

## **STANDING ORDERS**

Approved and Revised by the Annual General Meeting 26/10/2021

# Contents

Standing Order 1 – The Union’s Code of Practice .....	2
Standing Order 2 - Memberships.....	4
Standing Order 3 - Elections.....	5
Standing Order 4 – Elected Representatives.....	9
17. Nominations Committee.....	17
14.1 The Nominations Committee shall include the following members and shall be convened by the Union President and the Chief Executive;.....	17
• Union President.....	17
• 1 member of the Scrutiny Panel .....	17
• Two other Trustees .....	17
• Chief Executive (in an advisory capacity).....	17
Standing Order 5 – Student Representatives.....	18
Standing Order 6 – Disciplinary Procedure .....	19
Standing Order 7 – Appeals Procedure .....	23
Standing Order 8 – Union Societies Constitution .....	25
GENERAL.....	25
Standing Order 9 – Union Sports Constitution.....	36
Standing Order 10 – Student-Led Services Constitution.....	54
Appendix 1 – Officer Trustee Role Descriptions.....	60

## **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, Student 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;
  - Student 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 Student Officer for Education per University College School or equivalent
- 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 Student 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 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.
- 2.4. If a Part-Time Officer 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. Student Officers of the Liberation campaigns must be students who self-define within the respective campaign.
- 3.5. Student Officer for Education must be a student of the College and School of which they wish to be the representative and throughout their term in office.
- 3.6. Any Student Officer 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 Student 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 Trustees, Part-Time Student Representatives and candidates 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/Student 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 1<sup>st</sup> 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. Student Officers

- 2.1. Student Officers shall hold post from 1<sup>st</sup> July to the second Friday of July the following year.
- 2.2. Any member may hold a Student 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 Student Officers is to represent our members.
- 2.4. Student Officer duties related to a specific role are outlined in their role descriptions (Appendix II).
- 2.5. Student Officers shall be elected in accordance with the Union Elections (See Standing Order 3).

### 3. Education Officer

- 3.1. Education Officer shall hold post from 1<sup>st</sup> July to the second Friday of July the following year.
- 3.2. Any member may hold a Education Officer 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. Education Officer duties are outlined in their role descriptions (please refer to Academic Representation Policy).
- 3.4. There shall be one Education Officer for each recognised University School or equivalent within the University structure. The Union shall change the Education Officer 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

There shall be an Executive Committee which shall be made up of the Officer Trustees.

- 1.2. The Senior Management team of the Union shall be in attendance in an advisory capacity.
- 1.3. The Executive Committee exists to oversee the day to day operation of the Union.
- 1.4. The Executive Committee must convene a minimum of once a month. Outcomes from the meetings shall be posted via Officer updates, Union social media and Scrutiny Panel reports with minutes available on request.

- 1.5. There must be over 50% of the Committee's composition in attendance for a decision to be made.
- 1.6. Decisions made by the Executive Committee shall take into account both the welfare and interest of the individual and the Union.

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

- 5.1. There shall be an Equality, Diversity and Inclusion Council which will inform the work of the Officer Trustees. The members of this council include;
  - Equality, Diversity and Inclusion Chair
  - Disabilities Officer
  - Ethnic Minorities Officer
  - Gender Officer
  - LGBTQ+ Officer
  - Mental Health Awareness Officer
  - Sustainability Officer
  - Student Parents Officer
  - International Students Officer
  - Mature Students Officer
  - Commuter Students Officer
  - Apprenticeships Officer
  - Sports Inclusivity Officer
  - Societies Inclusivity Officer
- 5.2. The membership of this council is not exclusive to the list above; any other Student Officer may attend. Any member of the Union may attend the Equality, Diversity and Inclusion Council. Equality, Diversity and Inclusion 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.
- 5.3. Council meetings will be chaired by the respective Equality Officer for each campaign
- 5.4. Council shall meet at least once per term.

## **6. Education Council**

- 7.1 There shall be an Education Council chaired by the Education Chair.
- 7.2 Education Council shall meet at least once per term.
- 7.3 The membership and regulations of this council are listed under Standing Order 5.

## **7. Societies Council**

- 8.1 There shall be a Societies Council chaired by the Societies Chair
- 8.2. Societies Council shall meet at least twice per month.
- 8.3 The membership and regulations of this Council are listed under Standing Order 8.

## **8. Sports Council**

- 9.1 There shall be a Sports Council chaired by the Sports Chair
- 9.2 The Sports Council shall meet at least once per month.
- 9.3 The membership and regulations of this Council are listed under Standing Order 9.

## **9. Decision-making**

- 10.1. Any full member of the Union may submit an idea for change through the online 'Ideas' form.
- 10.2. The idea must clearly state what the member wants to change and why.
- 10.3. 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.

- 10.4. 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.
- 10.5. 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.
- 10.6. 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.

## **10. Summit**

- 11.1. The Summit will discuss the idea and a decision for or against is made.
- 11.0. The panel will consist of at least 21 members. All Student Officers, Sports and Societies Councillors/Committee Members and leaders of Student Led Services will be invited to help ensure, as far as is reasonably possible, the panel will be demographically representative of the student population at that time.
- 11.1. Summit will meet a minimum of 3 times per academic year with the opportunity for any student member to participate and vote online
- 11.2. 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.
- 11.3. 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. If the idea was suggested anonymously another interested student will be invited to speak for the idea. A speech against the idea will also be heard if another student wishes to speak.
- 11.4. 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.
- 11.5. The panel will debate then vote for or against in a secret ballot.
- 11.6. Should a vote be tied, the idea will be submitted to the next Summit.
- 11.7. The outcome of an idea submitted will be communicated to students within 3 working days of the Summit taking place.
- 11.8. When an idea is passed the Union shall endeavour to action this as soon as possible (or campaign to the University for them to do so) and will provide regular updates on our website as to the status, with reports presented to the Scrutiny Panel at timely intervals.
- 11.9. 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.
- 11.10. 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.
- 11.11. 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.

## **12. Scrutiny Panel**

- 12.1. To ensure that the Officer Trustees remain accountable to our members, Scrutiny Panels shall take place four times during an officer's term where Elected Representatives (the Scrutiny Panel Panellists) and all members of the Union (students) are able to question the Officer Trustees on their work to date in relation to their manifestos and job descriptions.
- 12.2. A request can be made by any member to the Chair via the Democracy, Governance and Campaigns Coordinator for any Student Officer to provide a report to the Scrutiny Panel on their progress.

- 12.3. A request can be made by any member of Union Staff via the Officer Trustees, if they are in agreement, to the Chair for any Student Officer to provide a report to the Scrutiny Panel on their progress. If the Panel is not satisfied with the progress of the SO, a formal request will be made by the Chair to call the Student Officer to the next Scrutiny Panel to provide a report in person and to be questioned by the Panel.
- 12.4. A formal request can be made by any academic member of staff to the Chair via the Democracy, Governance and Campaigns Coordinator to call any Education SO to the meeting to give a report on their progress.
- 12.5. The Scrutiny Panel shall be chaired by one of the Student Trustees. In the event that a Student Trustee is unavailable to chair the meeting, a Student Officer, Student Led Services Committee Member or Sports or Societies Committee Member may chair instead, with the support of Union staff.
- 12.6. Scrutiny Panel Panellists shall consist of the Chair and 6 members selected from:
- Student Officers
  - Members of the Sports Council
  - Members of the Societies Council
  - Executive Committee Members of Student-Led Services

Representatives from each of these areas must be invited to the panel.

- 12.7. Officers' reports and role descriptions will be submitted to the Panellists published on the website prior to meeting.
- 12.8. Panellists of the Scrutiny Panel are expected to read these prior to meeting. Panellists are also expected to communicate with the students within their area of responsibility as to when these meetings are. Those students who cannot attend Scrutiny Panel may submit questions for the officers via these Panellists or through the question submission platform.
- 12.9. Students and Panellists will be made aware of the dates of the meetings at the beginning of the academic year and agendas will be submitted to the Panellists 5 working days prior to the meeting.
- 12.10. If a Student Officer fails to submit a report or attend a Scrutiny Panel session when requested without mitigating reason the scrutiny panel reserve the right to remove them from their elected position. Evidence should be provided by the Student Officer as to these reasons.
- 12.11. If a Full Time Officer fails to submit a report to or attend a Scrutiny Panel session when requested without mitigating reason, a meeting with their link manager will be called.
- 12.12. At the discretion of the Chair, non-Panellists may attend the closed Scrutiny panel as an observer but would not have speaking or voting rights.
- 12.13. There shall be a minimum of 4 Scrutiny Panels per academic year.
- 12.14. Outcomes of the Scrutiny panel shall be published on the Unions website and reports tabled as a standing item at the Trustee Board.

### 13. Extraordinary Scrutiny Panels

- 13.1. In the event that an additional Scrutiny Panel is required (for example to call an individual officer or to co-opt a Student Officer) an Extraordinary Scrutiny Panel may be called.
- 13.2. Any member of the Union or Union Staff may call an Extraordinary Scrutiny Panel, if the following conditions are met:-
- a) Permission has been sought by the Democracy, Governance and Campaigns Coordinator and given by the Union's Executive
  - b) At least 4 weeks' notice has been given
- 13.3. No Officer Trustee will have to provide a report or attend an Extraordinary Scrutiny Panel unless specifically called to do so.
- 13.4. Aside from the terms stipulated in 15.1-15.3, Extraordinary Scrutiny Panels will have the same function, requirements and powers as a standard Scrutiny Panel.

## **14. Scrutiny Panel Actions**

- 14.1 At the end of each open Scrutiny Panel, the closed Scrutiny Panel will take one of the following actions in response to the officer trustees' and any called Student Officers' reports:
  - a) Approve the reports
  - b) Issue informal warning with recommendations for further actions
  - c) Call Open Court as per disciplinary procedure.
- 14.2 The Scrutiny Panel shall have the authority to ratify Union policy.
- 14.3 The Scrutiny Panel can confer Honorary Life Memberships as outlined in Standing Order 2.3.

## **15. Scrutiny Panel Outcomes and Procedures**

- 14.1 If the scrutiny panel are satisfied the Officer Trustee or Student Officer is making sufficient progress on their manifesto and meeting their role description, they will approve the report and the Officer Trustee or Student Officer will continue with no further action.
- 14.2 The Scrutiny Panel may issue an informal warning with recommendations if they feel the Officer Trustee or Student Officer is not making sufficient progress on their manifesto and/or meeting their role description. Recommendations are listed below:
  - 14.2.1 The recommendation should not put the union at risk financially or reputationally.
  - 14.2.2 The recommendation should be within the Officer Trustees or Student Officer role description.
  - 14.2.3 The recommendation should link to the objectives outlined in the Officer's manifesto.
  - 14.2.4 The recommendation should benefit the membership and not be representative of a personal issue or opinion
- 14.3 The recommendations are not exclusive to the above list; any other recommendation will be at the discretion of the Chair of the Scrutiny Panel.
- 14.4 These recommendations should be explored and, where possible, implemented and evidenced at the next Scrutiny Panel. 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
- 14.5 Should the Scrutiny Panel be dissatisfied with the evidence they will issue a formal warning.

## **15 Officer Trustee Outcomes and Procedures**

- 15.1 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.
- 15.2 The Review Panel membership will be comprised of the same members of the Scrutiny Panel whom issued the formal warning where possible. The outcomes of the Review are as follows:
  - 15.2.1 If the Officer Trustee fails to evidence improvement in the 4 week time frame Open court will be called.
  - 15.2.2 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.
  - 15.2.3 Open Court will be held in line with Standing Order 6.
  - 15.2.4 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.
- 15.3 The Scrutiny Panel may call an Open court immediately if:
  - 15.3.1 The individual poses a threat to themselves or others
  - 15.3.2 The behaviour seriously breaches Union regulations or infringes the Student Code of Conduct
  - 15.3.3 The behaviour compromises the reputation of the Union.

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

15.3.5 They are suspected or found to have committed gross misconduct

15.4 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

## 16 Student Officer Outcomes and Procedures

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

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

16.3 20.1 As stated in 14.11, If a Student Officer fails to submit a report to or attend a Scrutiny Panel session when requested without mitigating reason, the Scrutiny Panel Panellists reserve the right to remove them from their elected position. Evidence should be provided by the Student Officer as to any mitigating reasons.

16.4 20.2 If a Student Officer submits a report and/or attends a Scrutiny Panel session and their report is approved, no further action will be taken at this point.

16.5 20.3 If the report is not approved, the Panel will give an informal warning to the Student Officer and issue recommendations for their improvement. These improvements must be actioned where possible and evidenced at the next Scrutiny Panel session.

16.6 20.4 The Student Officer must deliver a report, providing evidence of actioning the previous Scrutiny Panel's recommendations for improvement where possible and also attend this subsequent Scrutiny Panel (unless mitigating reasons are given as in 20.1). If the report and evidence are approved at this Scrutiny Panel, no further action will be taken.

16.7 20.5 If the Student Officer has not reasonably considered and implemented, where possible, the recommendations a closed Court will be called.

16.8 20.5 Closed Court will be held in line with Standing Order 6.

16.9 20.6 Possible outcomes of Close Court for Student Officers are listed below.

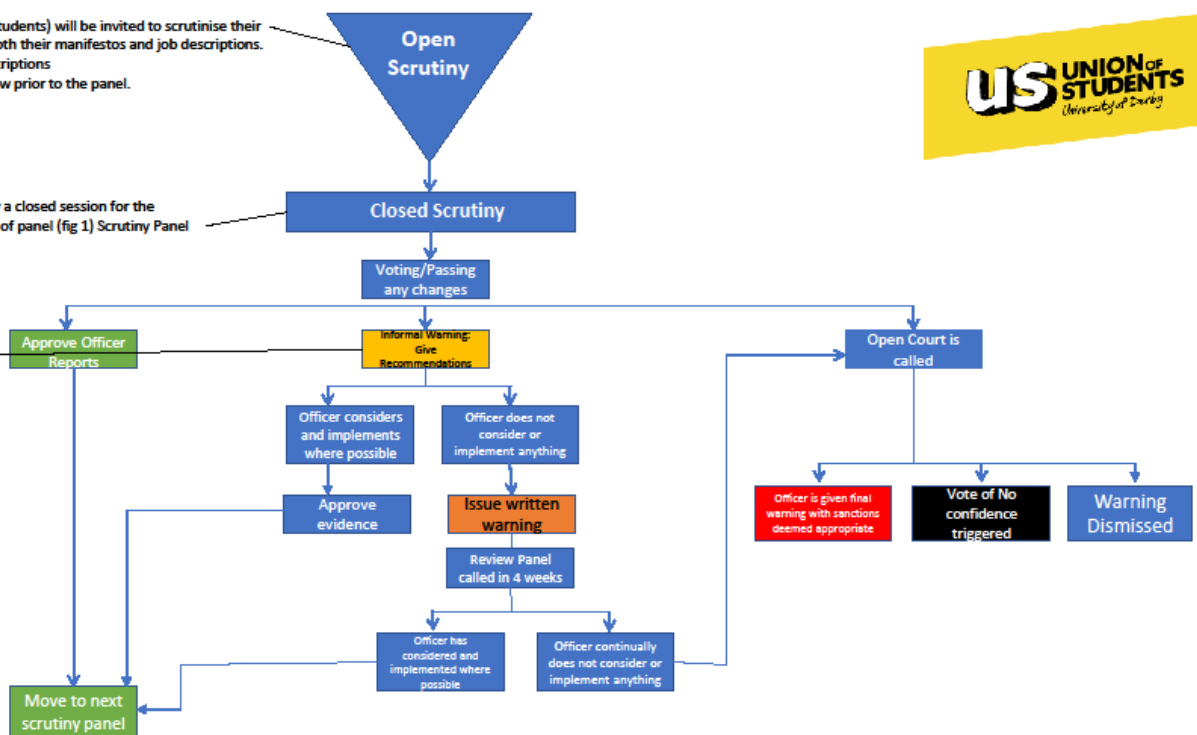
Outcome	Time Scale	Support Offered	Staff informed
Warning is lifted	N/A	Help & Advice Wellbeing Service	
Permanent Excluded or Temporarily excluded of role.	Indefinitely	Help & Advice Wellbeing Service	Relevant Union staff and University staff
Removed from position	Immediate	Help & Advice Wellbeing Service	Relevant Union staff and University staff



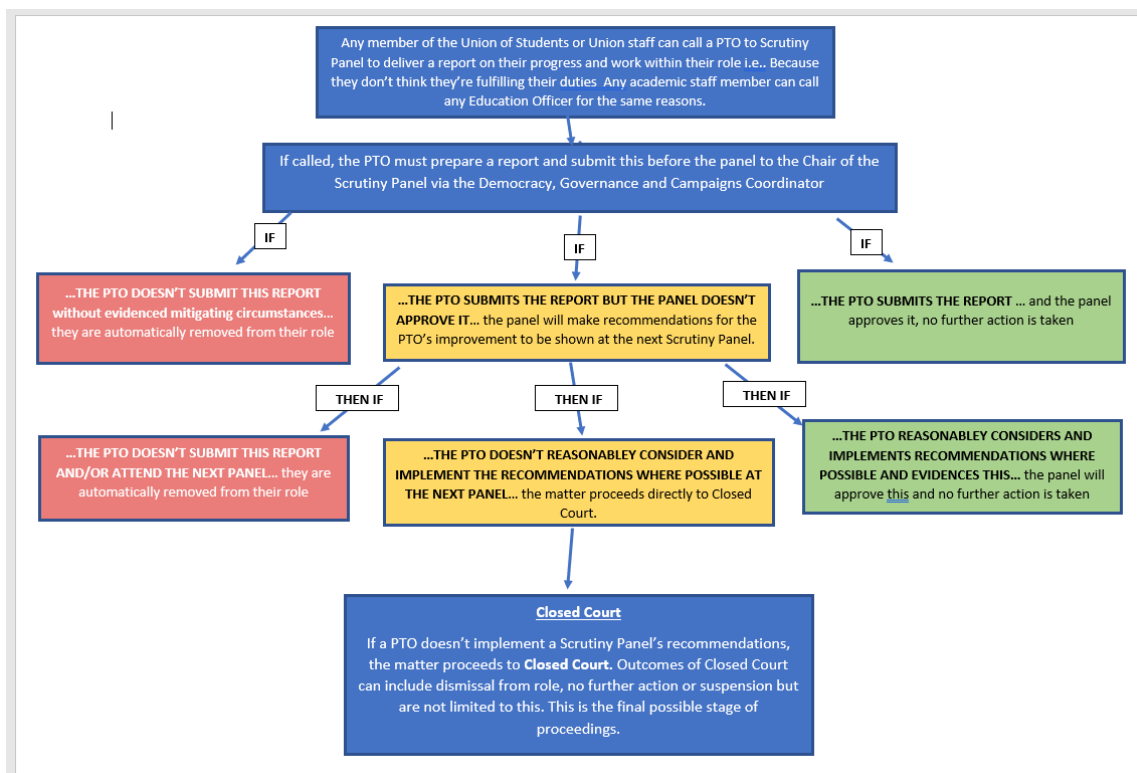
All members of the Union (students) will be invited to scrutinise their representative officers on both their manifestos and job descriptions. Officer reports and role descriptions will be available for all to view prior to the panel.

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)



## Scrutiny procedures for Student Officers



## **Annual General Meeting and Extraordinary General Meeting**

### **16. Annual General Meeting**

- 15.1 The Union shall hold an AGM once per academic year.
- 15.2 The AGM is open to all members to attend and vote.
- 15.3 The AGM shall be chaired by one of the Student Trustees (or their nominee).
- 15.4 Quorum of an AGM shall be 50 members.
- 15.5 Minutes of the AGM shall be published on the Union's website.
- 15.6 Any member may call for an Extraordinary General meeting should they meet the conditions of article 23 of the Union Constitution.
- 15.7 Quorum of an EGM shall be 50 members and is open to all members to attend and vote.
- 15.8 Any policy or motion brought to an AGM or EGM shall be decided by simple majority of votes.
- 15.9 The Union of Students reserves the right to amend or update any out of date terminology within these Standing Orders without formally proposing these changes at a General Meeting. Any amendments or updates to terminology made in this way will be collated and ratified at the next available General Meeting.

### **16. 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 Student Officer or Student 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 Student Officer or Student Officer for Education will be removed with immediate effect.

### **17. 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 – Student Representatives**

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

- 1.1. Responsible for representing students from their programme stage at all relevant meetings (refer to Academic Representation Policy for details of these)
- 1.2. Responsible for regularly meeting with students to consult on their views and opinions on academic matters and to feedback this information to the Union and/or University
- 1.3. Responsible for campaigning on issues which affect students on their academic programme.

### **2. A Student 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 relevant meetings (refer to Academic Representation Policy for details of these) 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. Attend Student Rep Conference and other training opportunities.
- 2.7. Support their Student Officer for Education by attending forums, providing information, and supporting campaigns within their College.
- 2.8. The role of a Student Representative shall last one academic year and the student can stand for re-election for following years should they wish.
- 2.9. Student Representatives will be invited to submit policy motions to the Education Council for consideration.

### **3. Election of Student Representatives**

- 3.1. Rep to Student ratios are outlined in the Academic Representation Policy. Please refer to this document.
- 3.2. Elections of Student Representatives for new intakes shall take place annually within the first 4 weeks of teaching commencing for that programme. Continuing students may elect their Student Representative in the final semester to have them in position for the new academic year.
- 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. Voting should be conducted via a secret ballot or, if by a show of hands, all candidates to leave the room while the vote takes place.
- 3.6. A member of the academic staff team /or Union staff member shall oversee the vote.
- 3.7. The candidates with the most votes will be elected as Student Representatives.

### **4. Resignation or removal of a Student Representative**

- 4.1 Rep to Student ratios are outlined in the Academic Representation Policy. Please refer to this document.

### **5. Education Council**

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

## **Standing Order 6 – Disciplinary Procedure**

### **1. STATEMENT**

- 1.1. The 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 Union of Students' 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 who hold a membership with the Union 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. No disciplinary action will be taken against a Member or Officer Trustee until an investigation has been carried out.
- 1.6. 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.
- 1.7. 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 fair and systematic approach.
- 2.2. Manage risk and support the welfare of our students.
- 2.3. Ensure that any outcomes of a disciplinary are based on fair unbiased decision making, following the relevant procedures.

### **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. The decision to suspend and the extent of the suspension will be made at the President's (or nominated Officer Trustee) discretion.
- 3.3. If an individual or group has been suspended, this will not in itself be used in evidence against the individual or group.
- 3.4. Any student with a membership suspended in this way will be informed in writing and signposted to appropriate support.
- 3.5. If any suspended student is undertaking a professional course where there are concerns relating to safeguarding or fitness to practice the university will be informed.

#### **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. Not including days when the University or Union is closed.
- 4.3. A closed court format will be used for individuals and student groups.
- 4.4. An open court format will be used for Officer Trustees.
- 4.5. The purpose of the disciplinary meetings is to provide fair and open consideration to the unacceptable behaviour identified, evidence and witness statements and to conclude the matter with an appropriate outcome.
- 4.6. The closed court will be made up of:
  - Three student members selected at random from below, who have had no prior involvement in the matter:
    - Societies Committee Member
    - Societies Councillors
    - Sport Committee Members
    - Sport Councillors
    - Student Officers
    - Student Led Service Committee Members
  - An Officer Trustee, who has had no prior involvement in the matter, will act as Chair in closed court disciplinarys.
  - Each panel member, including the Chair, will have equal voting rights in deciding the outcome of the meeting. In the event of a split decision the Chair will carry the casting vote.
  - In an open court, one of these students will act as Chair. Each student will have equal voting rights in deciding the outcome of the meeting.
  - If an Officer Trustee is unable to chair, the President (or nominate Officer Trustee) will select an additional panel member to the chair.
  - One member of union staff acting as secretary with no voting rights.
- 4.7. 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.
- 4.8. 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.
- 4.9. 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.
- 4.10. If the accused student is unable to attend, they must let the secretary know as soon as possible, indicating the reason why and, if appropriate supplying evidence. Where there is good reason for the student not being able to attend, another meeting will be arranged. If the student fails to attend and/or not provide a good reason for non-attendance at the meeting a decision will take place in their absence.
- 4.11. The complainant will be informed in writing and they will be invited to attend and submit any further evidence. The complainant may be questioned by the panel.
- 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. The student accused will be questioned by the panel during the disciplinary. During the meeting, the student accused is entitled to make a statement and question the evidence to the panel, unless the witness has requested anonymity. In this instance questions may be asked in writing and given to the secretary of the meeting. If necessary, the student's friend is entitled to make a statement on the student's behalf.

4.15. Witnesses will be invited to attend the disciplinary and may be questioned by the panel.

4.16. Witnesses, including the complainant, will be asked to leave the meeting once their evidence has been presented and questioned.

4.17. Once all the evidence has been heard the Chair of the meeting will ask everyone except the court members and Secretary to leave the meeting while a decision is reached.

4.18. The outcome of the meeting will normally be communicated to the student accused directly after the meeting and confirmed in writing by the President (or nominated Officer Trustee) within 5 working days of the meeting, not including days when the University or Union is closed

4.19. Potential outcomes may include:

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

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

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. Not including days when the University or Union is closed.
- 1.3. The Appeals Form will be assessed by the Chief Executive who, subject to the appeal meeting one or more of the above grounds, will then forward it to the Disciplinary Appeals Panel. The panel will consist of:
  - Three student members selected at random from below who have had no prior involvement in the matter:
    - Societies Committee Members
    - Societies Councillors
    - Sports Committee Members
    - Student Officers.
    - Sport Councillors
    - Student Led Service Committee Members
  - An Officer Trustee, who has no prior involvement in the matter,
  - Each panel member, including the Chair, will have equal voting rights in deciding the outcome of the meeting. In the event of a split decision, the Chair will carry the casting vote.
  - If an Officer Trustee is unable to chair, the Chief Executive will select an additional panel member to chair.
  - 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. Not including days when the University or Union is closed. 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 their deliberations.
- 1.8. The individual or group who have appealed may be entitled to attend the meeting with the panel in order to state their case, and have the right to be accompanied by a friend (who may be a member of the University or Union and not acting in a professional capacity). If the individual is under 18 years of age they must be accompanied by their Parent or Guardian.
- 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	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff and University staff
Annul the original decision	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff, University staff and external contacts
Amend the original decision which may include a reduction in the original penalty	Union of Students Advice Service Student Wellbeing Centre	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. Not including days when the University or Union is closed

### **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**

### **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.
  - Annually elects the Union Societies' Council in accordance with the Union Societies' Council rules.

### **3. AIMS OF THE UNION SOCIETIES**

- 3.1. To advance, promote and protect the interests of the Union Societies.
- 3.2. To work in conjunction with the University of Derby to develop the experience for students at the University.
- 3.3. To encourage and promote the healthy and active lifestyles of students at the University of Derby.

### **4. GOVERNANCE OF UNION SOCIETIES**

- 4.1. 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.
- 4.2. 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.
- 4.3. 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.
- 4.4. Union Societies' Council will meet on a fortnightly basis during university terms and will be run in accordance with the meeting rules.
- 4.5. 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).

### **5. CODE OF CONDUCT AND PRACTICE OF THE UNION SOCIETIES**

- 5.1 The Union Societies is part of the University of Derby Students' Union (Union of Students).
- 5.2 The Union Societies must adhere to the principles of the Union Constitution, Standing Orders and Policies.

5.3 If the Constitution, Standing Orders or Policies of the Union are broken by the Union Societies or its members, the Union reserves the right to follow the disciplinary procedure set out in the Union Standing Orders.

5.4 The Union Societies shall all abide by the Union Student Code of Conduct.

5.5 All members shall accept the Student Code of Conduct contract as part of their registration as an Union Society member.

5.6 The Student Code of Conduct sets out expectations for all Union Club, Society and Student Led Service members in terms of the following:

- Behaviour
- Abiding by the Union Rules and Regulations.
- The Student Code of Conduct is available to any member on the Union website.

## **6. OFFICERS OF UNION SOCIETIES**

6.1. The Vice-President (Activities) will have overall responsibility for Union Societies.

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

- Union Societies Chair
- Academic councillors
- Active and Performance councillors
- Buxton Activities Officer
- Charity and Campaigns councillors
- Interest councillors
- Inclusive councillors
- Religious and Cultural councillors

6.3. All Union Society Officers shall hold office from the 1st July to the second Friday of July in the following year.

6.4. Role descriptions for all elected positions in relation to Union Societies can be found in the Appendices of the Union's Standing Orders.

## **7. MEMBERSHIP OF UNION SOCIETIES**

7.1. There will be two classes of Union Societies Membership:

- Full members.
- Associate members.

7.2. All registered students at the University of Derby are able to join Union Societies as full members by paying to join an affiliated society.

7.3. Associate members of the Union, as outlined in Standing Order 2, may join Union Societies by paying to join an affiliated society.

7.4. There will be an annual membership fee to be part of Union Societies as well as the fee to join an individual affiliated society. This fee will be set annually by the Union's Executive Committee.

7.5. Societies defined as Charity Societies will be exempt from the subscription fee.

## **8. AFFILIATION OF SOCIETIES TO UNION SOCIETIES**

8.1. Societies must have a minimum number of members to be affiliated to Union Societies and for any activity to take place:

- Full Societies based at all university campuses must have a minimum of 15 full members of the University of Derby Students' Union (Union of Students).
- Micro-Societies based at all university campuses must have a minimum of 5 full members of the University of Derby Students' Union (Union of Students).

- 8.2. Any existing society which fails to reach the minimum number of active and registered members by the end of November will be considered dormant and cease any activity. However, may submit a written petition to the Societies Council for a decision on their affiliation.
- 8.3. Any dormant society may submit a written petition to the Societies Council for a decision on their affiliation.
- 8.4. The Societies Council may approve a request for affiliation for that academic year only.
- 8.5. A Society may only petition for affiliation with less than the required number of members for a maximum of two consecutive years.
- 8.6. To affiliate, all Societies Committees must attend mandatory committee training.
- 8.7. If a Society Committee fails to attend training the Society shall not be able to host events until this has taken place
- 8.8. To become a society, students must submit a New Society Form to the Societies Council with a list of students interested in joining the society. There must be at least the minimum number of students required by the Union to affiliate as a society included on the list.
- 8.9. Societies are able to set up at any time of the academic year. Any committee member who is not a student the following academic year, will have their position resigned and considered vacant in accordance with other standing orders.
- 8.10. 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.
- 8.11. 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.
- 8.12. All society applications must be approved by the Union Societies Council before members are able to join the society.

## **9. DEFINITION OF SOCIETY GROUPS**

- 9.1. Academic Societies are defined as:
  - Union Societies with a link to one or more academic course(s), which offer activities to help support the learning/community of course(s).
  - The Union will inform any society which is eligible to become an academic society upon submission of a new society application form.
  - Academic society status will be approved by the Union Societies Council
- 9.2. Active and Performance Society Is defined as: Union society which offers performance/physical activity opportunity to its members
  - The Union will inform any society which is eligible to become an Active and Performance society upon submission of their new society application form.
  - Active and Performance society status will be approved by the Union Societies' Council
- 9.3. Buxton and Chesterfield Society Is defined as:
  - Union society which Is based at either the Buxton or Chesterfield campuses at the University of Derby
  - The Union will inform any society which is eligible to become a Buxton and Chesterfield society upon submission of their new society application form.
  - Buxton and Chesterfield society status will be approved by the Union Societies' Council
- 9.4. Charity and Campaigns Society Is defined as:

- Union society which works in relation with a specific charity or campaign and works to raise the profile and awareness of the cause to the student body
- The Union will inform any society which is eligible to become a Charity and Campaigns society upon submission of their new society application form.
- Charity and Campaigns society status will be approved by the Union Societies Council

9.5. Interest Society Is defined as:-

- Union society which Is linked to a particular hobby or activity which can be performed by students when meeting as a society.
- The Union will inform any society which is eligible to become an Interest society upon submission of their new society application form.
- Interest society status will be approved by the Union Societies' Council

9.6. Inclusive Society Is defined as:

- Union society which Is linked to a particular hobby or activity which can be performed by students when meeting as a society.
- The Union will inform any society which is eligible to become an Interest society upon submission of their new society application form.
- Interest society status will be approved by the Union Societies' Council

9.7. Religious and Cultural Society Is defined as:-

- Union society represents a particular religion or culture of a group of students here at the University of Derby, celebrating the religion/culture within the group and wider University.
- The Union will inform any society which is eligible to become a Religious and Cultural society upon submission of their new society application form.
- Religious and Cultural society status will be approved by the Union Societies' Council

## 10. UNION SOCIETIES FINANCES

- 10.1. The Union Societies Finances shall only be used to further the status and objectives of the Union Societies as defined in this Constitution and the Union Constitution
- 10.2. The Union Societies shall manage and administer Union Societies finances concerning budgets and have the ability to draw up financial rules concerning administration following the financial regulations of the Union.
- 10.3. Full societies will be able to apply for financial support from the Union for their continued development through the Union Societies Fund.
- 10.4. Micro-Societies will not be able to apply for Union funding to continue their development until they have reached 15 full members and a full committee
- 10.5. The Union Societies will publish annually the procedure for allocation of resources to affiliated societies, together with the appeals mechanism at the Societies AGM.
- 10.6. All society activity must remain in line with charity legislation relating to educational charities.
- 10.7. Information on any restrictions to society funding will be made available by the Union during the application process.
- 10.8. 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.
- 10.9. All affiliated Societies must specify two signatories for their accounts and must be:
  - The Society President
  - The Society Treasurer
- 10.10. All affiliated micro-societies must specify one signatory for their accounts and seek approval from the Union:-
  - The Society President

- 10.11. Any rules concerning Union Society budgets shall be publicised to the Society Clubs Presidents/ Treasurers.
- 10.12. Any breaches of these rules by the Society Presidents/ Treasurers shall constitute as a disciplinary offence and shall be investigated in line with the procedure outlined in Clause 34
- 10.13. The payee of any cheque may not be the committee signatory on that payment requisition
- 10.14. All expenditure must be counter authorised by the Union's budget holder for the Union Societies
- 10.15. 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.
- 10.16. 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.
- 10.17. All allocated funding that is left unspent when the spending deadline date dates has passed can be reclaimed and reallocated by the Union
- 10.18. All funding remaining in society US Budget accounts at the end of academic year shall be reinvested into the Union on associated expenditure.
- 10.19. All funding remaining in society development fund accounts at the end of the academic year shall be carried forward to the following year. Should a society close due to lack of members in the following year, the money shall be reallocated to societies through discussion with the Union Societies Council.

## **11. PROPERTY REGULATIONS**

- 11.1. Union Societies' assets and funds are the property of the University of Derby Students' Union (Union of Students) and should be treated appropriately.
- 11.2. The property of the Union should only be used to further the aims and objectives of Union Societies.
- 11.3. 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.
- 11.4. Failure to submit an up-to-date inventory shall result in disciplinary action being taken against the society.
- 11.5. Individual societies are responsible for ensuring the safety of equipment or kit during use and storage.
- 11.6. Union Societies Council may require society committees to account for any conduct concerning equipment or kit.
- 11.7. Any loss or damage to equipment or kit should be reported to the Union as a matter of urgency.
- 11.8. 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 were due to negligence the case shall be referred to a disciplinary as outlined in Standing Order
- 11.9. Society Committees are responsible for ensuring the safety of the Union Societies equipment whilst in use or in storage.
- 11.10. All Society Committees shall ensure they complete an up to date inventory of their equipment/belongings with its value and life span alongside their development account.
- 11.11. All inventories shall be checked against past inventories and any purchases made. Any discrepancies shall be investigated by the Vice-President (Activities).
- 11.12. The Union Societies may require a Societies President or Committee to explain any conduct concerning Union Society equipment.

## **12. HEALTH AND SAFETY**

- 12.1. All Societies shall abide by the guidelines set out in the Union Constitution.
- 12.2. All societies must adhere to the Union's health and safety regulations.
- 12.3. The Union shall ensure all Societies' Presidents are made aware of the Health and Safety Guidelines relevant to their activity. All rules and regulations will be made available to all societies on the Union website.
- 12.4. All Societies Presidents are responsible for ensuring that their Society members adhere to the Union Student Code of Conduct.
- 12.5. 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
- 12.6. All society committee members must attend any health and safety training and abide by any health and safety instruction provided by the Union or any partner organisations.

## **13. UNION SOCIETIES' COMMITTEES**

- 13.1. 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
- 13.2. All micro societies affiliated to the Union Societies shall have a committee which shall be made up of minimum of a:
  - Society President
- 13.3. No student shall be on the committee for more than one society or hold more than one position in the same society.
- 13.4. If a student wishes to be on more than one committee, this shall be reviewed on a case by case bases by the societies council.
- 13.5. If a student runs for more than one committee position during the elections and gains both positions, they will automatically fill the core committee position.
- 13.6. 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 society's activities to the Union Societies Council.
  - Society committees shall be democratically elected to represent their members.
- 13.7. Society committees shall be democratically elected during the Union online Club and Society elections as following the principles set out in Standing Order 3.
- 13.8. 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.
- 13.9. The Deputy Returning Officer of the main elections shall be the Returning Officer for Society elections.
- 13.10. The Results of Society elections will be announced at individual society AGMs.
- 13.11. 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.
- 13.12. The Society Committee shall take up office on the 1st August until the 31st July of the following year.
- 13.13. The society committee shall receive a handover from the outgoing committee

- 13.14. The society committee shall attend the mandatory committee training sessions provided by the Union Societies.
- 13.15. 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.
- 13.16. 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.
- 13.17. The individual(s) who are deemed to have resigned from their positions through failure to attend training cannot stand in the next election.
- 13.18. 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.
- 13.19. 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
- 13.20. Details of Society Committee members shall only be released to a third party with the permission of the Committee member.
- 13.21. 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.

#### **14. THE UNION SOCIETIES COUNCIL**

- 14.1. 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 Councilor)
- 14.2. There can be a member of the Union Societies support staff in attendance in an advisory capacity.
- 14.3. The Officers of the Union Societies shall have full voting rights within this Council meeting.
- 14.4. Any full member of the Union may attend the Union Societies Council by invitation only and shall have no voting rights. The Student Led Services Committees may attend without invitation but will not have voting rights.
- 14.5. Any member of University or Union staff may be invited to attend the Union Societies Council but shall have no voting rights.

#### **ELECTION OF SOCIETY COUNCIL**

- 14.6. The election of the Student Councilors will take place after the Club and Society online elections.
- 14.7. 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.
- 14.8. The Returning Officer will be the Deputy Returning Officer for the Main Union Elections.
- 14.9. Only students who will hold a Union Societies pass in the following academic year will be able to stand and/or vote
- 14.10. Candidates for each position must be members of the group of societies that they would represent and may only run for one position on the council.
- 14.11. It is the responsibility of the outgoing Union Societies Council to ensure all societies are aware which group they belong to.
- 14.12. All incoming society committees will be able to vote for all positions, no matter which group their society belongs to.
- 14.13. Each society will have three votes:
  - 1 allocated to the President



- 1 to the Secretary
  - 1 to the Treasurer
- 14.14. 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](mailto: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.
- 14.15. Voting shall take place by first past the post.
- 14.16. 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.
- 14.17. Voters who are on multiple society committees can only vote once
- 14.18. Society members may remove an appointed Society Councilor 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.
- 14.19. 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.
- 14.20. 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.
- 14.21. The avenues which shall be followed by the societies are as follows:
- Committee to meet to resolve the Issue between themselves.
  - Failure to resolve the issue as a committee, they shall come forward to the Union.
  - Following this a vote of no confidence shall be held with 50%+1 of membership.

## **UNION SOCIETIES COUNCIL MEETINGS**

- 14.22. The Union Societies Council shall meet at least twice per month during University terms.
- 14.23. The Union Societies Chair or their nominee will publicise the meeting at the earliest possibility to its membership.
- 14.24. 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.
- 14.25. The quorum of the Union Societies Council shall be 50% plus 1 of the voting membership.
- 14.26. If quorum is not achieved the Union Societies Council may not ratify any decision but may meet to discuss all other business.
- 14.27. Any decision by the Union Societies Council will be decided by a vote.
- 14.28. 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**

- 14.29. 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
- 14.30. 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 society's aims and objectives were contrary to those of the Union.
- 14.31. 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.

- 14.32. The Union Societies Council will review the allocation of the Union Societies Fund by the Vice-President (Activities).
- 14.33. 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
- 14.34. 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.
- 14.35. The Union Societies Council will be responsible for working with the Vice-President (Activities) to promote Union Societies.
- 14.36. The Union Societies Council will support the development of Union Societies' campaigns
- 14.37. The Union Societies Council will represent Union Societies to the wider Union, to the University and externally.
- 14.38. The Union Societies Council will work with the Committees of Student-Led Services to promote and grow participation in Societies.
- 14.39. The Union Societies Council will work with the Union Societies Chair to organise society wide social events.
- 14.40. The Union Societies Council will discuss and formulate policy to be submitted to the Student Summit.
- 14.41. 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.
- 14.42. The Union Societies Council must ratify any Policy Motions to be submitted by it to the Student Summit in accordance with Standing Order 4.
- 14.43. Ratification of Policy Motions shall be by a simple majority of members present.

## **15. THE UNION SOCIETIES ASSEMBLY**

- 15.1. The Union Societies will hold a minimum of 2 Assemblies (General Meetings) per semester attended by all society committees. The Union Societies AGM would constitute one of these meetings.
- 15.2. These will be convened and chaired by the Vice-President (Activities).
- 15.3. The Union Societies' Chair will be Vice-Chair at Union Societies Assemblies
- 15.4. 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.
- 15.5. 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.
- 15.6. All agendas for the meeting shall be circulated electronically at least two working days prior to the meeting.
- 15.7. 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.
- 15.8. 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.
- 15.9. Minutes will be circulated to all Society Committee members.
- 15.10. Quorum for Union Societies Assembly shall be 50% of all affiliated societies.
- 15.11. Only full members of the Union Societies committees will have voting rights for the Union Societies' Assembly.
- 15.12. All decisions made by the Union Societies' Assembly shall be binding for all Societies.

## **16. THE UNION SOCIETIES ANNUAL GENERAL MEETING**

- 16.1. Union Societies Annual General Meeting will be convened by the **Vice-President (Activities)**.
- 16.2. 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.
- 16.3. There must not be more than 18 months between Union Societies Annual General Meetings.
- 16.4. The Vice-President (Activities) shall publicise this meeting at the earliest possibility to the Union Societies committees and on the Union website.
- 16.5. All documents for the Union Societies Annual General Meeting shall be published on the Union website at least seven days prior to the meeting.
- 16.6. Dates for the submission of documents to the Union Societies Annual General Meeting shall be publicised at the earliest opportunity by the Union.
- 16.7. The Union Societies Annual General Meetings shall have recorded minutes.
- 16.8. 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.
- 16.9. Approved minutes shall be published at the earliest possible time on the Union website.
- 16.10. 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.
- 16.11. Quorum for the Union Societies Annual General Meeting shall be a minimum of 30 members including at least 50% of all affiliated societies.
- 16.12. 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).

## **17. COMPLAINTS, DISCIPLINARY AND APPEALS**

- 17.1. 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](http://www.derbyunion.co.uk/complaints). The Disciplinary and Appeals procedure can be found in Standing Orders 6 and 7

## **18. APPEALING A DECISION OF THE UNION SOCIETIES COUNCIL**

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

## **19. STUDENT LED SERVICES**

- 19.1. The Union will allow for the creation of Student Led Services that sit outside of the Union Societies Constitution.
- 19.2. The following groups will be classed as Student Led Services:
  - Derby Raise and Give (RAG)
  - Phantom Media

- 19.3. A Student Led Service must be a body formed to implement the aims of the Union.
- 19.4. Any new application to create a new Student Led Service must be submitted in writing to the Vice-President (Activities).
- 19.5. 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.
- 19.6. The Union will work with the committee to recruit members for the next academic year.
- 19.7. 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.
- 19.8. Following any resignations, the Union shall be responsible for re-advertising the role.
- 19.9. Committee members will start of 1<sup>st</sup> June and finish on 31<sup>st</sup> May in the following year.
- 19.10. The structure of each service's committee will be outlined in the service's constitution.
- 19.11. The service's constitution must contain a statement of the aims and functions of the service.
- 19.12. 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 service's committee
- 19.13. All Student Led Services will have a membership charge decided upon by each services committee.
- 19.14. A Student Led Service Constitution shall be subordinate to the Union's Constitution and Standing Orders.
- 19.15. All Student Led Services may be subject to sections 12 and 13 of the Union Societies Constitution.
- 19.16. 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.
- 19.17. Student Led Services cannot charge the Union more than cost price for its services.

## **20. REMOVAL OF STUDENT LED SERVICES COMMITTEE MEMBERS**

- 20.1. All disciplinary procedures follow the process as outlined in Standing Order 6.
- 20.2. 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.
- 20.3. 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.
- 20.4. Any complaints regarding the decision by the Interview Panel shall be made via the Union's Complaints procedure.

## **Standing Order 9 – Union Sports Constitution**

### **1. GENERAL**

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

### **2. OBJECTIVES, POWERS AND ROLE OF UNION SPORTS**

- 2.1. The Union Sports' objective shall be to enhance the student experience at the University of Derby through the development of student led competitive sport.
- 2.2. Aims to enhance the student experience at the University of Derby through supporting the development of strong and active sport clubs through the development of those sports committee members.
- 2.3. Develops and approves policy that affects Union sport.
- 2.4. Represents the interests of sport to the membership of the Union.
- 2.5. Approves Union Sport funding.
- 2.6. Annually elects the Union Sports Council in accordance with the Union Sports Council rules.
- 2.7. The Union Sports Finances shall only be used to further the status and objectives of the Union Sports clubs as defined in this Constitution and the Union Constitution.
- 2.8. Union Sports shall manage and administer Union Sports club finances concerning budgets and have the ability to draw up financial rules concerning administration following the financial regulations of the Union.
- 2.9. Any rules concerning Union Sports Club budgets shall be publicised to the Sports Clubs Presidents/ Treasurers.
- 2.10. 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

### **3. AIMS OF THE UNION SPORTS**

- 3.1. 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.

### **4. CODE OF CONDUCT AND PRACTICE OF THE UNION SPORTS**

- 4.1. The Union Sports is part of the University of Derby Students' Union (Union of Students).
- 4.2. The Union Sports must adhere to the principles of the Union Constitution, Standing Orders and Policies.
- 4.3. 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.
- 4.4. The Union Sports shall have a Code of Conduct which all members shall abide by.
- 4.5. All members shall accept the Code of Conduct contract as part of their registration as an Union Sports member.

- 4.6. The Code of Conduct sets out expectations for all Union Sports members and Clubs in terms of the following:
- 4.6.1 Behaviour
  - 4.6.2 Abiding by the Union Sports Rules and Regulations.
- 4.7 The Union Sports Code of Conduct is available to any member on the Union website

## **5. GOVERNANCE OF UNION SPORTS**

- 5.1 Union Sports 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.
- 5.2 Union Sports will be divided into 5 groups:
- BUCS Sports
  - Non-BUCS Sports
  - Performance Sports
  - Individual Sports
  - Buxton Sports
- 5.3 The division of Sports into their groups will be proposed by the Vice-President (Activities) and ratified by the Union Sports Council. The proposal of the Vice-President (Activities) will be based on the wishes of the Sports Committee.
- 5.4 Union Sports Council will meet on a monthly basis during university term time and will be run in accordance with the meeting rules.
- 5.5 Twice per semester all Union Sports committees will meet at Union Sports Assembly. The last meeting in the second term will be the Union Sports Annual General Meeting (AGM).
- 5.6 All University of Derby Clubs must be a part of the Union Sports.
- The Sports Council shall approve all new Clubs.
  - 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.

## **6. OFFICERS OF THE UNION SPORTS**

- 6.1. The Vice-President (Activities) will have overall responsibility for Union Sports.
- 6.2. The Vice-President (Activities) will be supported by:
- Union Sports Chair
  - 3 Derby Councillors
  - Buxton Activities Officer
- 6.3. All Union Sports Officers shall hold Office from the 1<sup>st</sup> July to the second Friday of July in the following year.
- 6.4. Role descriptions for all elected positions in relation to Union Sports can be found in the Appendices of the Union's Standing Orders.

## **7. MEMBERSHIP OF UNION SPORTS**

- 7.1. There will be two classes of Union Sport Membership:
- Full members.
  - Associate members.
- 7.2. All registered students at the University of Derby are able to join Union Sports as full members by paying to join an affiliated society.
- 7.3. Associate members of the Union, as outlined in Standing Order 2, may join Union Sports by paying to join an affiliated club.
- 7.4. There will be an annual membership fee to be part of Union Sports as well as the fee to join an individual affiliated club. The annual membership fee will be set annually by the Union's Executive Committee.

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

## **8. AFFILIATION SPORT CLUBS TO UNION SPORTS**

- 8.1. Sports must have a minimum number of members to be affiliated to Union Sports and for any activity to take place:
- 8.2. All Sports Clubs must have 20 active and registered members prior to becoming part of the Union Sports.
- 8.3. To become a sports club, students must submit a New Sports Club Form to Union Sports with a list of students interested in joining the club. There must be at least the minimum number of students required by the Union to affiliate as a club included on the list.
- 8.4. A Sports Club may only petition for affiliation with less than the required number of members for a maximum of two consecutive years.
- 8.5. To affiliate all Sports Club Committees must attend mandatory committee training.
- 8.6. If a Sports Club Committee fails to attend training the Club shall not be able to compete or train until this has taken place
- 8.7. Clubs can set up at any time of the academic year. Any committee member who is not a student the following academic year, will have their position resigned and considered vacant in accordance with other standing orders.
- 8.8. Sports Club will be covered by an individual constitution in which any individual club rules will be listed including and not limited to membership fees and committee positions. The Union Sports constitution can be changed at the Union Sports AGM.
- 8.9. Any individual rules that only affect one club can only be voted on and changed by that respective club at their EGM/AGM with normal quoracy for those meetings.
- 8.10. All sport club applications must be approved by the Union Sports Council before members are able to join the club.
- 8.11. To complete affiliation all Sports Club Committees must sign, on behalf of their Clubs, the Terms and Conditions that shall be made available to Sports Clubs at Committee Training.
- 8.12. The Sports Council shall approve any affiliation requests pending ratification.

## **9. DEFINITION OF SPORTS GROUPS**

9.1. BUCS Sport Is defined as:

- Union Sport which competes in one or more BUCS competitions each year.
- The Union will inform any sport which is eligible to become a BUCS Sport upon submission of their new club application form.
- BUCS Sport status will be approved by the Union Sports Council

9.2. Non-BUCS Sport Is defined as:

- Union sport which offers competition that is not within the BUCS programme for its members
- The Union will inform any sport which is eligible to become a Non-BUCS Sport upon submission of their new club application form.
- Non- BUCS Sport status will be approved by the Union Sports Council

9.3. Performance Sport is defined as:

- Union sport which is competing and performing at the highest level within BUCS competition and is heavily supported by the University.
- The Union will inform any sport which is eligible to become a Performance Sport upon submission of their new club application form and through discussion with the University.
- Performance Sport status will be approved by the University and, if required, the Union Sports Council.

9.4. Individual Sport Is defined as:

- Union sport which supports individual students/athletes to compete within BUCS and Non-BUCS competition
- The Union will inform any student which is eligible to compete in an Individual Sport upon submission of their competition entry form online and on BUCS Play.
- Individual Sport status will be approved by the Union and the Union Sports Council (if required).

9.5. Buxton Sport Is defined as:

- Union sport which is linked to the Buxton campus.
- The Union will inform any sport which is eligible to become a Buxton Sport upon submission of their new club application form.
- Buxton Sport status will be approved by the Union Sports Council

## **10. UNION SPORTS COMMITTEES**

10.1. All sports clubs affiliated to the Union Sports shall have a core committee which shall be made up of a minimum of a:

- Sports President
- Sports Treasurer
- Sports Secretary

10.2. No student shall be on the committee for more than one sports club or hold more than one position in the same club.

10.3. If a student wishes to be on more than one committee, this shall be reviewed on a case by case bases by the Union Sports council.

10.4. If a student runs for more than one committee position during the elections and gains both positions, they will automatically fill the core committee position.

10.5. Sports committees are responsible for:

- The running of the club
- Ensuring the club remains financially solvent.
- Promoting the club during the Fresher's/refresher's Period to attract new membership.
- The smooth running of any social events and activities.
- The convening of the club general meetings and committee meetings.
- Writing and circulating the minutes of these meetings.

10.6. Sports club committees shall be democratically elected to represent their club members.

10.7. Sports club committees shall be democratically elected during the Union online Club and Society elections as following the principles set out in Standing Order 3.

10.8. Sports Club committee elections will be limited to the membership of the club, which should have a quorum of 50% +1 for the first attempt; 40% +1 for the second attempt; and 30%+1 for the final attempt. Votes cast during the First Attempt shall be carried over to the second and third attempt as if they were proxy votes. All votes once deemed valid will remain until a new committee is elected.

10.9. The Deputy Returning Officer of the main elections shall be the Returning Officer for Sports club elections.

10.10. The results of Sports Club elections will be announced at individual Sports Club AGMs.



- 10.11. If a club fails to elect a full committee during the online Club and Society elections, then they will hold a secret ballot at their Club AGM.
- 10.12. The Sports Club Committee shall take up office on the 1<sup>st</sup> August until the 31<sup>st</sup> July of the following year.
- 10.13. The Sports club committee shall receive a handover from the outgoing committee
- 10.14. The Sports club committee shall attend the mandatory committee training sessions provided by the Union Sports.
- 10.15. If a sports club committee member fails to complete the mandatory committee training prior to the end of October (extension can be given at the discretion of the Union), the committee members will have deemed to have resigned from their role.
- 10.16. In the event of a vacancy in the sports club committee the club shall hold an Emergency General Meeting (EGM) or online election to fill that role. A member of Union Staff shall be in attendance or an appropriate officer for physical EGMs.
- 10.17. The individual(s) who are deemed to have resigned from their positions through failure to attend training cannot stand in the next election.
- 10.18. The individual(s) may appeal this decision to the Union Sports Council, subject to any extenuating circumstances which impacted upon their ability to attend training.
- 10.19. The names and contact details of all Sports Club committee members elected shall be passed to the Union by the outgoing Club President subject to GDPR.
- 10.20. Details of Sports Club committee members shall only be released to a third party with the permission of the committee member.
- 10.21. Club members may remove any member of the Sports Club committee by submitting a secure petition to the Vice-President (Activities) signed by at least 50% +1 of the Sports club total membership. This would take immediate effect and a co-option to the vacant position would be carried out.
- 10.22. All elections shall be run in accordance with the Union Constitution and the Union Standing Order 3.
- 10.23. Club committees shall be democratically elected during the Union's main elections as following the principles set out in Standing Order 3.

## **11. THE UNION SPORTS COUNCIL**

- 11.1. The Union Sports Council shall include the following members:
- The Union Sports Chair (Chair),
  - The Vice-President (Activities) (Deputy Chair)
  - 4 student councilors
- 11.2. There can be a member of the Union Sports support staff in attendance in an advisory capacity.
- 11.3. The Officers of the Union Sports shall have full voting rights within this Council meeting.
- 11.4. Any full member of the Union may attend the Union Sports Council by invitation only and shall have no voting rights. The Student-Led Services Committees may attend without invitation but will not have voting rights.
- 11.5. Any member of University or Union staff may be invited to attend the Union Sports Council but shall have no voting rights.

### **RESPONSIBILITIES OF THE SPORTS COUNCIL**

- 11.6. The Union Sports Council will have the power to veto new club applications if they feel that it is in direct competition with another club.

- 11.7. The Vice-President (Activities) can veto any decision of the Union 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 society aims and objectives were contrary to those of the Union
- 11.8. The Union Sports Council will approve the recommendation of which sport group each new sports club should belong and all applications regarding club status.
- 11.9. The Union Sports Council will review the allocation of the Union Sports Funding by the Vice-President (Activities).
- 11.10. The Union Sports 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
- 11.11. The Union Sports Council will review the nominations for the Sports Awards and provide advice on the list provided.
- 11.12. The Sports Council will support the Vice-President (Activities) to promote Union Sports.
- 11.13. The Sports Council has responsibility to organise Union Sports wide events.
- 11.14. The Sports Council will discuss and formulate policy to be passed at Student Summit
- 11.15. The Sports Council will report to the Sports Assembly, Scrutiny Panel and Union's General Meetings.
- 11.16. The Union Sports Council will support the development of Union Sports campaigns.
- 11.17. The Union Sports Council will represent Union Sports to the wider Union, to the University and externally
- 11.18. The Union Sports Council will work with the Committees of Student-Led Services to promote and grow participation in Sports Clubs.
- 11.19. The Union Sports Council will work with the Union Sports Chair to organise Sports Club wide social events.
- 11.20. The Union Sports Council will discuss and formulate policy to be submitted to the Student Summit.
- 11.21. The Union Sports Council must ratify any Policy Motions to be submitted by it to the Student Summit in accordance with Standing Order 4.

## **12. MEETINGS OF SPORTS COUNCIL**

- 11.22. The Union Sports Council shall meet at least once per month during University terms.
- 11.23. The Union Sports Chair or their nominee will publicise the meeting at the earliest possibility to its membership.
- 11.24. The Union Sports 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 Sports Chair and available on record for 3 years.
- 11.25. The quorum of the Union Sports Council shall be 50% plus 1 of the voting memberships.
- 11.26. If quorum is not achieved the Union Sports Council may not ratify any decision but may meet to discuss all other business.
- 11.27. Any decision by the Union Sports Council will be decided by a vote.
- 11.28. In the event of a tied vote the Union Sports' Chair will have the deciding vote. In the case of a conflict of interests (e.g. the chair is a member of the club discussed) or the absence of the Chair, the Vice-President (Activities) would have the deciding vote.
- 11.29. Ratification of Policy Motions shall be by a simple majority of members present.

### **ELECTION OF SPORT COUNCIL**

- 11.30. The election of the Student Councilors will take place after the Club and Society online elections.
- 11.31. The election shall take place under a secret ballot by members of Union Sports Incoming committees following the principles of the election procedures as outlined In the Union's standing Order 3.
- 11.32. Only students who will hold a Union Sports pass in the following academic year will be able to stand and/or vote.
- 11.33. Candidates for each position must be members of a Union Sports club.
- 11.34. Voting shall take place by first past the post.
- 11.35. Voters who are members of multiple sports clubs can only vote once.
- 11.36. Sports members may remove an appointed Sports Councilor 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.
- 11.37. 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.

## **12. THE UNION SPORTS ASSEMBLY**

- 12.1. Union Sports will hold a minimum of 2 Assemblies (General Meetings) per semester attended by Sports committees. The Union Sports AGM would constitute one of these meetings.
- 12.2. These will be convened and chaired by the Vice-President (Activities).
- 12.3. The Union Sports Chair will be Vice-Chair at Union Assemblies
- 12.4. Union Assemblies will be used to:
  - Provide updates to Sports clubs from the Union, Vice-President (Activities) and Union Sports Council.
  - Provide the opportunity for sports clubs to feed back to their elected representatives.
- 12.5. The Vice-President (Activities) or their nominee shall publicise the meeting at least one week in advance to the committees and on the Union website.
- 12.6. All agendas for the meeting shall be circulated electronically at least two working days prior to the meeting.
- 12.7. Any member of the Union 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.
- 12.8. Minutes will be circulated to all Committee members.
- 12.9. Quorum for Union Assembly shall be 50% of all affiliated Sports for the relative assembly.
- 12.10. Only full members of the Union committees will have voting rights for the Union Assembly.

All decisions made by the Union Assembly shall be binding for all Sports clubs.

## **13. THE UNION SPORT ANNUAL GENERAL MEETING**

- 13.2. Union Sports Annual General Meeting will be convened by the Vice-President (Activities).
- 13.3. The membership of the Union Sports Annual General Meeting is as follows:
  - Vice-President (Activities),
  - Union Sports Chair

- Incoming and Outgoing Committee members,
- Union Sports member.

- 13.4. All Union Sports Officers and Council Members shall deliver reports at the Annual General Meeting for the academic year to date.
- 13.5. There must not be more than 18 months between Union Sports and Societies Annual General Meetings.
- 13.6. The Vice-President (Activities) shall publicise this meeting at the earliest possibility to the Union committees and on the Union website.
- 13.7. All documents for the Union Sports Annual General Meeting shall be published on the Union website at least seven days prior to the meeting.
- 13.8. Dates for the submission of documents to the Union Sports Annual General Meeting shall be publicised at the earliest opportunity by the Union.
- 13.9. The Union Sports Annual General Meetings shall have recorded minutes.
- 13.10. The responsibility of minutes shall be discharged by the meeting to the Union Sports Council who shall agree the minutes as a true and accurate record.
- 13.11. Approved minutes shall be publicised at the earliest possible time on the Union website.
- 13.12. 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.
- 13.13. Quorum for the Union Sports Annual General Meeting shall be a minimum of 30 members including at least 50% of all affiliated Sports and Societies.
- 13.14. Any full member of the Union Sports has the right to vote at the Union Sports Annual General Meeting (with the exception of the Union Council vote; see section 15 of this document).

#### **14. SPORTS CLUB BUDGETS**

- 14.0. 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.
- 14.1. The date for submission of these documents shall be decided annually by the Vice-President (Activities) and publicised to the Sports Clubs.
- 14.2. The Sports budgets shall be prepared, subject to discussion with the Union Sports Council, from the documents submitted by the Sports Clubs.
- 14.3. All Union Sports Clubs shall have the right to apply to the Union for financial assistance after their first year of existence.
- 14.4. 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.
- 14.5. No Sports Club may open any form of bank or other account.
- 14.6. All signatories of Sports Clubs must sign an undertaking that they have read, understand, and will abide by the Union's financial procedures.
- 14.7. The Union has the ability to freeze a Sports Clubs account if its committee members have not adhered to the Union's financial procedures or whilst an investigation is undertaken.
- 14.8. Each Sports Club must specify at least two signatories for their accounts. These must be:
  - The Sports Club President,
  - The Sports Club Treasurer.
- 14.9. The Union Sports will be able to claw back Union Sports 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.
- 14.10. The payee on any financial form may not be the committee signatory for that payment requisition.

- 14.11. All expenditure must be counter authorised by the Union's budget holder for the Sports Club.
- 14.12. Payment for expenses shall only be paid to Sports Club members. No expenses shall be paid to students whose names do not appear on the list of Club members submitted to the Union Sports.
- 14.13. It is the responsibility of the Sports Club Committees to ensure the membership lists are accurate.
- 14.14. Any finances remaining in the Sports Clubs' Budget accounts at the end of the academic year shall be reclaimed by the Union.
- 14.15. 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.
- 14.16. 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.
- 14.17. These funds shall be used to directly benefit alternative opportunities within the Union Sports.
- 14.18. 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.
- 14.19. The Sports Council may ask to inspect any Sports Club accounts.
- 14.20. Every student who is recruited by the Sports Clubs shall pay a membership fee to the Sports Club to play competitively or to attend training.
- 14.21. The Union Sports Annual Accounts shall be made available to all members of the Union Sports upon written request to the Vice-President (Activities).
- 14.22. The Union will publish annually the procedure for allocation of resources to affiliated Union Sports Clubs together with the appeals mechanism.
- 14.23. This shall be available to any full member upon written application to the Vice-President (Activities) or their nominee.
- 14.24. 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 one-year plan for their Club before they receive financial support from the Union Sports.
- 14.25. Once ratified if a Sports Club fails to attend three consecutive Sports Assemblies, the Sports Council, upon recommendation from the Vice-President (Activities), shall consider taking any appropriate action against the Sports Club. This action may include:
- 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.

## **15. UNION SPORTS AFFILIATION FEES**

- 15.0. There will be a tiered 'Union Sport Affiliation fee' that sports clubs will pay each year which is reflective of Union expenditure on the club.
- 15.1. Club committees will be informed of their Union Sport affiliation fee at the start of the academic year (Oct/Nov) and will agree a payment plan to the Union Sports if required.

- 15.2. The Union Sports will not release any financial support until an agreed funding plan has been approved.
- 15.3. Sports clubs will pay their affiliation fee by the end of first term unless a separate plan is confirmed.
- 15.4. 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.
- 15.5. Failure to meet the full Union Sport 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.
- 15.6. The affiliation fees will be reviewed by the Union every 2 years to help with club budgeting.

#### **16.0. INDIVIDUAL COMPETITIVE SPORTS**

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

#### **17.0. HEALTH AND SAFETY**

- 17.1. All Clubs shall abide by the guidelines set out in the Union Constitution.
- 17.2. All Clubs must adhere to the Union's health and safety regulations.
- 17.3. The Union shall ensure all Sport Club Presidents are made aware of the Health and Safety Guidelines relevant to their sport.
- 17.4. Sports Clubs must ensure they abide by any guidelines for Health and Safety set out by the Union Sports.
- 17.5. All Sports Clubs' Presidents are responsible for ensuring that their Sports Club members adhere to the Union Sports Code of Conduct.
- 17.6. The Union shall ensure all Club Presidents are made aware of the Health and Safety Guidelines relevant to their activity. All rules and regulations will be made available to all Sport Clubs on the Union website.
- 17.7. All Club Presidents are responsible for ensuring that their club and its members adhere to the Union's rules and regulations.
- 17.8. All Club committee members must attend any health and safety training and abide by any health and safety instruction provided by the Union or any partnership organisations.
- 17.9. Following an investigation by the President or their nominee the President will make a final and binding decision based on the evidence provided.

#### **18.0. ELECTIONS**

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

#### **19.0. VOTES OF NO CONFIDENCE**

- 19.1. 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.

- 19.2. 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.
- 19.3. 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.
- 19.4. 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.

## **20.0. MEMBERSHIP OF THE SPORTS COUNCIL**

- 20.1. The Sports Officer Committee shall include the following members:

- 20.1.1. The Vice-President (Activities)
- 20.1.2. The Union Sports Chair,
- 20.1.3. The Buxton Sports Officer
- 20.1.4. 5 student councillors elected by the Union Sports AGM:
  - o 1 BUCS Sport Councillors
  - o 1 Non BUCS Sport Councillor
  - o 1 Individual Sport Councillor
  - o 1 Performance Sport Councillor
  - o 1 Inclusive Sport Councillor

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

## **21.0. ELECTION OF SPORTS COUNCIL STUDENT COUNCILLORS**

- 21.1. The election of Student Councillors will take place at the Sports AGM.
- 21.2. 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.
- 21.3. Only sports that have completed their AGMs before the Sports AGM will be able to vote and field candidates.
- 21.4. Candidates for the Student Councillor positions must be members of an incoming Sports Club committee within the area of competitive sports they would represent.
- 21.5. It is the responsibility of the outgoing Sports Council to ensure all clubs are aware which group they belong to.
- 21.6. Each Club will have 3 votes:
  - 1 allocated to the President
  - 1 allocated to the Secretary
  - 1 allocated to the Treasurer
- 21.7. 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](mailto: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.

- 21.8. Voting shall take place by transferrable vote, facilitated through the Union's website and election portal.
- 21.9. Clubs may nominate multiple candidates.
- 13.15. 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.
- 13.16. 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.
- 13.17. 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).

## **22.0. SCHEDULE OF MEETINGS**

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

## **23.0. MINUTES OF SPORTS COUNCIL MEETINGS**

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

## **24.0. QUORUM**

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

## **25.0. POLICY MOTIONS**

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

## **26.0. SCHEDULE**

- 26.1. The convenor or their nominee shall publicise the meeting at least one week in advance to the Club Presidents and on the Union website.
- 26.2. 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.
- 26.3. All documents shall be published on the Union website at least three days prior to the meeting.
- 26.4. Club Presidents shall circulate notice of the meeting and the agenda to their members.
- 26.5. 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.

## **27.0. MINUTES**

- 27.1. All Sports Assembly meetings shall have recorded minutes. Minutes shall be taken by a relevant member of Union staff.
- 27.2. The minutes of any Sports Assembly shall be posted on the Union Website.
- 27.3. The Union shall retain all Sports Assembly minutes for a minimum of three years.



## **28.0. QUORUM**

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

## **29.0. VOTING**

- 29.1. Only full members of the Union Sports shall retain voting rights for the Sports Assembly.
- 29.2. All decisions made by the Sports Assembly shall be binding for all Sports Clubs.

## **30.0. UNION SPORTS CLUBS**

- 30.1. All University of Derby Competitive Clubs must be a part of the Union Sports.
- 30.2. The Sports Council shall approve all new Clubs.
- 30.3. 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.

## **31.0. AFFILIATION**

- 31.1. All Sports Clubs must have 20 active and registered members prior to becoming part of the Union Sports.
- 31.2. 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.
- 31.3. The Sports Council may approve a request for affiliation for that Academic year only.
- 31.4. A Sports Club may only petition for affiliation with less than the required number of members for a maximum of two consecutive years.
- 31.5. To affiliate all Sports Club Committees must attend mandatory committee training.
- 31.6. If a Sports Club Committee fails to attend training the Club shall not be able to compete or train until this has taken place
- 31.7. 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.
- 31.8. These Terms and Conditions shall be made available to Sports Clubs at the Sports Club Committee Training.
- 31.9. The Sports Council shall approve any affiliation requests pending ratification.
- 13.18. All new Sports Clubs must be ratified at a Sports Assembly after initial approval from the Sports Council.
- 13.19. Ratification of any new Sports Club shall be by a simple majority vote of all members present conducted at the Sports Assembly.

## **32.0. UNION SPORTS CLUB FEES**

- 32.1. There shall be a membership fee to be a part of the Union Sports and an affiliated Union Sports Club.

## **33.0. UNION SPORTS AFFILIATION FEES**

- 33.1. Sports clubs will pay an AU Affiliation each year which is equal to an agreed percentage of average expenditure of the previous two years.
- 33.2. 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.
- 33.3. The Union Sports will not release any financial support until an agreed funding plan has been approved.
- 33.4. Sports clubs will pay their affiliation fee by the end of first term unless a separate plan is confirmed.
- 33.5. 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.

- 33.6. 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.

#### **34.0. PRIVILEGES OF INCLUSION IN THE UNION SPORTS**

- 34.1. The privileges of being included in the Union Sports shall be:
- 34.1.1. The right to use the prefix `The University of Derby`.
  - 34.1.2. The rights to represent Team Derby.
  - 34.1.3. The right to use the Union Sports notice boards, social networking groups and websites which shall be linked to the Union's website.
  - 34.1.4. 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.
  - 34.1.5. The right to be entered as a team or individual into the British Universities and Colleges Sport.
  - 34.1.6. 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.

#### **35.0. FINANCIAL SUPPORT**

- 35.1. Any newly formed Sports Club shall receive minimum financial support for the first academic year.
- 35.1.1. All new Sports Clubs shall demonstrate an ability to self-fund to meet key aims in preparation for future Union Sports support.
  - 35.1.2. All Sports Clubs must produce a 5 year plan for their Club before they receive financial support from the Union Sports.
- 35.2. 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:
- 35.2.1. Suspending the Sports Clubs' financial support from the Union Sports for a defined period,
  - 35.2.2. Disaffiliating the Sports Club from the Union Sports, preventing any activity from taking place.

#### **36.0. UNION SPORTS CLUB COMMITTEES**

- 36.1. All Sports Clubs shall have Committees made up of at least:
- 36.1.1. A President,
  - 36.1.2. A Treasurer,
  - 36.1.3. A Secretary.
- 36.2. All Sports Club Committees shall be democratically elected to represent their Union Sports Clubs' members.
- 36.3. Sports Club Committees shall be elected annually at the Sports Clubs' Annual General Meeting.
- 36.3.1. The election of Sports Club Committees shall take place in accordance with the Sports Clubs' Constitution and this Constitution.
  - 36.3.2. The election shall take place in the second term of the academic year.
  - 36.3.3. A member of the Union Sports staff shall be in attendance.
- 36.4. The Sports Club Committee shall take up office on the 1<sup>st</sup> August until the 31<sup>st</sup> July of the following year.
- 36.5. The Sports Club Committee shall receive a handover from the outgoing Club Committee members.
- 36.6. 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.

- 36.7. Mandatory training shall take place, at the latest in the first term of the new academic year.
- 36.8. 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.
- 36.9. 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.
- 13.20. All details shall only be released to a third party with permission of the individual in accordance with the Student Data Protection Policy.

### **37.0. SPORTS CLUBS ANNUAL GENERAL MEETING**

- 37.1. All Sports Clubs shall hold Annual General Meetings in accordance with the following regulations:
  - 37.1.1. Sports Clubs shall have 50% + 1 of their membership present for quorum to be reached.
  - 37.1.2. If a Sports Club fails to reach quorum then the meeting shall be void and no decisions shall be made.
  - 37.1.3. The Club must reconvene an Emergency Annual General Meeting before the end of the Academic Term.
  - 37.1.4. Sports Club Annual General Meetings must take place in the second semester each academic year.
  - 37.1.5. There shall not be any more than eighteen months between Annual General Meetings.
  - 37.1.6. Sports Club Committees shall publicise the agenda for the meeting to their Club members at least one working week in advance of the meeting.
  - 37.1.7. The Sports Clubs' Committee must present reports on the progress of the club in that Academic Year.
- 37.2. Club committees shall be democratically elected during the Union's main elections as following the principles set out in Standing Order 3.
- 37.3. Club committee elections will be limited to the membership of the Club.
- 37.4. The Deputy Returning Officer of the main elections shall be the Returning Officer for Club elections.
- 37.5. The Results of Club elections will be ratified at individual Club AGMs.
- 37.6. If a Club fails to elect a full committee during the main elections then they will hold a secret ballot at their AGM.

### **38.0. BRITISH UNIVERSITIES AND COLLEGES SPORTS (BUCS)**

- 38.1. The Union Sports shall provide competitive opportunities for its members within the British Universities and Colleges Sports Leagues.
- 38.2. 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.
- 38.3. To take part in the British Universities and Colleges Sports all sports require affiliation to the Union Sports as outlined in Clause 22.
- 38.4. 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).
- 38.5. 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.
- 38.6. 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).

### **39.0. NON BRITISH UNIVERSITIES AND COLLEGES SPORTS**

- 39.1. 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.
- 39.2. All Sports Competitive Sports members shall be expected to compete successfully to enhance the reputation of The University of Derby.
- 39.3. 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).

### **40.0. PERFORMANCE SPORTS MANAGEMENT GROUP**

- 40.1. There shall be a number of Performance Sports supported by the Union Sports and the Sports Management Group.
- 40.2. The Sports included in the Performance Sports agenda are selected by the Sports Management Group of The University of Derby.
- 40.3. 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.
- 40.4. To be selected as a Performance Sport, Union Sports Clubs must apply through the procedures set out by the Sports Management Group.
- 40.5. Any Sports Club wanting further information about selection as a Performance Sport should liaise with the Union Sports Department and the Vice-President (Activities).
- 40.6. Any Sports Club wishing to put themselves forward to be considered as a Performance Sport should liaise directly with the Vice-President (Activities).
- 40.7. 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 too. This is in addition to the Code of Conduct for all Union Sports members.

### **41.0. INDIVIDUAL COMPETITIVE SPORTS**

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

### **42.0. COMPLAINTS**

- 42.1. 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](http://www.derbyunion.co.uk/complaints).
- 42.2. 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](http://www.derbyunion.co.uk/complaints).

### **43.0. DISCIPLINARY**

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

#### **44.0. UNION SPORTS FINANCES**

- 44.1. 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.
- 44.2. 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.
- 44.3. Any rules concerning Union Sports Club budgets shall be publicised to the Sports Clubs Presidents/ Treasurers.
- 44.4. 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

#### **45.0. ANNUAL BUDGET**

- 45.1. 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.
- 45.2. The date for submission of these documents shall be decided annually by the Vice-President (Activities) and publicised to the Sports Clubs.
- 45.3. The Sports budgets shall be prepared, subject to discussion with the Sports Council, from the documents submitted by the Sports Clubs.

#### **46.0. SPORTS CLUB BUDGETS**

- 46.1. All Sports Clubs shall have the right to apply to the Union for financial assistance after their first year of existence.
- 46.2. 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.
- 46.3. No Sports Club may open any form of bank or other account.
- 46.4. All signatories of Sports Clubs must sign an undertaking that they have read, understand, and will abide by the Union's financial procedures.
- 46.5. 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.
- 46.6. Each Sports Club must specify at least two signatories for their accounts. These must be:
  - 46.6.1. The Sports Club President,
  - 46.6.2. The Sports Club Treasurer.
- 46.7. 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.
- 46.8. The payee of any cheque may not be the committee signatory for that payment requisition.
- 46.9. All expenditure must be counter authorised by the Union's budget holder for the Sports Clubs.
- 13.21. 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.
- 13.22. It is the responsibility of the Sports Club Committees to ensure the membership lists are accurate.
- 13.23. Any finances remaining in the Sports Clubs' Grant Accounts at the end of the academic year shall be reclaimed by the Union.
- 13.24. 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.
- 13.25. 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.

- 13.26. These funds shall be used to directly benefit alternative opportunities within the Union Sports.
- 13.27. 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.
- 13.28. The Sports Council may ask to inspect any Sports Club accounts.
- 13.29. 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.
- 13.30. The Union Sports Annual Accounts shall be made available to all members of the Union Sports upon written request to the Vice-President (Activities).
- 13.31. The Union will publish annually the procedure for allocation of resources to affiliated Union Sports Clubs together with the appeals mechanism.
- 13.32. This shall be available to any full member upon written application to the Vice-President (Activities) or their nominee.

#### **47.0. UNION SPORTS PROPERTY REGULATIONS**

- 47.1. All Sports Clubs' assets and funds are the property of the Union Sports and should be treated appropriately.
- 47.2. 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.
- 47.3. 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.
- 47.4. Sports Club Committees are responsible for ensuring the safety of the Union Sports Clubs' equipment whilst in use or in storage.
- 47.5. The Union Sports may require an Sports Club President or Committee to explain any conduct concerning Union Sports equipment.
- 47.6. 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).
- 47.7. All inventories shall be checked against past inventories and any purchases made. Any discrepancies shall be investigated by the Vice-President (Activities).
- 47.8. 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.
- 47.9. In the event of such damage or loss being disclaimed by insurance or where no insurance exists the Sports Council shall consider the case.
- 13.33. This may be submitted for disciplinary proceedings to start against a Sports Club.
- 13.34. 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.

#### **48.0. HEALTH AND SAFETY**

- 48.1. All Sports Clubs shall abide by the guidelines set out in the Union Constitution.
- 48.2. The Vice-President (Activities) shall ensure all Sports Clubs' Presidents are made aware of the Health and Safety Guidelines relevant to their sport.
- 48.3. A member of Union Staff shall assist the Vice-President (Activities).
- 48.4. Sports Clubs must ensure they abide by any guidelines for Health and Safety set out by the Union Sports.
- 48.5. All Sports Clubs' Presidents are responsible for ensuring that their Sports Club members adhere to the Union Sports Code of Conduct.

- 48.6. 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.

## **Standing Order 10 – Student-Led Services Constitution**

### **1. GENERAL**

- 1.1. These regulations outline how the University of Derby Students' Union (Union of Students) governs student-led services through the Union structure.
- 1.2. Union Student Led Services is the department, within the University of Derby Students' Union (Union of Students) that represents the Union's affiliated Student Led Services.

### **2. OBJECTIVES, POWERS AND ROLE OF UNION STUDENT LED SERVICES**

- 2.1. Aims to enhance the student experience at the University of Derby through supporting the development of strong and active Student Led Services and through the development of those Student Led Services' committee members.
- 2.2. Develops and approves policy that affects Union Student Led Services.
- 2.3. Represents the interests of student –led services to the membership of the Union.1`
- 2.4. Annually interview in committee members in accordance with the student led services' constitutional rules.
- 2.5. The Union shall manage and administer student-led services finances concerning budgets and have the ability to draw up financial rules concerning administration following the financial regulations of the Union.

### **3. AIMS OF THE UNION FOR STUDENT LED SERVICES**

- 3.1. To advance, promote and protect the interests of Student-Led Services.
- 3.2. To work in conjunction with the University of Derby to develop the experience for students at the University of Derby
- 3.3. To encourage and promote the healthy and active lifestyles of students at the University of Derby.

### **4. CODE OF CONDUCT AND PRACTICE OF THE UNION**

- 4.1. Student-Led Services are part of the University of Derby Students' Union (Union of Students).
- 4.2. Student-Led Services must adhere to the principles of the Union Constitution, Standing Orders and Policies.
- 4.3. If the Constitution, Standing Orders or Policies of the Union are broken by Student-Led Services or its members, the Union reserves the right to follow the disciplinary procedure set out in the Union Standing Orders.
- 4.4. Student-Led Services shall all abide by the Union Student Code of Conduct.
- 4.5. All members shall accept the Union Student Code of Conduct contract as part of their registration as a Student Led Services member.
- 4.6. The Code of Conduct sets out expectations for all Student-Led Services members in terms of the following:
  - Behaviour
  - Abiding by the Union Rules and Regulations.
  - The Union Code of Conduct is available to any member on the Union website.

## **5. GOVERNANCE OF STUDENT-LED SERVICES**

5.1. Student-Led Services are an integral part of the Union of Students and is governed in accordance with this constitution, the Union's Constitution and Standing Orders.

5.2. The creation of Student-Led Services will be proposed by the Vice-President (Activities) and ratified by the Heads of the current Student-Led Services. The proposal of the Vice-President (Activities) will be based on the wishes of the proposal brought forward by students.

## **6. OFFICERS OF UNION STUDENT LED SERVICES**

6.1. The Vice-President (Activities) will have overall responsibility for Union Student Led Services.

6.2. The Vice-President (Activities) will be supported by the Student Led Services Executive committee.

6.3. All Student-Led Service committee member shall hold office from the 1st August to the 31st July

6.4. Role descriptions for all committee positions in relation to Union Student Led Services can be found in the Appendices of the service's individual constitution.

## **7. MEMBERSHIP OF UNION STUDENT LED SERVICES**

7.1. There will be two classes of Union Student Led Services Membership:

7.2. All registered students at the University of Derby are able to join Union Student Led Services as full members by purchasing a membership.

7.3. Associate members of the Union, as outlined in Standing Order 2, may join Union Student Led Services by paying to join an affiliated Student-Led Service.

7.4. There will be an annual membership fee to be part of Union Student Led Services. This fee will be set annually by the Committee of the Services.

## **8. AFFILIATION OF STUDENT LED SERVICES TO THE UNION**

8.1. To become a Student Led Service, students must submit a form to the Vice-President (Activities).

8.2. Student Led Services are able to set up at any time of the academic year.

8.3. All Student Led Services must submit a Student-Led Service Constitution to the Vice – President (Activities) any activity takes place.

## **9. DEFINATION OF STUDENT LED SERVICES**

9.1. Student-Led Services is defined as:

- A service for students that is not already offered by the Union, which shall enhance the student experience and directly benefit students at the University.

9.2. The Union will inform any student group which is eligible to become a Student-Led Service upon submission of their new student led service application form.

9.3. Student-Led Services shall be approved at a Union AGM

## **10. STUDENT LED SERVICES ' COMMITTEES**

10.1. All Student Led Services affiliated to the Union shall have a committee which shall be made up of a minimum of a:

- Student-Led Service Head
- Student-Led Service Deputy-Head/Assistant Head
- Student-Led Service Finance Rep



- 10.2. If a student wishes to be on more than one committee, this shall be reviewed on a case-by-case basis by the Vice President (Activities).
- 10.3. Student-Led Service committees are responsible for:
- The running of the Student-Led Service
  - Ensuring the Student-Led Service remains financially solvent.
  - Promoting the Student-Led Service during the Fresher's/refresher Period to attract new membership.
  - The smooth running of any social events and activities.
  - The convening of the Student-Led Service's committee meetings.
  - Writing and circulating the minutes of these meetings.
  - Providing a report of the Student Led Services' activities to the Union.
- 10.4. Student-Led Service committees shall be interviewed in to position to represent their Student Led Services' members.
- 10.5. Student-Led Service committees are responsible for:
- The running of the Student-Led Service
  - Ensuring the Student-Led Service remains financially solvent.
  - Promoting the Student-Led Service during the Fresher's/refresher Period to attract new membership.
  - The smooth running of any social events and activities.
  - The convening of the Student-Led Service's general meetings and committee meetings.
  - Writing and circulating the minutes of these meetings.
  - Providing a report of the Student Led Services' activities to the Union.
- 10.6. Student-Led Service committees shall be interviewed in to position to represent their Student Led Services' members.
- 10.7. Each Student Led Service will have a committee that is appointed through interview by a panel that should include a minimum of three interviewers, one from each category which shall include:
- Union Officers
  - Union Staff
  - Current members of the services' committee.
- 10.8. The Union will work with the committee to recruit members for the next academic year.
- 10.9. In the event of an unsuccessful recruitment process resulting in unfilled positions the Union shall be responsible for:
- 10.10. Re-advertising the unfilled positions at the earliest appropriate date and follow the procedure outlined above.
- 10.11. Following any resignations, the Union shall be responsible for re-advertising the role.
- 10.12. Committee members will start of 1<sup>st</sup> June and finish on 31<sup>st</sup> May in the following year.
- 10.13. Those interviewed shall be informed of the decision within 5 working days unless stated.
- 10.14. The Student-Led Service committee shall receive a handover from the outgoing committee
- 10.15. The Student-Led Service committee shall attend the mandatory committee training sessions provided by the Union.
- 10.16. If Student-Led Service committee members fail to complete the mandatory committee training prior to the end of the first term on the Committee, the committee members will have deemed to have resigned from their role.
- 10.17. The individual(s) who are deemed to have resigned from their positions through failure to attend training cannot re-apply in the next round of interviews.

- 10.18. The individual(s) may appeal this decision to the Union, subject to any extenuating circumstances which impacted upon their ability to attend training.
- 10.19. Student-Led Service members may remove any member of the Student-Led Service Committee by submitting a secure petition to the Vice-President (Activities) signed by at least 50% +1 of the Student-Led Service 's total membership. This would take immediate effect and a co-option to the vacant position would be carried out.

## **11. RECRUITMENT OF STUDENT LED SERVICE EXECUTIVE COMMITTEE ROLES**

- 11.1. The Union shall commence recruitment for the Student Led Service Committees no later than the penultimate week of the 2nd Academic Term.
- 11.2. The interviews will be agreed on an annual basis between the Vice President (Activities), the Activities Co-Ordinator (Student-Led Services) and the outgoing Executive Committee.
- 11.3. An Interview Panel shall review all applications. The Interview Panel shall include a minimum of two different from the following:
- The Vice President (Activities)
  - An additional Officer Trustee
  - A member of Union of Students Staff
  - If possible, a member of the outgoing Phantom Media or RAG Committee in the most senior position. If this is not possible the new appointed Head would be on the panel.
- 11.4. Interviews should consist of 3 people.
- 11.5. All applicants shall be notified of the outcomes of the interviews within 10 working days, unless stated otherwise.
- 11.6. Any resignations require a 2 week notice period and must be submitted in writing to the Vice President (Activities).
- 11.7. The Union shall be responsible for:
- Re-advertising any unfilled positions at the earliest appropriate date after the recruitment process.
  - Re-advertising any resigned positions at the earliest opportunity
- 11.8. The Student-Led Service committee shall receive a handover from the outgoing committee.
- 11.9. The Student-Led Service committee shall complete the mandatory committee training provided by the Union.
- 11.10. If Student-Led Service committee members fail to complete the mandatory committee training prior to the end of the first term on the Committee, the committee members will have deemed to have resigned from their role.
- 11.11. The individual(s) who are deemed to have resigned from their positions through failure to attend training cannot re-apply in the next round of interviews.
- 11.12. The individual(s) may appeal this decision to the Union, subject to any extenuating circumstances which impacted upon their ability to attend training.
- 11.13. Student-Led Service members may remove any member of the Student-Led Service Committee by submitting a secure petition to the Vice-President (Activities) signed by at least 50% +1 of the Student-Led Service 's total membership. This would take immediate effect and a co-option to the vacant position would be carried out.

## **12. UNION STUDENT LED SERVICES FINANCES**

- 12.1. All affiliated Student Led Services will be responsible for their own finances and shall not receive support from the Union.
- 12.2. All Student-Led Service activity must remain in line with charity legislation relating to educational charities.

12.3. All Student Led Services must adhere to their respective affiliation and finance sections of their constitutions.

12.4. All expenditure must be counter authorised by the Union's budget holder for the Union Student Led Services.

12.5. The University of Derby Students' Union (Union of Students) has the ability to freeze any Student-Led Service account if its committee members have not adhered to the Union Student Led Services' procedures or whilst an investigation is undertaken.

12.6. All funding remaining in Student-Led Service accounts at the end of the academic year shall be carried forward to the following year. Should a Student-Led Service close in the following year, the money shall be reallocated to Student Led Services.

### **13. PROPERTY REGULATIONS**

13.1. Student-Led Services assets and funds are the property of the University of Derby Students' Union (Union of Students) and should be treated appropriately.

13.2. The property of the Union should only be used to further the aims and objectives of Student-Led Services

13.3. Individual Student-Led Services are responsible for maintaining an up to date inventory of all equipment and kit which should be submitted to the Union upon request.

13.4. Failure to submit an up to date inventory shall result in disciplinary action being taken against the Student-Led Services.

13.5. Student-Led Services are responsible for ensuring the safety of equipment during use and storage.

13.6. Union may require Student-Led Services committees to account for any conduct concerning equipment

13.7. Any loss or damage to equipment should be reported to the Union as a matter of urgency.

13.8. 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 Student-Led Services. If the damage or loss was due to negligence the case shall be referred to a disciplinary as outlined in Standing Order 6.

13.9. Student-Led Services Committees are responsible for ensuring the safety of the Union equipment whilst in use or in storage.

13.10. All Student-Led Services Committees shall ensure they complete an inventory of their equipment with its value and life span.

13.11. All inventories shall be checked against past inventories and any purchases made. Any discrepancies shall be investigated by the Vice-President (Activities).

13.12. The Union may require a Student-Led Services Head or Committee to explain any conduct concerning Student-Led Services equipment.

### **14. HEALTH AND SAFETY**

14.1. All Student-Led Services shall abide by the guidelines set out in the Union Constitution.

14.2. All Student-Led Services must adhere to the Union's health and safety regulations.

14.3. All Student-Led Services Heads are responsible for ensuring that the Service members adhere to the Union Student Code of Conduct.

14.4. All Student-Led Services Heads are responsible for ensuring that their service and its members adhere to the Union's rules and regulations.

14.5. All Student-Led Services 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.

### **15. COMPLAINTS, DISCIPLINARY AND APPEALS**

15.1. When handling complaints, disciplinary actions and appeals, the Union shall follow the Union's Complaints and Appeals Procedure, which can be found at

[www.derbyunion.co.uk/complaints](http://www.derbyunion.co.uk/complaints). The Disciplinary and Appeals procedure can be found in Standing Orders 6 and 7

## **16. APPEALING A DECISION OF THE UNION**

16.1. Any Student-Led Service that wishes to appeal a decision of the Union can submit an appeal in writing to the Union President. The appeal must outline the grounds for appeal and be submitted no later than 7 working days after the decision of the Union.

16.2. Following an investigation by the President or their nominee the President will make a final and binding decision based on the evidence provided.

# 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
- Represent the Union and its members at University & College meetings.
- Provide monthly Executive reports highlighting the work and representation within the University that you have been carrying out.
- Act in the capacity of Chair of HR and Finance Sub-Committee, Chair of Executive Committee and Vice-Chair of Trustee Board.
- Lead and coordinate the Vice-Presidents of the Union to ensure that the team work together to fulfil the organisation's Vision and Values; including them in all that they do.
- Act as the main contact for any queries regarding the Unions Governance.
- To have delegated responsibility from the Board of Trustees for the line management of the Chief Executive.
- Act as the primary representative for the Union on all appropriate official occasions and when dealing with any press enquiries.
- Act as the primary representative between the Union and the local and wider community
- Act as delegate leader for NUS National Conference and providing ongoing support for elected National Student Right Campaigners (NUS Delegates).
- Oversee the working groups (Mental Health, EDI and Sustainability) and ensuring the work is embedded throughout all Union actuality.
- 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.
- Mentor relevant Student Officers' to ensure we have effective representation within the Union
- Contribute to campaigns and focus days happening with a focus on Liberation groups and protected characteristics.

## **B: University Governor**

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

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

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

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

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

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

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

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

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

## **E: Academic Board**

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

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

## **F: Responsibilities**

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

## **G: General**

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

- To work at all times within relevant legislation as well as structures, policies and procedures.

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

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

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

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

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

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

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

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

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

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

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

**A: Duties**

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



## **B: University Governor**

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

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

## **C Academic Board**

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

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

## **D: Responsibilities**

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

## **E: General**

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

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

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

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

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

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

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

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

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

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

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

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

**A: Duties**

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

## **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.

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

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

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

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

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

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

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

**A: Duties**

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

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

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

- To accurately and assuredly chair the committee in partnership with the University's nominated chairperson where the Union co-chair is unavailable to fulfil the duty.
- To ensure proper representation of the business of the Union in relation to the pastoral service practises at the University of Derby.

- To attend agenda setting meetings alongside the University's nominated chairperson and committee secretary
- To adhere to all relevant regulations in relation to University committee's and the role of meeting chair.

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

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

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

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

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

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

### **E: Responsibilities**

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

### **F: General**

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

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

- To perform any other additional reasonable duties as deemed appropriate.

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

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

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

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

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