performing in their role they will be directed to the Union's Complaints Procedure.
- 4.3. All matters regarding the resignation or removal of a Programme Representative should refer to the "Removal of Programme Representatives" policy, appendix V to the standing orders.

5. Education Council

- 5.1. The Education Council shall include the following members:
 - Vice-President (Education)
 - Part Time Officers for Education
 - Education Chair
 - Buxton HE Representative
 - Joint Honours Officer
 - Part-Time Students Officer
 - Postgraduate Taught Students Officer
 - Postgraduate Research Students Officer
 - UDOL Students Officer
- 5.2. There shall be a member of the Union support staff in attendance in an advisory capacity.
- 5.3. The members listed shall have full voting rights within this Council meeting.
- 5.4. Any member of the Union may attend the Education Council but shall have no voting rights.
- 5.5. Any member of University or Union staff may be invited to attend the Education Council but shall have no voting rights.
- 5.6. The Education Council shall meet at least once per term.
- 5.7. The Deputy Returning Officer for the Union Elections shall act as Returning Officer for this election.

- 5.8. Voting shall be by secret paper ballot, following the principles outlined in Standing Order 3.
- 5.9. The Education Council Chair or their nominee will publicise the meeting at least 10 days before the meeting will take place.
- 5.10. Members of the Council shall submit agenda items at least 7 days before the meeting. The agenda shall be published at least 3 days before the meeting takes place.
- 5.11. The Education Council shall have recorded minutes. The minutes of the meetings shall be available to any full member on the Union website.
- 5.12. The quorum of the Education Council shall be 50% plus 1 of the voting membership.
- 5.13. If quorum is not achieved the Education Council may not ratify any decision but may meet to discuss all other business.
- 5.14. Any decision by the Education Council will be decided by a vote. In the event of a tied vote the Education Council Chair will have the deciding vote.

6. Responsibilities of Education Council

- 6.1. The Education Council will discuss and formulate policy to be submitted to the Summit.
- 6.2. The Education Council Chair will report on behalf of the Education Council to the Scrutiny Panel and Union's General Meetings.
- 6.3. Receive Part Time Officer for Education reports and Vice-President Education reports.
- 6.4. The Education Council must ratify any Policy Motions to be submitted by it to the Student Summit in accordance with Standing Order 5.

Standing Order 6 – Disciplinary Procedure

1. STATEMENT

- 1.1. The University of Derby Students' Union (Union of Students) 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.
- 1.2. The University 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.
- 1.3. This procedure can apply to individuals or a group of students.
- 1.4. This procedure will be followed either as a result of an upheld formal complaint or as a result of misconduct identified by union staff in agreement with their line manager. Informal complaints should be dealt with via the Complaints Procedure.
- 1.5. Any behaviour which is suspected of being of a criminal nature shall be referred to the police. A matter may still be considered through the disciplinary procedure, even if the Union refers the matter to the police.
- 1.6. Where identified behaviour would also constitute a criminal offence if proven in a court of law, the Union may defer any action pending any police investigation or prosecution. In this circumstance, any timescales will be suspended until completion of the police investigation.

2. THE DISCIPLINARY PROCEDURE AIMS TO:

- 2.1. Ensure that students accept responsibility for their actions using a swift and fair approach.
- 2.2. Manage risk and support the engagement of students.
- 2.3. Ensure that any outcomes of a disciplinary include positive support for students.

3. TEMPORARY SUSPENSION

- 3.1. A temporary suspension of membership may be imposed while the disciplinary procedure is taking place. This applies in the following circumstances:
 - The individual or group poses a threat to themselves or others
 - The behaviour seriously breaches Union regulations or infringes the Student Code of Conduct
 - The behaviour compromises the reputation of the Union.
 - If it is felt that the individual or group involved would be threatened by continued membership
- 3.2. If an individual or group has been suspended, this will not in itself be used in evidence against the individual or group.
- 3.3. Any student with a membership suspended in this way will be informed in writing and signposted to appropriate support.

3.4. 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.

4. THE DISCIPLINARY PROCEDURE

- 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.
- 4.2. The meeting will take place within 10 working days of the disciplinary procedure being enacted.
- 4.3. If the disciplinary procedure is being applied from an upheld complaint, the complainant will also be informed in writing and they will invited to attend and submit any further evidence.
- 4.4. A closed court format will be used for individuals and student groups.
- 4.5. An open court format will be used for Officer Trustees.
- 4.6. The purpose of the disciplinary meetings is provide fair and open consideration to the unacceptable behaviour identified, evidence and witness statements and to conclude the matter with an appropriate outcome.
- 4.7. The closed court will be made up of:
 - Three student members selected at random from:
 - Union Societies Committees
 - Sports Committees
 - Part Time Officers
 - Student Led Service Committees
 - One of these students will act as Chair in Open Court disciplinaries. Each student will have equal voting rights in deciding the outcome of the meeting.
 - One Officer Trustee acting as Chair with voting rights. In the event of a split decision the Chair will carry the casting vote.
 - One member of union staff acting as secretary with no voting rights.
- 4.8. The open court format will be the same as the closed court format with the exception that any full member of union can attend as an observer. If an observer wishes to speak they are required to seek explicit written consent from the Chair prior to the court meeting.
- 4.9. Any individual involved as a member of a closed or open court, including the Officer Trustee, 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.
- 4.10. Individuals subject to a disciplinary procedure attending their closed or open court 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.

- 4.11. In the event of a student not being able 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.
- 4.12. Any written material intended to be used as evidence and the names of any witnesses to be called for the closed or open court meeting should be submitted to the secretary at least 3 working days before the meeting.
- 4.13. 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.
- 4.14. During the meeting, the student accused is entitled to question the evidence and witnesses, 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.
- 4.15. Witnesses will be asked to leave the meeting once their evidence has been presented and questioned.
- 4.16. Once all the evidence has been heard the Chair of the meeting will ask everyone except the court members to leave the meeting while a decision is reached.
- 4.17. The outcome of the meeting will normally be communicated to the student shortly after the meeting and confirmed in writing by the secretary within 5 working days of the meeting. 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.
- 4.18. If the student is on a professional course, the university may be informed.
- 4.19. Potential outcomes include:

Outcome	Time Scale	Support Offered	Staff informed
No action to be taken	N/A	Help & Advice Wellbeing Service	
Apology	Within 1 week	Help & Advice Wellbeing Service Union Staff	Relevant Union staff if appropriate
Formal warning	Valid for 3 months	Help & Advice Wellbeing Service Union Staff	Relevant Union staff
Pay compensation for damage and/or cost	Case by case decision	Help & Advice Wellbeing Service	Relevant Union staff and University staff
Exclusion from any Union Venues, Services, Facilities and or Affiliated Nights	Set time period or indefinitely	Help & Advice Wellbeing Service	Relevant Union staff, University staff and external contacts
Permanent Expulsion or Temporary Suspension of Union Membership	Indefinitely	Help & Advice Wellbeing Service	Relevant Union staff and University staff

Permanently excluded or temporarily suspended of role e.g. Part Time Officer, Representative, Society, Club and or Committee positions	Set time period or indefinitely	Help & Advice Wellbeing Service Union Staff	Relevant Union staff and University staff
Recommendation for a University disciplinary	Immediate referral	Help & Advice Wellbeing Service	Relevant Union staff and University staff
Formal notification made to the University of Derby for further institutional investigation	Immediate referral	Help & Advice Wellbeing Service	Relevant Union staff and University staff

4.20. This list is not exhaustive and is to be used as guidance for the closed or open court.

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

4.22. 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.

5. EXCEPTIONS

5.1. Licencees 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.

6. APPEALS

6.1. Students have the right to appeal against the outcome of a disciplinary meeting (Standing Order 7- Appeals).

Standing Order 7 – Appeals Procedure

1. PROCESS

- 1.1. Students have the right to appeal against the outcome of a disciplinary meeting on the following grounds only:
 - If new evidence is available that for good reason was not available at the time of the original meeting
 - If it can be demonstrated that the correct procedures were not followed
 - If the outcome is out of proportion with the identified unacceptable behaviour
- 1.2. The appeal must be submitted in writing using the Appeals Form within 10 working days of communicating the outcome of the disciplinary meeting, explaining the reasons for the appeal.
- 1.3. The Appeals Form will be assessed by the Chief Executive who will then forward it to the Disciplinary Appeals Panel. The panel will consist of:
 - Three student members selected at random from:
 - Union Societies Committees
 - Sports Committees
 - Part Time Officers.
 - Student Led Service Committees
 - One of these students will act as Chair in Open Court appeals. Each student will have equal voting rights in deciding the outcome of the meeting.
 - One Officer Trustee acting as Chair with voting rights and the casting vote in the event of a split decision
 - One member of Union staff acting as secretary with no voting rights.
- 1.4. No members of the appeals panel will have any prior experience of the matter.
- 1.5. 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.
- 1.6. 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.
- 1.7. 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 justice.
- 1.8. The individual or group are 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.

1.9. Any written material intended to be used as new evidence and the names of any friends accompanying the student should be submitted to the secretary at least 3 working days before the meeting.

2. OUTCOME

2.1. Outcomes of the review include:

Outcome	Support Offered	Staff informed
Confirm the original decision	Help & Advice Wellbeing Service	Relevant Union staff and University staff
Annul the original decision	Help & Advice Wellbeing Service	Relevant Union staff, University staff and external contacts
Amend the original decision which may include a reduction in the original penalty	Help & Advice Wellbeing Service	Relevant Union staff, University staff and external contacts

2.2. 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.

3. FURTHER APPEAL

3.1. 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 for the following reason:

- The individual or group can provide evidence to demonstrate that the correct procedures were not followed.

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

Standing Order 8 – Union Societies Constitution and Student Led Services

1. GENERAL

- 1.1. These regulations outline how the University of Derby Students' Union (Union of Students) governs societies through the Union Societies structure.
- 1.2. Union Societies is the department, within the University of Derby Students' Union (Union of Students) that represents the Union's affiliated societies.

2. OBJECTIVES, POWERS AND ROLE OF UNION SOCIETIES

- 2.1. Aims to 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.
- 2.2. Develops and approves policy that affects Union societies.
- 2.3. Represents the interests of societies to the membership of the Union.
- 2.4. Approves Union Societies funding.
- 2.5. Annually elects the Union Societies' Council in accordance with the Union Societies' Council rules.

3. GOVERNANCE OF UNION SOCIETIES

- 3.1. Union Societies is an integral part of the University of Derby Students' Union (Union of Students) and is governed in accordance with this constitution, the Union's Constitution and Standing Orders.
- 3.2. Union Societies will be divided into 6 groups, each with an elected representative on the Union Societies' Council:
 - Academic Societies.
 - Active and Performance Societies.
 - Buxton and Chesterfield Societies.
 - Charity and Campaigns Societies.
 - Interest Societies.
 - Religious and Cultural Societies.
- 3.3. The division of Societies into their groups will be proposed by the Vice-President (Activities) and ratified by the Union Societies Council. The proposal of the Vice-President (Activities) will be based on the wishes of the Society Committee.
- 3.4. Union Societies' Council will meet on a fortnightly basis during university terms and will be run in accordance with the meeting rules.
- 3.5. Twice per semester all Union Societies committees will meet at Union Societies' Assembly. The last meeting in the second term will be the Union Societies' Annual General Meeting (AGM).

4. OFFICERS OF UNION SOCIETIES

- 4.1. The Vice-President (Activities) will have overall responsibility for Union Societies.
- 4.2. The Vice-President (Activities) will be supported by the Union Societies Chair and the 7 elected councilors.
- 4.3. Role descriptions for all elected positions in relation to Union Societies can be found in the Appendices of the Union's Standing Orders.

5. MEMBERSHIP OF UNION SOCIETIES

- 5.1. There will be two classes of Union Societies Membership:
 - Full members.
 - Associate members.
- 5.2. All registered students at the University of Derby are able to join Union Societies as full members by paying to join an affiliated society.
- 5.3. Associate members of the Union, as outlined in Standing Order 2, may join Union Societies by paying to join an affiliated society.
- 5.4. 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.
- 5.5. Societies defined as Charity Societies will be exempt from the subscription fee.

6. AFFILIATION OF SOCIETIES TO UNION SOCIETIES

- 6.1. Societies must have a minimum number of members to be affiliated to Union Societies and for any activity to take place:
 - Societies based at all university campuses must have a minimum of 15 full members of the University of Derby Students' Union (Union of Students).
 - Welfare or Political Societies must have a minimum of 10 full members of the University of Derby Students' Union (Union of Students).
- 6.2. Any society that fails to meet the minimum number of members will be considered dormant and cease any activity by end of November or if the group was created after September 1st of the current academic year, after a period of 8 weeks after being available to join
- 6.3. To become a society, students must submit a New Society Form to Union Societies 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.
- 6.4. Societies are able to set up at any time of the academic year. ~~Societies applying to set up, after 1st March, will be set up in the following 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.

- 6.5. Societies will be covered by one constitution in which any individual society rules will be listed including and not limited to membership fees and committee positions. The Societies constitution can be changed as a societies EGM/AGM.
- 6.6. Any individual rules that only affect one society can only be voted on and changed by that respective society at their EGM/AGM with normal quoracy for those meetings.
- 6.7. All society applications must be approved by the Union Societies' Council before members are able to join the society.

7. WELFARE SOCIETIES

- 7.1. Union Societies recognises the diversity of the student population and will ensure any welfare societies receives appropriate support.
- 7.2. A welfare society is defined as:
 - A non-political group which may face barriers in setting up or sustaining their society on the basis of sharing something in common which is essential to their members, which in turn will affect their participation or engagement in Union Societies. This could be, but is not exclusive to, race and ethnicity, gender, age, religion or sexual orientation.
- 7.3. The Union will inform any society which is eligible to become a welfare society upon submission of their new society application form.
- 7.4. Welfare society status will be approved by the Union Societies' Council

8. ACADEMIC SOCIETIES

- 8.1. The Union Societies recognises that there are a diverse range of academic programmes available and shall ensure that these societies receive appropriate support.
- 8.2. If academic societies cannot realistically reach the minimum of 15 members due to the number of enrolled students they shall have the ability to have appropriate proportionate membership numbers.
- 8.3. Any society which feels they should have proportionate membership should put this in writing to the Union Societies Council. The Union Societies Council shall take into account the number of students enrolled on that programme. This number shall be reviewed annually to reflect the number of enrolled students on that programme.
- 8.4. The Union shall ensure that the potential society is informed of the required number upon submission of their new society application form or their ongoing Constitution.

9. POLITICAL SOCIETIES

- 9.1. A political society is defined as:
 - A political group which may be part of or support the political views of national political parties and organisations.

- 9.2. The Union will inform any Society which is eligible to become a Political Society upon submission of their new society application form.
- 9.3. Any political event held by a political society are not the views of the Union of Students and must be made clear so.

10. CHARITY SOCIETIES

- 10.1. A charity society is defined as:
 - A society which represents and fundraises for a registered charity and/or raises money for a charity of their choosing.
- 10.2. The Union will inform any Society which is eligible to become a Charity Society upon submission of their new society application form.

11. UNION SOCIETIES FINANCES

- 11.1. Full societies will be able to apply for financial support from the Union for their continued development through the Union Societies Fund.
- 11.2. The Union Societies will publish annually the procedure for allocation of resources to affiliated societies together with the appeals mechanism.
- 11.3. All society activity must remain in line with charity legislation relating to educational charities.
- 11.4. Information on any restrictions to society funding will be made available by the Union during the application process.
- 11.5. Each affiliated society will have two accounts:
 - Development Account: for general income and expenditure.
 - US Budget Account: for income and expenditure from the Union Societies Budget.
- 11.6. All affiliated Societies must specify two signatories for their accounts and must be:
 - The Society President
 - The Society Treasurer
- 11.7. The payee of any cheque may not be the committee signatory on that payment requisition
- 11.8. All expenditure must be counter authorised by the Union's budget holder for the Union Societies
- 11.9. The University of Derby Students' Union (Union of Students) has the ability to freeze any society account if its committee members have not adhered to the Union Societies' procedures or whilst an investigation is undertaken.
- 11.10. If a society does not reach its required membership by the end of teaching for the first semester, monies in the US Budget account will be removed, and reinvested in the Union on associated expenditure.

- 11.11. All funding remaining which allocated and unspent when the spending dates has passed can be reclaimed and reallocated by the Union
- 11.12. All funding remaining in society US Budget accounts at the end of academic year shall be reinvested into the Union on associated expenditure.
- 11.13. 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.

12. PROPERTY REGULATIONS

- 12.1. Union Societies' assets and funds are the property of the University of Derby Students' Union (Union of Students) and should be treated appropriately.
- 12.2. The property of the Union should only be used to further the aims and objectives of Union Societies.
- 12.3. Individual societies are responsible for maintaining an up to date inventory of all equipment and kit which should be submitted to the Union upon request.
- 12.4. Failure to submit an up to date inventory shall result in disciplinary action being taken against the society.
- 12.5. Individual societies are responsible for ensuring the safety of equipment or kit during use and storage.
- 12.6. Union Societies' Council may require society committees to account for any conduct concerning equipment or kit.
- 12.7. Any loss or damage to equipment or kit should be reported to the Union as a matter of urgency.
- 12.8. In the event of such damage or loss being disclaimed by insurance or where no insurance exists the Union shall consider the case. This may be submitted for disciplinary proceedings to start against a society. If the damage or loss was due to negligence the case shall be referred to a disciplinary as outlined in Standing Order 6.

13. HEALTH AND SAFETY

- 13.1. All societies must adhere to the Union's health and safety regulations.
- 13.2. 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.
- 13.3. All Societies' Presidents are responsible for ensuring that their society and its members adhere to the Union's rules and regulations.
- 13.4. 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 partnership organisations.

14. SOCIETIES' COMMITTEES

- 14.1. All societies affiliated to the Union Societies shall have a committee which shall be made up of a minimum of a:
- Society President
 - Society Treasurer
 - Society Secretary
- 14.2. Society committees are responsible for:
- The running of the society
 - Ensuring the society remains financially solvent.
 - Promoting the society during the Fresher's Period to attract new membership.
 - The smooth running of any social events and activities.
 - The convening of the society's general meetings and committee meetings.
 - Writing and circulating the minutes of these meetings.
 - Providing a report of the societies' activities to the Union Societies Council.
 - Society committees shall be democratically elected to represent their societies' members.
- 14.3. Society committees shall be democratically elected during the Union online Club and Society elections as following the principles set out in Standing Order 3.
- 14.4. 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.
- 14.5. The Deputy Returning Officer of the main elections shall be the Returning Officer for Society elections.
- 14.6. The Results of Society elections will be announced at individual society AGMs.
- 14.7. If a society fails to elect a full committee during the online Club and Society elections then they will hold a secret ballot at their AGM.
- 14.8. The society committee shall receive a handover from the outgoing committee
- 14.9. The society committee shall attend the mandatory committee training sessions provided by the Union Societies.
- 14.10. If 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 have deemed to have resigned from their role.
- 14.11. In the event of a vacancy in the society committee the society shall hold an Emergency General Meeting or online election to fill that role. A member of Union Staff shall be in attendance or an appropriate officer for physical EGMs.
- 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.
- 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.

- 14.14. The names and contact details of all society committee members elected shall be passed to the Union by the outgoing society president subject to GDPR
- 14.15. Details of Society Committee members shall only be released to a third party with the permission of the Committee member.
- 14.16. 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 a co-option to the vacant position would be carried out.

15. THE UNION SOCIETIES COUNCIL

- 15.1. The Union Societies Council shall include the following members:
- The Union Societies Chair (Chair),
 - The Vice-President (Activities)
 - 7 student councilors (1 for each group of societies and the Inclusive Society Councillor)
- 15.2. There can be a member of the Union Societies support staff in attendance in an advisory capacity.
- 15.3. The Officers of the Union Societies shall have full voting rights within this Council meeting.
- 15.4. Any full member of the Union may attend the Union Societies Council by invitation only and shall have no voting rights. The RAG and Phantom Committees' Reps may attend without invitation but will not have voting rights.
- 15.5. Any member of University or Union staff may be invited to attend the Union Societies Council but shall have no voting rights.

ELECTION OF THE SOCIETIES COUNCIL STUDENT COUNCILLORS

- 15.6. The election of the Student Councilors will take place at the Union Societies AGM.
- 15.7. The election shall take place under a secret ballot by members of Union Societies incoming committees following the principles of the election procedures as outlined in the Union's Standing Order 3.
- 15.8. The Returning Officer will be the Deputy Returning Officer for the Main Union Elections.
- 15.9. Only students who will hold a Societies Committee position in the following academic year will be able to stand and/or vote
- 15.10. Candidates for each position must be members of an incoming society committee within the group of societies that they would represent
- 15.11. It is the responsibility of the outgoing Union Societies Council to ensure all societies are aware which group they belong to.
- 15.12. All incoming society committees will be able to vote for all positions, no matter which group their society belongs to.

- 15.13. Each society will have three votes:
- 1 allocated to the President
 - 1 to the Secretary
 - 1 to the Treasurer
- 15.14. In the event that one of the three committee members with voting rights is unable to attend then they may vote in proxy by emailing proxyvote@derbyunion.co.uk no later than 2 hours before the start of the AGM. Alternatively they may transfer their vote to another committee member.
- 15.15. Voting shall take place by first past the post.
- 15.16. Societies may field multiple candidates. However, candidates cannot represent multiple societies therefore, if a candidate is a member of more than one society committee then they must choose which society to represent
- 15.17. Voters who are on multiple society committees can only vote once but may transfer their vote to an alternative committee member for the society they did not vote on behalf of.
- 15.18. Society members may remove an appointed Society Councillor by submitting a secure petition to the Vice-President (Activities) signed by a Committee member of at least 50% +1 of affiliated Societies of the group they represent. This would take immediate effect and a co-option to the vacant position would be carried out.
- 15.19. Elected Representatives, including the Vice-President (Activities) are subject to the procedural motions outlined in Clause 48 and 49 of the Constitution and Standing Order

UNION SOCIETIES COUNCIL MEETINGS

- 15.20. The Union Societies Council shall meet at least twice per month during University terms.
- 15.21. The Union Societies Chair or their nominee will publicise the meeting at the earliest possibility to its membership.
- 15.22. The Union Societies Council shall have recorded minutes. The minutes of the meetings shall be available to any full member of the Union upon written request to the Union Societies Chair.
- 15.23. The quorum of the Union Societies Council shall be 50% plus 1 of the voting membership.
- 15.24. If quorum is not achieved the Union Societies Council may not ratify any decision but may meet to discuss all other business.

- 15.25. Any decision by the Union Societies Council will be decided by a vote.
- 15.26. In the event of a tied vote the Union Societies' Chair will have the deciding vote. In the case of a conflict of interests (e.g. the chair is a member of the society discussed) or the absence of the Chair, the Vice-President (Activities) would have the deciding vote.

RESPONSIBILITIES OF THE UNION SOCIETIES COUNCIL

- 15.27. The Union Societies Council will have the power to veto new society applications if they feel that it is in direct competition with another society
- 15.28. The Vice-President (Activities) can veto any decision of the Union Societies Council if;
- They deem the decision may damage the reputation of the Union
 - It would have negative financial implications for the Union
 - If a societies aims and objectives were contrary to those of the Union
- 15.29. The Union Societies Council will approve the recommendation of which society group each new society should belong and all applications regarding society status as academic, charity, welfare or political societies.
- 15.30. The Union Societies Council will review the allocation of the Union Societies Fund by the Vice-President (Activities).
- 15.31. The Union Societies Council will be able to ask the Vice-President (Activities) to reconsider the allocation if the 50% plus 1 of councilors present agrees a change needs to be made. The Vice-President (Activities) must then review the decision, however is not obliged to change the allocation. If no change in allocation is made the Vice-President (Activities) must explain their reasons to the council
- 15.32. The Union Societies Council will advise the Officer Trustee team on the selection of winners of Societies Awards at the Union Awards. The Union Societies Council will collate information with respect to achievements of societies and their committee members and base their recommendations on this information.
- 15.33. The Union Societies Council will be responsible for working with the Vice-President (Activities) to promote Union Societies.
- 15.34. The Union Societies Council will support the development of Union Societies campaigns
- 15.35. The Union Societies Council will represent Union Societies to the wider Union, to the University and externally
- 15.36. The Union Societies Council will work with the RAG Committee to promote and grow RAG participation in Societies
- 15.37. The Union Societies Council will work with the Phantom Media committee to promote and grow media and participation of the Societies
- 15.38. The Union Societies Council will work with the Phantom Events committee to promote and the use of their services by the Societies
- 15.39. The Union Societies Council will work with the Union Societies Chair to organise society wide social events

- 15.40. The Union Societies Council will discuss and formulate policy to be submitted to the Student Summit
- 15.41. The Union Societies Chair will report on behalf of the Union Societies Council to the Union Societies Assembly, Scrutiny Panel and Union's General Meetings.
- 15.42. The Union Societies Council must ratify any Policy Motions to be submitted by it to the Student Summit in accordance with Standing Order 4.
- 15.43. Ratification of Policy Motions shall be by a simple majority of members present.

16. THE UNION SOCIETIES ASSEMBLY

- 16.1. The Union Societies will hold a minimum of 2 Assemblies (General Meetings) per semester (1 in Derby, 1 in Buxton) attended by all society committees. The Union Societies AGM would constitute one of these meetings.
- 16.2. These will be convened and chaired by the Vice-President (Activities).
- 16.3. The Union Societies' Chair will be Vice-Chair at Union Societies Assemblies
- 16.4. Union Societies Assemblies will be used to:
- Provide updates to Societies from the Union, Vice-President (Activities) and Union Societies' Council,
 - Provide the opportunity for societies to feed back to their elected representatives.
- 16.5. The Vice-President (Activities) or their nominee shall publicise the meeting at least one week in advance to the society committees and on the Union website.
- 16.6. All agendas for the meeting shall be circulated electronically at least two working days prior to the meeting.
- 16.7. Any member of the Union Societies may table items for the agenda by submitting their request to the Vice-President (Activities) at least seven working days prior to the meeting.
- 16.8. All Union Societies Meetings shall have recorded minutes. The minutes shall be made available to any member of the Union Societies upon receipt of a valid written request.
- 16.9. Minutes will be circulated to all Society Committee members.
- 16.10. Quorum for Union Societies Assembly shall be 50% of all affiliated societies.
- 16.11. Only full members of the Union Societies committees will have voting rights for the Union Societies' Assembly.
- 16.12. All decisions made by the Union Societies' Assembly shall be binding for all Societies.

17. THE UNION SOCIETIES ANNUAL GENERAL MEETING

- 17.1. Union Societies Annual General Meeting will be convened by the **Vice-President (Activities)**.
- 17.2. The membership of the Union Societies Annual General Meeting is as follows:
- Vice-President (Activities),

- Union Societies Chair,
 - Incoming and Outgoing Societies Committee members,
 - Any Union Societies member.
 - All Union Societies Officers and Council Members shall deliver reports at the Annual General Meeting for the academic year to date.
- 17.3. There must not be more than 18 months between Union Societies Annual General Meetings.
- 17.4. The Vice-President (Activities) shall publicise this meeting at the earliest possibility to the Union Societies committees and on the Union website.
- 17.5. All documents for the Union Societies Annual General Meeting shall be published on the Union website at least seven days prior to the meeting.
- 17.6. Dates for the submission of documents to the Union Societies Annual General Meeting shall be publicised at the earliest opportunity by the Union.
- 17.7. The Union Societies Annual General Meetings shall have recorded minutes.
- 17.8. 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.
- 17.9. Approved minutes shall be publicised at the earliest possible time on the Union website.
- 17.10. Minutes shall be available to any full member of the Union upon written request to the Vice-President (Activities) and shall also be made available on the Union website.
- 17.11. Quorum for the Union Societies Annual General Meeting shall be a minimum of 30 members including at least 50% of all affiliated societies.
- 17.12. Any full member of the Union Societies has the right to vote at the Union Societies Annual General Meeting (with the exception of the Union Council vote; see section 15 of this document).

18. COMPLAINTS, DISCIPLINARY AND APPEALS

- 18.1. 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. The Disciplinary and Appeals procedure can be found in Standing Orders 6 and 7

19. APPEALING A DECISION OF THE UNION SOCIETIES COUNCIL

- 19.1. Any society that wishes to appeal a decision of the Union Societies Council can submit an appeal in writing to the Students Union President. The appeal must outline the grounds for appeal and be submitted no later than 7 working days after the decision of the council.
- 19.2. Following an investigation by the President or their nominee the President will make a final and binding decision based on the evidence provided.

20. STUDENT LED SERVICES

20.1. The Union will allow for the creation of Student Led Services that sit outside of the Union Societies Constitution.

20.2. The following groups will be classed as Student Led Services:

- Derby Raise and Give (RAG)
- Phantom Media
- Nightline
- Rooted
- Student Action
- Phantom Events

20.3. A Student Led Service must be a body formed to implement the aims of the Union.

20.4. Any new application to create a new Student Led Service must be submitted in writing to the Vice-President (Activities).

20.5. Each Student Led Service will have a committee that is appointed through interview by a panel that can include:

- Union Officers
- Union Staff
- Current members of the services' committee.

20.6. The Union will work with the committee to recruit members for the next academic year.

20.7. In the event of an unsuccessful recruitment process resulting in unfilled positions the Union shall be responsible for:

- Re-advertising the unfilled positions at the earliest appropriate date and follow the procedure outlined above.

20.8. Following any resignations, the Union shall be responsible for re-advertising the role.

20.9. Committee members will start of 1st June and finish on 31st May in the following year.

20.10. The structure of each service's committee will be outlined in the services' constitution.

20.11. The services constitution must contain a statement of the aims and functions of the service.

20.12. The services' constitution must be agreed by the Union and will be reviewed on an annual basis by the Vice-President (Activities) or their nominee and services' committee

20.13. All Student Led Services will have a membership charge decided upon by each services committee.

20.14. A Student Led Service Constitution shall be subordinate to the Union's Constitution and Standing Orders.

20.15. All Student Led Services may be subject to sections 12 and 13 of the Union Societies Constitution.

20.16. All Student Led Services must complete an annual financial report which must include details of year-to-date income and expenditure against yearly budget, together with explanations as appropriate.

20.17. Student Led Services cannot charge the Union more than cost price for its services.

21. REMOVAL OF STUDENT LED SERVICES COMMITTEE MEMBERS

21.1. All disciplinary procedures follow the process as outlined in Standing Order 6.

21.2. In addition Student Led Service Committee members may be removed because:

- They consistently fail to fulfill their responsibilities and duties as outlined in their role descriptions. Removal in this instance shall be decided by the Interview Panel.

21.3. As members of Student Led Services are recruited into their roles all decisions regarding the removal of any member of a Committee shall be by the Interview Panel, and shall take into account all evidence present.

21.4. Any complaints regarding the decision by the Interview Panel shall be via the Union's Complaints procedure.

Standing Order 9 – Union Sports Constitution

1. CODE OF PRACTICE OF THE UNION SPORTS

- 1.1. The Union Sports is part of the University of Derby Students' Union (Union of Students).
- 1.2. The Union Sports must adhere to the principles of the Union Constitution, Standing Orders and Policies.
- 1.3. If the Constitution, 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.

2. CODE OF CONDUCT OF THE UNION SPORTS

- 2.1. The Union Sports shall have a Code of Conduct which all members shall abide by.
- 2.2. All members shall accept the Code of Conduct contract as part of their registration as an Union Sports member.
- 2.3. The Code of Conduct sets out expectations for all Union Sports members and Clubs in terms of the following:
 - Behaviour
 - Abiding by the Union Sports Rules and Regulations.
- 2.4. The Union Sports Code of Conduct is available to any member on the Union website.

3. OBJECTIVES OF THE UNION SPORTS

- 3.1. The Union Sports' objective shall be to enhance the student experience at the University of Derby through the development of student led competitive sport.

4. AIMS OF THE UNION SPORTS

- 4.1. The aims of the Union Sports shall be:
 - To be the primary body for the governance of competitive student sport at the University of Derby.
 - To advance, promote and protect the interests of the Union Sports.
 - To work in conjunction with the University of Derby to develop the sporting experience for students at the University of Derby
 - To work in conjunction with the University of Derby to develop a strategy for sport.
 - To encourage and promote the healthy and active lifestyles of students at the University of Derby.

5. OFFICERS OF THE UNION SPORTS

- 5.1. There shall be Officers of the Union Sports in accordance with the Union Standing Orders and the Union Sports Constitution. There shall be the following Union Sports Officers:

- Vice-President (Activities)
- Union Sports Chair
- Buxton Sports Officer

5.2. All Union Sports Officers shall hold Office from the 1st July to the second Friday of July in the following year.

6. ELECTIONS

6.1. All elections shall be run in accordance with the Union Constitution and the Union Standing Order 3.

7. VOTES OF NO CONFIDENCE

7.1. Union Sports Club members may remove an appointed Sports Councillor by submitting a secure petition to the Vice-President (Activities) signed by a Committee member of at least 50% +1 of affiliated Clubs. This would take immediate effect and a co-option to the vacant position would be carried out.

7.2. Union Sports Club members may remove any member of the Union Sports Club Committee by submitting a secure petition to the Vice-President (Activities) signed by at least 50% +1 of the Clubs total membership. This would take immediate effect and a co-option to the vacant position would be carried out.

7.3. Elected Representatives, including the Vice-President (Activities) are subject to the procedural motions outlined in Clause 48 and 49 of the Constitution and Standing Order 4.

7.4. A vote of no confidence shall be deemed as a last resort and any member wishing to implement a vote of no confidence should exhaust all other avenues prior to starting proceedings.

8. THE SPORTS COUNCIL

8.1. There shall be a Sports Council which shall be convened by the Union Sports Chair or their nominee.

9. MEMBERSHIP OF THE SPORTS COUNCIL

9.1. The Sports Officer Committee shall include the following members:

- The Vice-President (Activities)
- The Union Sports Chair,
- The Buxton Sports Officer
- 5 student councillors elected by the Union Sports AGM:
 - 1 BUCS Sport Councillors
 - 1 Non BUCS Sport Councillor
 - 1 Individual Sport Councillor

- 1 Performance Sport Councillor
- 1 Inclusive Sport Councillor

- 9.2. The elected Sports Officers and Councillors shall have full voting rights within this Committee meeting.
- 9.3. There shall be a member of the Sports Management Staff in attendance in an advisory capacity.
- 9.4. Any full member of the Union may attend the Sports Council with permission of the Chair but shall have no voting rights.
- 9.5. Any member of University or Union Staff may attend the Sports Council with permission of the Chair but shall have no voting rights.

10. ELECTION OF SPORTS COUNCIL STUDENT COUNCILLORS

- 10.1. The election of Student Councillors will take place at the Sports AGM.
- 10.2. The election shall take place under secret ballot by members of the Sports following the principles of the election procedures as outlined in the Union's Standing Order 3.
- 10.3. Only sports that have completed their AGMs before the Sports AGM will be able to vote and field candidates.
- 10.4. Candidates for the Student Councillor positions must be members of an incoming Sports Club committee within the area of competitive sports they would represent.
- 10.5. It is the responsibility of the outgoing Sports Council to ensure all clubs are aware which group they belong to.
- 10.6. Each Club will have 3 votes:
- 1 allocated to the President
 - 1 allocated to the Secretary
 - 1 allocated to the Treasurer
- 10.7. In the event that one of the three committee members with voting rights is unable to attend, they may vote by proxy by emailing proxyvote@derbyunion.co.uk, no later than 2 hours before the start of the AGM. Alternatively they may transfer their vote to another committee member.
- 10.8. Voting shall take place by transferrable vote, facilitated through the Union's website and election portal.
- 10.9. Clubs may nominate multiple candidates.
- 10.10. Candidates cannot hold more than one position; therefore if a candidate is a member of more than one Club then they must choose which position to represent.
- 10.11. Voters who are on multiple Club Committees can only vote once but may transfer their vote to an alternative committee member for the club they did not vote on behalf of.
- 10.12. Any complaints in respect of the conduct of these elections will be dealt with in conjunction with the provisions outlined in Standing Order 3 (Elections).

11. SCHEDULE OF MEETINGS

- 11.1. The Sports Council shall convene at least once per month in University term time.
- 11.2. The Union Sports Chair or their nominee shall publicise the meeting at the earliest possibility to its membership.

12. MINUTES OF SPORTS COUNCIL MEETINGS

- 12.1. The Sports Council shall have recorded minutes.
- 12.2. The minutes of the meetings shall be available to any full member of the Union on the Union website
- 12.3. The Union shall keep a record of the minutes for a minimum of three years.

13. QUORUM

- 13.1. The quorum of the Sports Council shall be 50% plus 1 of the voting membership.
- 13.2. If quorum is not achieved the Sports Council may not ratify any decision but may convene to discuss all other business.

14. RESPONSIBILITIES OF THE SPORTS COUNCIL

- 14.1. The Sports Council will have the power to veto new Club applications if they feel it is in direct competition with another Club. The Vice-President (Activities) will hold the deciding vote and can veto any decision of the Sports Council if:
 - They deem the decision may damage the reputation of the Union
 - It would have negative financial implications for the Union
 - If a Club’s aims and objectives were contrary to those of the Union
- 14.2. The Sports Council will support the Officer Trustee team in the planning and nomination process of the Sports Awards.
- 14.3. The Sports Council will support the Vice-President (Activities) to promote the Sports.
- 14.4. The Sports Council has responsibility to organise Sports wide events.
- 14.5. The Sports Council will discuss and formulate policy to be passed at Student Summit
- 14.6. The Sports Council will report to the Sports Assembly, Scrutiny Panel and Union’s General Meetings.

15. POLICY MOTIONS

- 15.1. The Sports Council shall discuss and formulate any Policy Motions to be submitted by the Sports to the Student Summit.
- 15.2. Submission of any Policy Motion to the Student Summit shall be via the procedure outlined in the Union’s Standing Order 4.

16. THE SPORTS ASSEMBLY

16.1. The Sports Council will hold a Sports Assembly (General Meeting) once a semester attended by all Club Committees.

- The convenors request an earlier meeting
- The Scrutiny Panel instructs the Vice-President (Activities) to convene a meeting

16.2. The Sports AGM would constitute one of these meetings, to be held prior to the Union AGM.

16.3. There must not be more than 18 months between Sports Annual General Meetings.

16.4. These shall be jointly convened and chaired by the Vice-President (Activities) and the Athletic Officer.

16.5. These meetings will be used to provide updates to Sports Clubs from the Vice-President (Activities) and Sports Council.

16.6. These meetings will enable the Clubs to feed back to the Union, Vice-President (Activities) and the Sports Council.

17. SCHEDULE

17.1. The convenor or their nominee shall publicise the meeting at least one week in advance to the Club Presidents and on the Union website.

17.2. All agendas for the meeting shall be circulated via Club Presidents electronically at least two working days prior to the meeting and shall also be publicised on the Union website.

17.3. All documents shall be published on the Union website at least three days prior to the meeting.

17.4. Club Presidents shall circulate notice of the meeting and the agenda to their members.

17.5. Any member of the Sports may table items for the agenda by submitting their request to the Vice-President (Activities) at least seven working days prior to the meeting.

18. MINUTES

18.1. All Sports Assembly meetings shall have recorded minutes. Minutes shall be taken by a relevant member of Union staff.

18.2. The minutes of any Sports Assembly shall be posted on the Union Website.

18.3. The Union shall retain all Sports Assembly minutes for a minimum of three years.

19. QUORUM

19.1. Quorum for a Sports Assembly meeting shall be 50% +1 of all affiliated Clubs represented. All other Sports members are eligible to attend and vote in this meeting.

20. VOTING

20.1. Only full members of the Union Sports shall retain voting rights for the Sports Assembly.

20.2. All decisions made by the Sports Assembly shall be binding for all Sports Clubs.

21. UNION SPORTS CLUBS

- 21.1. All University of Derby Competitive Clubs must be a part of the Union Sports.
- 21.2. The Sports Council shall approve all new Clubs.
- 21.3. All Sports Clubs shall be bound by this Constitution, the individual Club Constitution and by the decisions made by the Sports Council and the Sports Assembly.

22. AFFILIATION

- 22.1. All Sports Clubs must have 20 active and registered members prior to becoming part of the Union Sports.
- 22.2. Any Sports Club who fails to reach the minimum number of active and registered members may submit a written petition to the Sports Council for a decision on their affiliation.
- 22.3. The Sports Council may approve a request for affiliation for that Academic year only.
- 22.4. A Sports Club may only petition for affiliation with less than the required number of members for a maximum of two consecutive years.
- 22.5. To affiliate all Sports Club Committees must attend mandatory committee training.
- 22.6. If a Sports Club Committee fails to attend training the Club shall not be able to compete or train until this has taken place
- 22.7. To complete affiliation all Sports Clubs Committees must sign on behalf of their Sports Club the Terms and Conditions set out by the Union Sports.
- 22.8. These Terms and Conditions shall be made available to Sports Clubs at the Sports Club Committee Training.
- 22.9. The Sports Council shall approve any affiliation requests pending ratification.
- 22.10. All new Sports Clubs must be ratified at a Sports Assembly after initial approval from the Sports Council.
- 22.11. Ratification of any new Sports Club shall be by a simple majority vote of all members present conducted at the Sports Assembly.

23. UNION SPORTS CLUB FEES

- 23.1. There shall be a membership fee to be a part of the Union Sports and an affiliated Union Sports Club.
- 23.2. The Sports Clubs shall set the subscription fee annually for their club.

24. UNION SPORTS AFFILIATION FEES

- 24.1. Sports clubs will pay an AU Affiliation each year which is equal to an agreed percentage of average expenditure of the previous two years.
- 24.2. Club committees will be informed of their AU affiliation fee at the start of the academic year (Oct/Nov) and will agree a payment plan to the Union Sports if required.
- 24.3. The Union Sports will not release any financial support until an agreed funding plan has been approved.

24.4. Sports clubs will pay their affiliation fee by the end of first term unless a separate plan is confirmed.

24.5. Failure to meet the two-thirds payment deadline will result in the club self-funding all activity during the second academic term until the full affiliation fee has been met.

24.6. Failure to meet the full AU affiliation payment deadline will result in the club self-funding the next academic year with a view to continue the repayments based on an average of the last 2 years not including the year of self-funding.

25. PRIVILEGES OF INCLUSION IN THE UNION SPORTS

25.1. The privileges of being included in the Union Sports shall be:

- The right to use the prefix `The University of Derby`.
- The rights to represent Team Derby.
- The right to use the Union Sports notice boards, social networking groups and websites which shall be linked to the Union's website.
- The right to apply for financial support from the Union Sports. Financial support shall only be made available after a Sports Club has existed for one academic year.
- The right to be entered as a team or individual into the British Universities and Colleges Sport.
- The right to be entered as a team or individual in a national competitive sport which is not provided by the British Universities and Colleges Sport.

26. FINANCIAL SUPPORT

26.1. Any newly formed Sports Club shall receive minimum financial support for the first academic year.

- All new Sports Clubs shall demonstrate an ability to self-fund to meet key aims in preparation for future Union Sports support.
- All Sports Clubs must produce a 5 year plan for their Club before they receive financial support from the Union Sports.

26.2. Once ratified if an 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:

- Suspending the Sports Clubs' financial support from the Union Sports for a defined period,
- Disaffiliating the Sports Club from the Union Sports, preventing any activity from taking place.

27. UNION SPORTS CLUB COMMITTEES

27.1. All Sports Clubs shall have Committees made up of at least:

- A President,

- A Treasurer,
- A Secretary.

27.2. All Sports Club Committees shall be democratically elected to represent their Union Sports Clubs' members.

27.3. Sports Club Committees shall be elected annually at the Sports Clubs' Annual General Meeting.

- The election of Sports Club Committees shall take place in accordance with the Sports Clubs' Constitution and this Constitution.
- The election shall take place in the second term of the academic year.
- A member of the Union Sports staff shall be in attendance.

27.4. The Sports Club Committee shall take up office on the 1st August until the 31st July of the following year.

27.5. The Sports Club Committee shall receive a handover from the outgoing Club Committee members.

27.6. The Vice-President (Activities) and the Vice-President (Activities)- elect shall provide mandatory training for all new Sports Club Committees at the first appropriate opportunity.

27.7. Mandatory training shall take place, at the latest in the first term of the new academic year.

27.8. In the event of a vacancy in the Sports Club Committees the Sports Club shall hold an Emergency General Meeting to elect another committee member. A member of the Union Sports staff shall be in attendance.

27.9. The Names and Contact details of all elected Sports Club Committee Members shall be submitted to the Vice-President (Activities) or a member of the Union Sports staff by the current Sports Club Committee President.

27.10. All details shall only be released to a third party with permission of the individual in accordance with the Student Data Protection Policy.

28. SPORTS CLUBS ANNUAL GENERAL MEETING

28.1. All Sports Clubs shall hold Annual General Meetings in accordance with the following regulations:

- Sports Clubs shall have 50% + 1 of their membership present for quorum to be reached.
- If a Sports Club fails to reach quorum then the meeting shall be void and no decisions shall be made.
- The Club must reconvene an Emergency Annual General Meeting before the end of the Academic Term.
- Sports Club Annual General Meetings must take place in the second semester each academic year.
- There shall not be any more than eighteen months between Annual General Meetings.

- Sports Club Committees shall publicise the agenda for the meeting to their Club members at least one working week in advance of the meeting.
- The Sports Clubs' Committee must present reports on the progress of the club in that Academic Year.

28.2. Club committees shall be democratically elected during the Union's main elections as following the principles set out in Standing Order 3.

28.3. Club committee elections will be limited to the membership of the Club.

28.4. The Deputy Returning Officer of the main elections shall be the Returning Officer for Club elections.

28.5. The Results of Club elections will be ratified at individual Club AGMs.

28.6. If a Club fails to elect a full committee during the main elections then they will hold a secret ballot at their AGM.

29. BRITISH UNIVERSITIES AND COLLEGES SPORTS (BUCS)

29.1. The Union Sports shall provide competitive opportunities for its members within the British Universities and Colleges Sports Leagues.

29.2. All participation in the British Universities and Colleges Sports Leagues shall be student led and shall have a minimum of 20 members, as outlined in Clause 22 of this Constitution.

29.3. To take part in the British Universities and Colleges Sports all sports require affiliation to the Union Sports as outlined in Clause 22.

29.4. Union Sports Competitive Sports members shall be expected to achieve the British Universities and Colleges Sports points as outlined by the Vice-President (Activities). These targets shall be set annually by the Vice-President (Activities).

29.5. All Sports Clubs' members who participate in the British Universities and Colleges Sports shall ensure positive representation of The University of Derby occurs. This is in addition to the Code of Conduct expected from all Union Sports members.

29.6. Any students wishing to take part in the British Universities and Colleges Sports should liaise directly with the Union Sports Department and the Vice-President (Activities).

30. NON BRITISH UNIVERSITIES AND COLLEGES SPORTS

30.1. The Union Sports shall provide opportunities for students to take part in competitive sports which do not fall into the sporting opportunities provided by the British Universities and Colleges Sports.

30.2. All Sports Competitive Sports members shall be expected to compete successfully to enhance the reputation of The University of Derby.

30.3. Any student wishing to take part in Competitive Sports which are not provided by the British Universities and Colleges Sports should liaise directly with the Union Sports Department and the Vice-President (Activities).

31. PERFORMANCE SPORTS MANAGEMENT GROUP

- 31.1. There shall be a number of Performance Sports supported by the Union Sports and the Sports Management Group.
- 31.2. The Sports included in the Performance Sports agenda are selected by the Sports Management Group of The University of Derby.
- 31.3. Sports Clubs selected as a Performance Sport shall receive increased support from the Union Sports and the Sports Management Group to improve and develop the provisions of the Sports Club whilst supporting the Sports Management Group and the Union Sports achieve their Strategic aims.
- 31.4. To be selected as a Performance Sport, Union Sports Clubs must apply through the procedures set out by the Sports Management Group.
- 31.5. Any Sports Club wanting further information about selection as a Performance Sport should liaise with the Union Sports Department and the Vice-President (Activities).
- 31.6. Any Sports Club wishing to put themselves forward to be considered as a Performance Sport should liaise directly with the Vice-President (Activities).
- 31.7. The Sports Management Group reserves the right to have a number of stipulations in place for that Performance Sport which the Sports Club members must adhere to. This is in addition to the Code of Conduct for all Union Sports members.

32. INDIVIDUAL COMPETITIVE SPORTS

- 32.1. Any individual wishing to participate in British Universities and Colleges Sports individual competitions must liaise directly with the Vice-President (Activities) regarding potential opportunities.
- 32.2. The Sports Council shall review participation in individual competitive sports on a case by case basis.
- 32.3. This review shall be based on the evidence provided by the individual which demonstrates successful competitive performance.

33. COMPLAINTS

- 33.1. For any complaints regarding AU Members, Clubs or AU services, please refer to the Procedure for Complaints against the University of Derby Students' Union (Union of Students) at www.derbyunion.co.uk/complaints.
- 33.2. For complaints against AU Staff members, please refer to the Procedure for Complaints against a member of Union Staff at www.derbyunion.co.uk/complaints.

34. DISCIPLINARY

- 34.1. All disciplinary and appeals are dealt with in Standing Order 6 and 7.
- 34.2. Disciplinary circumstances may include breaches in financial conduct (Clause 37), the Union Sports Code of Conduct and kit use (Clause 38).

35. UNION SPORTS FINANCES

- 35.1. The Union Sports Finances shall only be used to further the status and objectives of the Union Sports as defined in this Constitution and the Union Constitution.
- 35.2. The Union Sports shall manage and administer Union Sports finances concerning budgets and have the ability to draw up financial rules concerning administration following the financial regulations of the Union.
- 35.3. Any rules concerning Union Sports Club budgets shall be publicised to the Sports Clubs Presidents/ Treasurers.
- 35.4. 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

36. ANNUAL BUDGET

- 36.1. The Vice-President (Activities) shall ask each Sports Club Committee to submit its proposed budget and shall be submitted accompanied by the Sports Club’s Inventory and Action Plan for the next financial year.
- 36.2. The date for submission of these documents shall be decided annually by the Vice-President (Activities) and publicised to the Sports Clubs.
- 36.3. The Sports budgets shall be prepared, subject to discussion with the Sports Council, from the documents submitted by the Sports Clubs.

37. SPORTS CLUB BUDGETS

- 37.1. All Sports Clubs shall have the right to apply to the Union for financial assistance after their first year of existence.
- 37.2. Sports Clubs shall demonstrate an ability to self-fund in the first year to receive Union Sports financial grant support in the second year of existence.
- 37.3. No Sports Club may open any form of bank or other account.
- 37.4. All signatories of Sports Clubs must sign an undertaking that they have read, understand, and will abide by the Union’s financial procedures.
- 37.5. 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.
- 37.6. Each Sports Club must specify at least two signatories for their accounts. These must be:
 - The Sports Club President,
 - The Sports Club Treasurer.
- 37.7. The Union Sports will be able to claw back AU affiliation fees from the relevant club without the consent of the two signatories, however these individuals will be notified prior to and once this has taken place.
- 37.8. The payee of any cheque may not be the committee signatory for that payment requisition.

- 37.9. All expenditure must be counter authorised by the Union's budget holder for the Sports Clubs.
- 37.10. 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.
- 37.11. It is the responsibility of the Sports Club Committees to ensure the membership lists are accurate.
- 37.12. Any finances remaining in the Sports Clubs' Grant Accounts at the end of the academic year shall be reclaimed by the Union.
- 37.13. 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.
- 37.14. Any finances in a Sports Clubs' Development Account shall be retained by the Union Sports if an Sports Club fails to recruit members for the next academic year.
- 37.15. These funds shall be used to directly benefit alternative opportunities within the Union Sports.
- 37.16. Sports Clubs are responsible for collecting match fees.
- No match fees shall be levied by the Union Sports.
 - Sports Clubs may collect match fees from its members and engage in other legitimate income generating activities to supplement their finances.
 - All income generated shall be recorded by the Union Sports. These records may be requested for individual Sports Clubs by the Sports Club members.
- 37.17. The Sports Council may ask to inspect any Sports Club accounts.
- 37.18. Every student who is recruited by the Sports Clubs shall pay an affiliation fee to the Sports Club to play competitively or to attend training.
- 37.19. The Union Sports Annual Accounts shall be made available to all members of the Union Sports upon written request to the Vice-President (Activities).
- 37.20. The Union will publish annually the procedure for allocation of resources to affiliated Union Sports Clubs together with the appeals mechanism.
- 37.21. This shall be available to any full member upon written application to the Vice-President (Activities) or their nominee.

38. UNION SPORTS PROPERTY REGULATIONS

- 38.1. All Sports Clubs' assets and funds are the property of the Union Sports and should be treated appropriately.
- 38.2. The property of the Union Sports shall be used only for the furtherance of the status and objectives of the Union Sports as defined in this Constitution.
- 38.3. Under no circumstances shall Union Sports Property be distributed amongst its membership, but shall be transferred to the Union for the furtherance of the objectives of the Union Sports.

- 38.4. Sports Club Committees are responsible for ensuring the safety of the Union Sports Clubs' equipment whilst in use or in storage.
- 38.5. The Union Sports may require an Sports Club President or Committee to explain any conduct concerning Union Sports equipment.
- 38.6. All Sports Club Committees shall ensure they complete an inventory of their equipment with its value and life span with the Budget Form to the Vice-President (Activities).
- 38.7. All inventories shall be checked against past inventories and any purchases made. Any discrepancies shall be investigated by the Vice-President (Activities).
- 38.8. Any loss or damage to the equipment must be reported by the Sports Club Committees to the Vice-President (Activities) or a Union Staff member as soon as possible.
- 38.9. In the event of such damage or loss being disclaimed by insurance or where no insurance exists the Sports Council shall consider the case.
- 38.10. This may be submitted for disciplinary proceedings to start against a Sports Club.
- 38.11. If the loss or damage to any equipment was due to negligence the case shall be referred immediately for disciplinary action to take place against the Sports Club as outlined in Clause 34 of this Constitution.

39. HEALTH AND SAFETY

- 39.1. All Sports Clubs shall abide by the guidelines set out in the Union Constitution.
- 39.2. The Vice-President (Activities) shall ensure all Sports Clubs' Presidents are made aware of the Health and Safety Guidelines relevant to their sport.
- 39.3. A member of Union Staff shall assist the Vice-President (Activities).
- 39.4. Sports Clubs must ensure they abide by any guidelines for Health and Safety set out by the Union Sports.
- 39.5. All Sports Clubs' Presidents are responsible for ensuring that their Sports Club members adhere to the Union Sports Code of Conduct.
- 39.6. All Sports Club Presidents must attend any Health and Safety training and abide by any Health and Safety instruction provided by the Sports or any partnership organisations.

Appendix 1 – Officer Trustee 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: Officer Trustee 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
- Be held accountable to their manifesto and this role description.
- 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 Trustee Board and Chair of Executive Committee.
- 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 Delegates).
- Ensure that equal opportunities and Green Impact are considered in all that the Union does.
- To work with the Officer Trustee 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 officer trustee team
- Have oversight of the Union equality and diversity strategy in officer's respective areas.

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: 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.

Environmental consideration and environmental best practice is the responsibility of all Union employees – Officers take a leadership role in this area, and help coordinate the Union's Green agenda.

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.
- Be held accountable to their manifesto and this role description.
- 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 Part Time Officers for Education & Programme 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.
- Encourage academic representatives to engage in Equality and Diversity training and are representative of their student body
- To work with the Officer Trustee 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.

B: University Governor

The role of Vice-President (Education) 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

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.
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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.

Environmental consideration and environmental best practice is the responsibility of all Union employees – Officers take a leadership role in this area, and help coordinate the Union's Green agenda.

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 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 have overall responsibility for the oversight and regulation of Sports Clubs.
- Be held accountable to their manifesto and this role description.
- 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 clubs and the social sport programme and societies.
- Facilitate the meetings of Union Societies and sports and student led services.
- Uphold the constitutions of Union Societies and sports and student led services.
- Support the Union Societies Council and Union Sports Council.
- **Represent the interests of Student Led services to the University and wider community**
- **To be responsible for encouraging participation in the activities put on by the Sports Clubs societies and student led services.**
- Working with the University of Derby in the promotion of Sport at all levels and co-delivery of the University Sports Strategy.
- To ensure a fair system for allocation of Sports Clubs' and societies budgets is established and implemented taking into account the advice of the Trustee Board.
- To provide Executive with regular reports and recommendations.
- Be the lead when it comes to representing the student voice to feed into the formulation and implementation of the University's Sport Strategy, linking to that of the Union Sports Strategic Vision.
- To work with Sports clubs, societies and student led services, University Sport Development team, other officers and relevant Union staff to promote inclusive opportunities and training for all.

- Work with the halls activators to offer opportunities for students living in halls of residence.
- To work with the University with regards to all matters concerning sports within the Institution via the Sports Management Group or other liaisons where appropriate.
- 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 Officer Trustee 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
- Represent the interests of Student Media and Raise and Give to the University and the wider community.
- Ensure the development of and to support all student media groups and communication tools
- Represent the interests of student volunteers and student volunteering to the University and the wider community
- Attend meetings with the appropriate University staff in order to promote student development through student fundraising and student media.
- Ensure the sustainable and effective work of student media groups.
- Ensure that regard is given to safety and duty of care in all matters concerned with the running of student fundraising and media groups.
- Widen student participation in media groups and charity fund raising events (RAG).
- Ensure that the Raise and Give and Phantom Committees are convened and active
- Engage with the appropriate structures of the National Union of Students (NUS).
- Ensure that members have access to information on the services on offer by the Union.
- Assist in the promotion of the Unions campaigns.
- Responsible for working with external partners within this remit.
- To be held accountable to their manifesto and this role description
- To work with the Officer Trustee team to set objectives based on the organisation's strategic plan.

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B: University Committee Chair – Sport Management Group (SMG)

The role of Vice-President (Activities) automatically includes being co-chair for the University's Sport Management Group (SMG), 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 Experience and Sport 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: 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.

D: 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.

Environmental consideration and environmental best practice is the responsibility of all Union employees – Officers take a leadership role in this area, and help coordinate the Union’s Green agenda.

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: Overseeing the wellbeing of students of the Union and creating engagement in 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 care leavers working in partnership with the University.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally.
- Take a lead in ensuring that the University is being ethically and environmentally responsible.
- Be held accountable to their manifesto and this role description.
- 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 Officer Trustee 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.

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.

Environmental consideration and environmental best practice is the responsibility of all Union employees – Officers take a leadership role in this area, and help coordinate the Union's Green agenda.

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

Appendix II – Part Time Officer Role Descriptions

Officer Title: Part Time Officer (Education Chair)

Reporting to: The University of Derby student body and Education Council

Supported by: The full time Officer Trustees with the main contact being the President and Vice-President (Education)

Responsible for: Overseeing the academic representation of the Union and the student voice across the University of Derby and chairing the Union's Education Council

A: Duties

- Advise and help shape the development of academic priorities for the University's corporate and strategic plans.
- The Part Time Officer (Education Chair) shall approve, implement, monitor and review the policies and procedures promoting the continuous improvement of academic quality and educational standards, including procedures for the validation and review of educational programmes and policies for the promotion of good practice in the management of educational opportunity;
- Support in the creation of the criteria and make recommendations for the appointment and removal of internal and external examiners;
- Support in determining the policies and procedures for the admission of students and the assessment and examination of their academic performance;
- Support in establishing and monitoring the policies on general issues relating to research, scholarship, curriculum content and learning, teaching and assessment;
- Actively promote the curriculum development and other initiatives of an academic nature within the University;
- Consider reports from Committees concerning matters which are devolved to them and through these reports monitoring and evaluating the work of Committees in those areas for which Academic Board is responsible;
- Support in establishing regulations for the award of the University's qualifications, including higher degrees by research or publication, and for the conferment of academic titles and honorary awards;
- Support in establishing policies and procedures for the suspension and expulsion of students for academic reasons;
- Support in establishing and reviewing of procedures for the consideration in appropriate circumstances of appeals against decisions of assessment boards;

- Consider reports from validating, accrediting, reviewing and other external bodies and making recommendations for action;
- Advising on such other matters as the Governing Council or the Vice-Chancellor may refer to the Academic Board;
- Attend preparation meetings with the President, Vice Present (Education) and relevant Union staff members before each meeting.
- Regularly attend and provide updates to Education Council with information what has been happening within their remit and any upcoming events.
- As Chair of the Education Council, the Part Time Officer (Education Chair) will publicise the meeting at least 10 days before the meeting will take place.
- Any decision by the Education Council will be decided by a vote. In the event of a tied vote the Part Time Officer (Education Chair) will have the deciding vote. The Part Time Officer (Education Chair) will report on behalf of the Education Council to the Scrutiny Panel and Union's General 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 employees 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.

Part Time Officers are required to have a Development Plan and to participate in training, meetings or conferences considered relevant to their role.

Officer Title: Buxton Chair

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being the President

Responsible for: Representing issues facing Buxton students, encouraging the participation of Buxton students in the Union and representing students accordingly

A: Duties

- Represent the needs of Buxton students at the University of Derby on a local, regional and national scale.
- Actively seek the views of Buxton students at the University of Derby to help shape the work that they undertake.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally that impact on Buxton students.
- To convene and Chair the Buxton Campus Council.
- Work with Officer Trustees to ensure all activities undertaken within the Union are inclusive of Buxton students.
- To encourage the participation of Buxton students in the Union.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 organisation's ethical & environmental ethos.
-

Part Time Officers are required to have a Development Plan and to participate in training, meetings or conferences considered relevant to their role.

Officer Title: Part Time Officer (Buxton Education HE)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being the Vice-President (Education).

Responsible for: Representing issues facing Buxton based programmes of study.

Eligibility: The post-holder is required to define as a student studying at the University of Derby Buxton campus.

A: Duties

- The Part Time Officer (Buxton Education HE) must represent Buxton campus based students to the student body, the Union, University, Partners and wider community.
- The Part Time Officer (Buxton Education HE) is responsible for representing the Union and its views and values to the University, Partners and the wider community.
- Attend conferences relevant to remit including Programme Rep Conference.
- The Part Time Officer (Buxton Education HE) shall actively seek the views and opinions of Buxton campus based students to influence their work throughout the year.
- The Part Time Officer (Buxton Education HE) shall attend Education Council to represent Buxton campus based students' views and feedback.
- The Part Time Officer (Buxton Education HE) is required to attend training on the role and its responsibilities as a part-time officer.
- The Part Time Officer (Buxton Education HE) must meet regularly with the Vice-President (Education) to update on any meetings and campaign progress.
- The Part Time Officer (Buxton Education HE) must liaise and meet regularly with the respective Deans/deputy Deans for the Outdoor and Adventure sport course and the Hotel, Resort and Spa Management courses.
- The Part Time Officer (Buxton Education HE) is responsible for submitting reports and policy motions to Education Council and the Annual General Meeting when necessary.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
-

Part Time Officers are required to have a Development Plan and to participate in training, meetings or conferences considered relevant to their role.

Officer Title: Buxton Events Officer

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Activities)

Responsible for: Representing promoting and developing events and activities for Buxton students

A: Duties

- Actively seek the views of students on at the University of Derby in Buxton to help shape the work that they undertake.
- To ensure that an events programme for the Academic year is in place.
- Assist the Union in creating ideas and organising events/trips for Buxton HE students.
- Liaise with the Union marketing department to advertise and promote any events.
- Support the Vice-President (Activities) in ensuring that fundraising events take place at the Buxton Campus.
- Support the Buxton Sports Officer with any events Teams may host.
- Attend and contribute to the Buxton Campus Council meetings.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
-

Part Time Officers are required to have a Development Plan and to participate in training, meetings or conferences considered relevant to their role.

Officer Title: Buxton Activities Officer

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being the Vice-President (Activities)

Responsible for: Representing promoting and developing sporting opportunities for Buxton students

A: Duties

- Actively seek the views of students on sporting opportunities at the University of Derby in Buxton to help shape the work that they undertake.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally that impact on inclusive sport opportunities.
- To run at least one campaign that is related to inclusive sports at the Buxton campus.
- Work with the Part Time Officers to ensure sports across the Union Sports and Team Derby are considering these groups in all that they do.
- Support the Vice-President (Activities) in raising awareness at the University of issues affecting students participating in sports at the Buxton Campus.
- Attend and contribute to the Buxton Campus Council meetings.
- To encourage the participation in sport at the Union Sports and Team Derby.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
-

Part Time Officers are required to have a Development Plan and to participate in training, meetings or conferences considered relevant to their role.

Officer Title: Buxton College Representative

Reporting to: The Buxton College students

Supported by: The full time Officer Trustees with the main contact being the President.

Responsible for: Representing issues facing Buxton College students, encouraging the participation of students in the Unions' College Life programme and representing students accordingly.

Eligibility: The post-holder is required to define as a Buxton College student.

A: Duties

- Represent the needs of students at Buxton College on a local, regional and national scale.
- Actively seek the views of all students at the Buxton College to help shape the work that they undertake.
- Campaign and lobby the College on issues that may arise locally, regionally or nationally that are related to Buxton College students.
- To run at least one campaign that is related to Buxton College students.
- To be the lead officer for all matters related to Buxton College students including attending Course Rep forums, FE Governing Council and any other relevant College meetings.
- Work with the President to ensure activities undertaken within the Union and its College Life Programme are relevant to Buxton College students.
- To encourage students to actively engage in extracurricular activities within the College Life Programme.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
-

Part Time Officers are required to have a Development Plan and to participate in training, meetings or conferences considered relevant to their role.

Officer Title: Part Time Officer (Chesterfield Education)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being the Vice President (Education).

Responsible for: Representing issues facing Chesterfield based programmes of study.

Eligibility: The post-holder is required to define as a student studying at the University of Derby Chesterfield campus.

A: Duties

- The Part Time Officer (Chesterfield Education) must represent Chesterfield campus based students to the student body, the Union, University, Partners and wider community.
- The Part Time Officer (Chesterfield Education) is responsible for representing the Union and its views and values to the University, Partners and the wider community.
- Attend conferences relevant to remit including Programme Rep Conference.
- The Part Time Officer (Chesterfield Education) shall actively seek the views and opinions of Chesterfield campus based students to influence their work throughout the year.
- The Part Time Officer (Chesterfield Education) shall attend Education Council to represent Chesterfield campus based students' views and feedback.
- The Part Time Officer (Chesterfield Education) is required to attend training on the role and its responsibilities as a part-time officer.
- The Part Time Officer (Chesterfield Education) must meet regularly with the Vice-President (Education) to update on any meetings and campaign progress.
- The Part Time Officer (Chesterfield Education) must liaise and meet regularly with the respective Deans/deputy Deans for the Health and Social care courses ran at this site.

- The Part Time Officer (Chesterfield Education) is responsible for submitting reports and policy motions to Education Council and the Annual General Meeting when necessary.
- Be an active member of the decision making bodies within the Union.

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 Students' 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 Student Union staff and officers, as well as relevant external organisations.
- 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 to its members, customers, stakeholders and other external people.
- To positively contribute to the organisation's ethical & environmental ethos.

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

Officer Title: Leek College Representative

Reporting to: The Leek College students

Supported by: The full time Officer Trustees with the main contact being the President.

Responsible for: Representing issues facing Leek College students, encouraging the participation of students in the Unions' College Life programme and representing students accordingly.

Eligibility: The post-holder is required to define as a Leek College student.

A: Duties

- Represent the needs of students at Leek College on a local, regional and national scale.
- Actively seek the views of all students at the Leek College to help shape the work that they undertake.
- Campaign and lobby the College on issues that may arise locally, regionally or nationally that are related to Leek College students.
- To run at least one campaign that is related to Leek College students.
- To be the lead officer for all matters related to Leek College students including attending Course Rep forums, FE Governing Council and any other relevant College meetings.
- Work with the President to ensure activities undertaken within the Union and its College Life Programme are relevant to Leek College students.

- To encourage students to actively engage in extracurricular activities within the College Life Programme.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
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Part Time Officers are required to have a Development Plan and to participate in training, meetings or conferences considered relevant to their role.

Officer Title: Part Time Officer (Commuter Students)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contacts being Vice-President (Welfare) and Vice President (Education)

Responsible for: Representing issues facing commuter students, encouraging the participation of commuter students in the Union and representing students accordingly

Eligibility: The post-holder is required to self-define as a commuter student

A: Duties

- Represent the needs of commuter students at the University of Derby on a local, regional and national scale.
- Actively seek the views of commuter students at the University of Derby across all campuses to help shape the work that they undertake.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally that impact on commuter students.
- To run at least one campaign that is related to the issues affecting commuter students.
- To be the lead officer for all matters related to the NUS commuter campaign including attending any relevant training or conferences.
- Work with Officer Trustees to ensure all activities undertaken within the Union are inclusive of commuter students.
- To encourage the participation of commuter students in the Union.
- To attend both the Equality and Diversity Council and the Education council where possible and strive to ensure a reflective representation of the campaign.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
-

Part Time Officers are required to have a Development Plan and to participate in training, meetings or conferences considered relevant to their role.

Officer Title: Part Time Officer (Disabilities)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Welfare)

Responsible for: Representing issues facing disabled students, encouraging the participation of disabled students in the Union and representing students accordingly

Eligibility: The post-holder is required to self-define as a student with disabilities

A: Duties

- Represent the needs of disabled students at the University of Derby on a local, regional and national scale.
- Actively seek the views of disabled students at the University of Derby across all campuses to help shape the work that they undertake.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally that impact on disabled students.
- To run at least one campaign that is related to the issues affecting disabled students.
- To be the lead officer for all matters related to the NUS disability campaign including attending any relevant training or conferences.
- Work with Officer Trustees to ensure all activities undertaken within the Union are inclusive of disabled students.
- To encourage the participation of disabled students in the Union.
- To attend the Equality and Diversity Council and strive to ensure a reflective representation of the campaign.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
-

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

Officer Title: Part Time Officer (Ethnic Minorities)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Welfare)

Responsible for: Representing issues facing ethnic minority students, encouraging the participation of ethnic minority students in the Union.

Eligibility: The post-holder is required to self-define as an ethnic minority student.

A: Duties

- Represent the needs of ethnic minority students at the University of Derby on a local, regional and national scale.
- Actively seek the views of ethnic minority students at the University of Derby across all campuses to help shape the work that they undertake.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally that impact on ethnic minority students.
- To run at least one campaign and focus day related to ethnic minority students.
- To be the lead officer for all matters related to the NUS Black Students campaign including attending any relevant training or conferences.
- Work with Officer Trustees to ensure all activities undertaken within the Union are inclusive of ethnic minority students.

- To encourage the participation of ethnic minority students in the Union.
- To attend the Equality and Diversity Council and strive to ensure a reflective representation of the campaign.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 organisation's ethical & environmental ethos.
-

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

Job Title: Part Time Officer (Gender)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President Welfare

Responsible for: Representing issues facing women and gender equality, encouraging the participation of women in the Union and representing students accordingly

A: Duties

- Represent all genders at the University of Derby on a local, regional and national scale.
- Actively seek the views of students on gender equality at the University of Derby across all campuses to help shape the work that they undertake.

- Campaign and lobby the University on issues that may arise locally, regionally or nationally that impact on gender equality.
- To run at least one campaign that is related to gender inequality.
- To take part in the organisation of International Women's Week in the university.
- To attend the Equality and Diversity Council and strive to ensure a reflective representation of the campaign.
- To be the lead officer for all matters related to gender equality including attending any relevant training or conferences.
- Work with Officer Trustees to ensure all activities undertaken within the Union are inclusive of all genders.
- To encourage the participation of all genders in the Union.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the Scrutiny Panel.

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 Union employees 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.

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

Officer Title: Part Time Officer (LGBTQ+)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Welfare)

Responsible for: Representing issues facing LGBTQ+ students, encouraging the participation of LGBTQ+ students in the Union.

Eligibility: The post-holder is required to self-define as an LGBTQ+ student

A: Duties

- Represent the needs of LGBTQ+ students at the University of Derby on a local, regional and national scale.
- Actively seek the views of LGBTQ+ students at the University of Derby across all campuses to help shape the work that they undertake.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally that impact on LGBTQ+ students.
- To run at least one campaign that is related to LGBTQ+ students.
- To be the lead officer for all matters related to the NUS LGBTQ campaign including attending any relevant training or conferences.
- Work with Officer Trustees to ensure all activities undertaken within the Union are inclusive of LGBTQ+ students.
- To encourage the participation of LGBTQ+ students in the Union.
- To attend the Equality and Diversity Council and strive to ensure a reflective representation of the campaign.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 organisation's ethical & environmental ethos.
-

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

Officer Title: Part Time Officer (Mature Students)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being the Vice President (Welfare)

Responsible for: representation and support of mature students.

Eligibility: The post-holder is required to define as a mature student.

A: Duties

- Represent the needs of mature students at the University of Derby on a local, regional and national scale.
- Actively seek the views of mature students at the University of Derby across all campuses to help shape the work that they undertake.
- Work with Officer Trustees to ensure all activities undertaken within the Union are inclusive of mature students.
- Work with other officers and part time officers to ensure mature students get the best possible support
- To encourage the participation of mature students in the Union
- To be held accountable to their manifesto and this role description
- Represent the Union and its members at relevant University meetings
- Be an active member of the decision-making bodies within the Union

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 Union of Students Officers are expected to work within the ethos of the Union of Students and strive to achieve the following: -

- To work always within relevant legislation as well as structures, policies and procedures.
- To work co-operatively with other Union of Students staff and officers, as well as relevant external organizations.
- To seek to continually develop and improve Union of Students 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 Union of Students to its members, customers, stakeholders and other external people.

- To positively contribute to the organization's ethical & environmental ethos.
-

Part Time Officers are required to have a Development Plan and to participate in training, meetings or conferences considered relevant to their role **Job Title: Part Time Officer (Mental Health Awareness)**

Reporting to: The University of Derby student body

Supported by: The Disabled Students Officer and the full time Officer Trustees with the main contact being Vice-President (Welfare)

Responsible for: Representing issues facing students with mental health issues and/or concerns, encouraging the participation of students with mental health issues in the Union and representing students accordingly

A: Duties

- Represent the needs of students with mental health issues at the University of Derby on a local, regional and national scale
- Actively seek the views of students with mental health issues at the University of Derby across all campuses to help shape the work that they undertake.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally that impact on students with mental health issues
- To run at least one campaign that is related to awareness and issues concerning mental health
- To run at least one joint campaign with the Disabled Student Officer
- Work with Officer Trustees to ensure all activities undertaken within the Union are inclusive of students' mental health issues
- To encourage the participation of students with mental health issues in the Union.
- Be held accountable to their manifesto and this role description
- Represent the Union and its members at relevant University meetings
- Be an active member of the Scrutiny Panel

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 Union employees 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.

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

Officer Title: Part Time Officer (Ethics & Environment)

Reporting to: The University of Derby student membership

Supported by: The full time Officer Trustees with the main contact being the Vice-President (Welfare)

Responsible for: Increasing awareness around ethics and environmental issues across the University and Union.

A: Duties

- Actively seek the views of all students on both ethical and environmental issues to help shape the work that they undertake.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally that are related to ethical & environmental issues.
- To be a lead student representative in the Green Impact submission and attend or feed in to any meetings relating to this.
- To run at least one campaign that is related to ethical or environmental issues.
- To be the lead officer for all matters related to the ethics and environment across the University & Union.
- Work with the Officer Trustees to ensure activities undertaken within the Union are ethically & environmentally sound.
- To encourage students to actively engage in issues relating to Buxton and Leek College.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 organisation's ethical & environmental ethos.
-

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

Officer Title: Part Time Officer (International Students)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Welfare)

Responsible for: Representing issues facing international students, encouraging the participation of international students in the Union.

Eligibility: The post-holder is required to define as an international student.

A: Duties

- Represent the needs of international students at the University of Derby on a local, regional and national scale.
- Actively seek the views of international students at the University of Derby across all campuses to help shape the work that they undertake.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally that impact on international students.
- To run at least one campaign and focus day that is related to international students.
- To be the lead officer for all matters related to the NUS International campaign including attending any relevant training or conferences.
- Work with Officer Trustees to ensure all activities undertaken within the Union are inclusive of international students.
- To encourage the participation of international students in the Union.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
-

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

Officer Title: Part Time Officer (Joint Honours)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Education)

Responsible for: Representing students participating in the Joint Honours Scheme

Eligibility: The post-holder is required to define as a Joint Honours student.

A: Duties

- The Part Time Officer (Joint Honours) must represent Joint Honours Students to the student body, the Union, University, Partners and wider community.
- The Part Time Officer (Joint Honours) is responsible for representing the Union and its views and values to the University, Partners and the wider community.
- Attend conferences relevant to remit including Programme Rep Conference.
- The Part Time Officer (Joint Honours) shall actively seek the views and opinions of Joint Honours Students to influence their work throughout the year.
- The Part Time Officer (Joint Honours) shall attend Education Council to represent Joint Honours student's views and feedback.
- The Part Time Officer (Joint Honours) is required to attend training on the role and its responsibilities as a part-time officer.
- The Part Time Officer (Joint Honours) must meet regularly with the Vice-President (Education) to update on any meetings and campaign progress.
- The Part Time Officer (Joint Honours) must liaise and meet regularly with the Head or Deputy-Head of the Joint Honours Scheme to update them with any student feedback.
- The Part Time Officer (Joint Honours) is responsible for submitting reports and policy motions to Education Council and the Annual General Meeting when necessary.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
-

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

Officer Title: Part Time Officer (Part Time Students)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Education)

Responsible for: Representing issues facing part time students, encouraging the participation of part time students in the Union.

Eligibility: The post-holder is required to define as a part time student.

A: Duties

- Represent the needs of part time students at the University of Derby on a local, regional and national scale.
- Actively seek the views of part time students at the University of Derby across all campuses to help shape the work that they undertake.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally that impact on part time students.
- To run at least one campaign that is related to part time students.
- To be the lead officer for all matters related to part time students including attending any relevant training or conferences.
- Work with Officer Trustees to ensure all activities undertaken within the Union are inclusive of Part Time students.
- To encourage the participation of part time students in the Union.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
-

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

Officer Title: Part Time Officer (Postgraduate Research)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Education)

Responsible for: Representing issues facing Postgraduate Research Students, encouraging the participation of Postgraduate Research Students in the Union.

Eligibility: The post-holder is required to define as a Postgraduate Research student.

A: Duties

- The Part Time Officer (Postgraduate Research) must represent Postgraduate Research Students to the student body, the Union, University, Partners and wider community.
- The Part Time Officer (Postgraduate Research) is responsible for representing the Union and its views and values to the University, Partners and the wider community.
- Attend conferences relevant to remit including Programme Rep Conference.
- The Part Time Officer (Postgraduate Research) shall actively seek the views and opinions of Postgraduate Research Students to influence their work throughout the year.
- The Part Time Officer (Postgraduate Research) shall attend Education Council to represent Postgraduate Research Students views and feedback.
- The Part Time Officer (Postgraduate Research) is required to attend training on the role and its responsibilities as a part-time officer.
- The Part Time Officer (Postgraduate Research) must meet regularly with the Vice-President (Education) to update on any meetings and campaign progress.
- The Part Time Officer (Postgraduate Research) must liaise and meet regularly with the University's Head of Research.
- The Part Time Officer (Postgraduate Research) is responsible for submitting reports and policy motions to Education Council and the Annual General Meeting when necessary.
- Be an active member of the decision-making bodies within the Union.

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

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

- 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 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 organisation's ethical & environmental ethos.
-

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

Officer Title: Part Time Officer (Postgraduate Taught)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Education)

Responsible for: Representing issues facing Postgraduate Taught Students, encouraging the participation of Postgraduate Taught Students in the Union.

Eligibility: The post-holder is required to define as a Postgraduate Taught student.

A: Duties

- The Part Time Officer (Postgraduate Taught) must represent Postgraduate Taught Students to the student body, the Union, University, Partners and wider community.
- The Part Time Officer (Postgraduate Taught) is responsible for representing the Union and its views and values to the University, Partners and the wider community.
- Attend conferences relevant to remit including Programme Rep Conference.
- The Part Time Officer (Postgraduate Taught) shall actively seek the views and opinions of Postgraduate Taught Students to influence their work throughout the year.
- The Part Time Officer (Postgraduate Taught) shall attend Education Council to represent Joint Honours student's views and feedback.
- The Part Time Officer (Postgraduate Taught) is required to attend training on the role and its responsibilities as a part-time officer.
- The Part Time Officer (Postgraduate Taught) must meet regularly with the Vice-President (Education) to update on any meetings and campaign progress.
- The Part Time Officer (Postgraduate Taught) is responsible for submitting reports and policy motions to Education Council and the Annual General Meeting when necessary.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
-

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

Officer Title: Union Sports Chair

Reporting to: The University of Derby student body

Supported by: The full-time Officer Trustees with the main contact being the Vice-President (Activities).

Responsible for: Representing promoting and developing sporting opportunities for all students.

A: Duties

- Actively seek the views of students on sporting opportunities at the University of Derby across all campuses to help shape the work that they undertake.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally that impact on inclusive sport opportunities.
- To run at least one campaign that is related to inclusive sports.
- Work with the Part Time Officers to ensure sports across Sports and Team Derby are considering these groups in all that they do.
- Support the Vice-President (Activities) in raising awareness at the University of issues affecting students participating in sports.
- To encourage the participation in Union Sports and Team Derby.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.

- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
-

Part Time Officers are required to have a Development Plan and to participate in training, meetings or conferences considered relevant to their role.

Officer Title: Part Time Officer (Student Parents)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Welfare)

Responsible for: Representing issues facing Student Parents, encouraging the participation of student parents in the Union.

Eligibility: The post-holder is required to self-define as a student parent.

A: Duties

- Represent the needs of student parents at the University of Derby on a local, regional and national scale.
- Actively seek the views of student parents at the University of Derby across all campuses to help shape the work that they undertake.
- Campaign and lobby the University on issues that may arise locally, regionally or nationally that impact on student parents.
- To run at least one campaign that is related to student parents.
- To be the lead officer for all matters related to student parents including attending any relevant training or conferences.
- Work with Officer Trustees to ensure all activities undertaken within the Union are inclusive of student parents.
- To encourage the participation of student parents in the Union.
- Be held accountable to their manifesto and this role description.
- Represent the Union and its members at relevant University meetings.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.

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

Officer Title: Union Societies Chair

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Activities)

Responsible for: Running of Union Societies Council and Annual General Meeting in line with the Union's democratic processes

A: Duties

- The Union Societies Chair is responsible for supporting Union Societies.
- The Union Societies Chair is responsible for representing the Unions values and views at all times.
- The Union Societies Chair is responsible for supporting the Vice-President (Activities) and Union Societies Council to increase student engagement with societies and volunteer opportunities at the Union.
- The Union Societies Chair is responsible for working through the Union Societies Council to ensure the development and support of societies.
- To Chair and facilitate Union Societies Council
- The Union Societies Chair must work with the Buxton Campus Council to support the development of Buxton societies.
- The Union Societies Chair is responsible for ensuring the Union Societies Council runs at least one inter-society event.
- The Union Societies Chair shall actively seek the views and opinions of societies to influence their work.
- The Union Societies Chair shall support the society's democratic processes.
- The Union Societies Chair is responsible for working with the Buxton and Leek College Representatives to support the development of Further Education societies.
- Be an active member of the decision-making bodies within the Union.

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 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 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 organisation's ethical & environmental ethos.
-

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

Officer Title: Part Time Officer (UDOL)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Education)

Responsible for: Representing issues facing University of Derby Online Learning Students, encouraging the participation of University of Derby Online Learning Students in the Union.

Eligibility: The post-holder is required to define as a University of Derby Online Learning student.

A: Duties

- The Part Time Officer (UDOL) must represent University of Derby Online Learning Students to the student body, the Union, University, Partners and wider community.
- The Part Time Officer (UDOL) is responsible for representing the Union and its views and values to the University, Partners and the wider community.
- Attend conferences relevant to remit including Programme Rep Conference.
- The Part Time Officer (UDOL) shall actively seek the views and opinions of University of Derby Online Learning Students to influence their work throughout the year.
- The Part Time Officer (UDOL) shall attend Education Council to represent University of Derby Online learning student's views and feedback.
- The Part Time Officer (UDOL) is required to attend training on the role and its responsibilities as a part-time officer.
- The Part Time Officer (UDOL) must meet regularly with the Vice-President (Education) to update on any meetings and campaign progress.
- The Part Time Officer (UDOL) is responsible for submitting reports and policy motions to Education Council and the Annual General Meeting when necessary.
- Be an active member of the decision-making bodies within the Union.

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

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 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 organisation's ethical & environmental ethos.
-

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

Part Time Officers (For Education) Role Descriptions

Role Title: Part Time Officer for Education

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being Vice-President (Education)

Responsible for: Representing the students and Programme Reps of their College Department

A: Duties

- To gather feedback on a regular basis from Programme Reps and students within their College Department, across all relevant sites.
- To contribute to meetings they have a seat on including: College Quality Enhancement Committees.
- To attend Programme Rep Conference.
- To lead the team of Programme Reps within their College Department.
- To voice the student view at relevant opportunities within the College Department.
- To fulfil their campaign manifesto.
- To run relevant campaigns within their College Department.
- To arrange and attend meetings with their College Dean where appropriate and necessary.
- To keep the Union up to date on the student voice within their College via rep journals and/or meetings with the Student Voice Coordinator.
- To represent their Programme Reps and students to the Union, University and wider community at Campaign events, meetings and other forums.
- Regularly attend and provide updates to Education Council with information about what has been happening in their College Department and any upcoming events.
- Be an active member of the decision-making bodies within the Union.

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 Union Representatives 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 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 organisation's ethical & environmental ethos.
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Part Time Officers for Education are required to have a Development Plan and to participate in training, meetings or conferences considered relevant to their role.

Appendix IV – National Student Rights Campaigner (NUS Delegate) Role Description

Title: National Student Rights Campaigner (NUS Delegate)

Reporting to: The University of Derby student body

Supported by: The full time Officer Trustees with the main contact being the President

Responsible for: Representing University of Derby students at NUS National Conference and promoting national campaigns which affect the student body.

A: Duties

- The National Student Rights Campaigner (NUS Delegate) shall actively seek the views and opinions of Derby students to influence their choice at National Conference.
- Keep abreast of national policy and campaigns affecting students and mobilise students to participate in campaigns as appropriate.
- Promoting national issues across the University of Derby campuses, seeking opinion and support for these.
- Be aware of all political views and seek to represent a balanced political opinion of University of Derby students throughout the term of office and at National Conference.
- The National Student Rights Campaigner (NUS Delegate) is required to attend training on the roles and responsibilities of a Union representative.
- The National Student Rights Campaigner (NUS Delegate) must attend all aspects of National Conference.
- The National Student Rights Campaigner (NUS Delegate) must represent the Union in a positive manner by acting appropriately and responsibly.
- The National Student Rights Campaigner (NUS Delegate) must maintain close communication with other NUS delegates and NUS officers.
- The National Student Rights Campaigner (NUS Delegate) must work with the Union President and the NUS Delegates from the University of Derby.

- The National Student Rights Campaigner (NUS Delegate) is responsible for representing all the students of the University of Derby at a national level by voting on the NUS' future policy direction and elected officers.
- The National Student Rights Campaigner (NUS Delegate) shall act in accordance with the Officer Code of Conduct, the Unions values and NUS values at all times.

B: General

All 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 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.

Appendix V - Procedure for the Removal of Programme Representatives

1. Resignation of the representative

A Programme Representative may resign at any time during their tenure for any reason by submitting their resignation to the Vice-President (Education) or the Student Voice Coordinator. This triggers the following process:

- a. The Programme Leader is duly informed by the Vice-President (Education).
- b. The College Rep is duly informed by the Vice-President (Education).
- c. The representative's details are removed from the online database by the Union.
- d. The Programme Leader is responsible for ensuring a by-election occurs within 10 working days.
- e. The Union's Education Council is informed of the resignation and of the results of the by-election.

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2. Academic staff feel the representative is not fulfilling their duties

Members of academic staff have the right to a mechanism that removes Programme Representatives for not fulfilling their duties, but this process needs to be a robust one that fulfils the Union's values of being both student-led and democratic:

- a. If at any time during the course of the academic year, a member of academic staff feels that a Programme Representative is not fulfilling their duties, the Vice-President (Education) may be petitioned with the following:
 - i. A statement prepared by the member of academic staff and signed off by a DHoD, HoD or Dean highlighting how the representative has failed to fulfil their duties. This statement must demonstrate how the member of academic staff has attempted to rectify this with the representative prior to the formal mechanism being instigated.
 - ii. The Programme Representative shall be asked to submit a statement to the Vice-President (Education) regarding the allegation, including details of mitigating factors. The Programme Representative may waive this right.

- b. The Vice-President (Education) will submit either or both statements as a confidential agenda item to the next Education Council. The Committee shall act as an independent adjudicator, and a decision will be made based on a secret ballot. The powers of the Education Council shall be:
 - i. To **recognise** the academic statement as evidence of non-fulfilment of the Programme Representative's duties and remove from role with immediate effect
 - ii. To **recognise** the academic staff statement as evidence of non-fulfilment of the Programme Representative's duties and defer the removal from role for 14 days, in which time the Vice-President (Education) or their nominee must attempt conciliatory action. If such action is unsatisfactory to all parties (the Union, academic staff and programme representative) by the end of this timeframe then the removal of the representative is automatically triggered
 - iii. To **reject** the academic staff statement as evidence of non-fulfilment of the Programme Representative's duties and allow the representative to continue in role.
 - iv. All Programme Representatives shall have the right to appeal any decision through the Union's Disciplinary Procedure (via Head of Membership Engagement)

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3. Students feel the representative is not fulfilling their duties

Students also require a robust procedure to hold their representatives accountable:

- a. A group of students representing a simple majority (50%+1) of a programme cohort (Single and Joint Honours students) may petition the Vice-President (Education) for the removal of a Programme Representative. The petition must include a brief statement outlining why the student signatories feel that the representative has failed to fulfil their duties via 'secure online petition' (via Head of Membership Engagement).
-
- b. The Programme Representative shall be asked to submit a statement to the Vice-President (Education) regarding the allegation, including details of mitigating factors. The Programme Representative may waive this right.
 -
- c. The Vice-President (Education) will submit the petition, and if applicable the Programme Representative's statement as a confidential agenda item to the next Education Council. The Committee shall act as an independent adjudicator, and a decision will be made based on a secret ballot. The powers of the Education Council shall be:
 - i. To **recognise** the petition as evidence of non-fulfilment of the Programme Representative's duties and remove from role with immediate effect
 - ii. To **reject** the petition as evidence of non-fulfilment of the Programme Representative's duties and allow the representative to continue in role
 - iii. All Programme Representatives shall have the right to appeal any decision through the Union's Disciplinary Procedure (via Head of Membership Engagement)

The Vice-President (Education) will have final say on the interpretation of this policy.

Appendix VI – Sports Councillor Job Descriptions

Role Description: Sports Council: Performance Councillor

Responsible for: Ensuring that Union Sports are fully supporting and aiming to improve the performance of Sports clubs.

Responsible to: The Sports Council and Vice-President (Activities)

Specific Duties:

- Support Performance Teams with the running of the club concerning upcoming events, plans or issues surrounding the club.

- Help all Performance Teams to meet their competitive targets and introduce strategies to help them reach them.
- Support Performance Teams regarding athlete welfare.
- Maintain the high standards associated with being a Performance Team.
- Represent all performance sport team at the Sports Council meetings, expressing any concerns or feedback they may have.

Role Description: Sports Council: Individuals Councillor

Responsible for: Ensuring that the individual athletes are supported by Union Sports and Team Derby.

Responsible to: The Sports Council and Vice-President (Activities)

Specific Duties:

- Providing support for any Individual sporting athlete that is representing the University.
- Communicating with individual athletes prior and after their competition with the purpose of promoting their competitions.
- Gain feedback from any individual sporting athletes.
- Represent all individual athletes at the Sports Council meetings, expressing any concerns or feedback they may have.

Role Description: Sports Council: BUCS Councillor

Responsible for: Ensuring that the Union Sports clubs are engaged with the British Universities and Colleges Sport (BUCS) programme and adhere to their rules and regulations.

Responsible to: The Sports Council and Vice-President (Activities)

Specific Duties:

- Be a contact for clubs/teams that are experiencing issues with BUCS fixtures/competitions.
- Help with communication between the BUCS Clubs and Union Sports.
- Help support BUCS clubs with any problems (fixtures) they might have that can be dealt with, without the need of immediate sport staff input.
- Represent BUCS clubs at the Sports Council meetings, expressing any concerns or feedback they may have.

Role Description: Sports Council: Non-BUCS Councillor

Responsible for: Encouraging sporting opportunities in a non-BUCS capacity.

Responsible to: The Sports Council and Vice-President (Activities)

Specific Duties:

- Be the first person to contact if there is a problem regarding non-BUCS fixture/competitions.
- Be the communication centre to relay information between non-BUCS clubs and Union Sports.
- Help support non-BUCS clubs with any problems (outside of fixtures) they might have that can be dealt with, without the need of immediate sport staff input.
- Represent non-BUCS clubs at the Sports Council meetings, expressing any concerns or feedback they may have.

Role Description: Sports Council: Inclusive Councillor

Responsible for: Ensuring that Union Sports are fully providing equality and diversity opportunities for all students who want to get involved with sport at Derby.

Responsible to: The Sports Council and Vice-President (Activities)

Specific Duties:

- Support all sports clubs to be more inclusive.
- Attend Inclusive meetings run by the University Sport Development team and represent clubs on their behalf.
- Represent all clubs with regards inclusive issues at the Sports Council meetings, expressing any concerns or feedback they may have.

Appendix VII – Authorised Absence Request Form

Authorised absence request form - Sports representation

Name:		Date:	
Student Number:			
Programme Name:		Programme Code:	
Module Name:		Module Code:	
Declaration:	<p>This form will allow the student to be excused from part of their Wednesday lectures to partake in competitive sporting fixtures on behalf of the University.</p> <p>This form will only be in effect until teaching on this module concludes.</p> <p>This form will not entitle the student to additional support.</p> <p>The Union of Students is aware that attendance at timetabled teaching is vital. Therefore all students that utilise this form will be requested to consider the potential ramifications. If a student member is found to be abusing this system the Union of Students has the right to take disciplinary action in accordance with disciplinary procedures (Standing Order 6).</p>		
	<p>Module Leaders are able to:</p> <ul style="list-style-type: none"> Reverse the authorisation if student is falling behind on work. This would be confirmed by manually altering attendance monitoring system, and notifying the Vice President Activities. Reverse an authorisation when a student is required for an unavoidable timetabled session. <p>Module Leaders are required to:</p>	<p>The student is required to:</p> <ul style="list-style-type: none"> Ensure that the lecturer is given 2 weeks' notice for the form to take effect Liaise with the lecturer and inform them of any abnormal circumstances Catch up with all work that they have missed due to the authorised absence, and take personal ownership of their studies. 	

	<ul style="list-style-type: none"> • Inform Programme Leaders/ Subject Leaders (in the case of Joint Honours students) of decisions made on in order to ensure consistency. • The Module Leader will be required to manually amend the Attendance Monitoring system to reflect absences for this module. 	<ul style="list-style-type: none"> • Attend the lecture up until the team meeting time, having advised the lecturer of the meet time beforehand. • Attend all lectures when no fixtures are scheduled.
<p>Approval to be completed by University staff (Module Leader)</p> <p>Please print name: _____</p> <p>Position: _____</p> <p>Signature: _____</p> <p>Date: _____</p>		<p>Approval to be completed by the Vice President Activities</p> <p>Please print name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>

Please follow request procedure on www.derby.ac.uk/sportsabsence. Once completed, please send this form to: vpactivities@derbyunion.co.uk. You should aim to send this form within 2 weeks of your first fixture. You should expect confirmation of the outcome before the first fixture. However, due to the BUCS fixtures starting week commencing 9 October, it is unlikely that the form/authorisation will be completed in time for the first fixture.

