STANDING ORDERS

Approved by the All Student Meeting 05/10/2026

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STANDING ORDER 1 – THE UNION'S CODE OF PRACTICE

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

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

1.2. The Union Articles of Association

1.2.1. There shall be a written governing document, known as the Articles of Association or Articles, for the Union of Students, approved by the Governing Council and reviewed at intervals of not more than five years.

1.2.2. Any amendments to the Articles shall be approved by the Governing Council on the recommendation of the Union's Board of Trustees. The Charity Commission shall be notified of such changes and once confirmed, these shall be effective from this date.

1.3. Membership

1.3.1. All registered students of the University shall be members of the Union unless they choose not to be so.

1.3.2. This right to opt-out shall be permitted once only during an academic year and will be made available at the enrolment.

1.3.3. Students shall be informed annually by the University of the opting-out procedure; **the consequences of opting-out of membership shall be outlined in Standing Order 2.**

1.3.4. A student opting out of the Union shall not be unfairly disadvantaged with regard to the provision of services or otherwise.

1.4. The Union Elections

1.4.1. Appointment to major Union offices shall be by election in a cross campus, secret ballot in which all members of the Union are entitled to vote.

1.4.2. The University's Governing Council shall satisfy itself that the elections to major Union offices are fairly and properly conducted by receiving an account from the Returning Officer or nominated deputy submitted to the Secretary to the Council annually.

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

1.5. Requirements of Charity Law

1.5.1. The Union is governed by the law relating to Educational Charities and the Union shall incur no expenditure, and take no other action, which is inconsistent with existing legislation.

1.5.2. The Union may spend money on political debate, but it may not support political or other causes which do not directly impact upon its members' education or welfare. However, this does not prevent students from raising funds for the support of any lawful cause which does not conflict with the Unions' Standing Orders, Articles or policies.

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1.6. Union Finances

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

1.7. Affiliation To External Organisations

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

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

1.8. Allocation of Resources to Communities

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

1.9. Complaints

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

1.10. Freedom of Speech

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

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STANDING ORDER 2 – MEMBERSHIPS

2.1 Full Membership

2.1.1. All enrolled students registered at the University of Derby shall be full members of the Union unless they choose to opt out of their membership, under the provision of the Education Act 1994.

2.1.2. Full Members are entitled to:

2.1.2.1. Participate in the governance of the Union.

2.1.2.2. Access all activities run by the Union.

2.1.2.3. Use all services and/or facilities available through the Union.

2.1.2.4. Stand as candidates and vote in elections as defined by the schedules.

2.1.2.5. Call for a referendum on policy, schedules or Executive Officer conduct, in accordance with the schedules governing referenda and Officer discipline.

2.1.3. Full Membership shall be valid for the period of time a student is enrolled at the University.

2.1.4. The consequences for a registered student at the University of Derby opting out of their membership to the Union are as follows:

2.1.4.1. Non-members are not permitted to vote in the Union elections or Referenda;

2.1.4.2. Non-members are not allowed to stand as a candidate in any elections in the Union;

2.1.4.3. Non-members may join any Community and will be covered by the Union insurance, but are not entitled to hold a committee position on any Community;

2.1.4.4. Non-members will not generally be eligible for appointment to University Committees where student representation is provided via the Union.

2.1.5. If a student chooses not to be a member they must notify the President in writing, within ten working days of the date their course commencing. The President will inform the Clerk to the University Governors.

2.2 Associate Membership

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

2.2.1. Associate membership may be granted to all Union staff, members of University staff, or Alumni members of the University at the discretion of the Trustees;

2.2.2. Associate members may become a member of any Community, and participate in the Union's organised events,

2.2.3. Associate members may not:

2.2.3.1. Participate in the governance of the Union and do not hold an eligible vote in any election process; or

2.2.3.2. Hold a committee position on any Community.

2.2.4. On an annual basis the Trustees shall set the fee for associate membership.

2.3. Honorary Life Membership

2.3.1. Honorary Life Membership may only be conferred at the Union Meeting.

2.3.2. Honorary Life Members are given Associate Membership each year without paying the associate membership fee.

2.3.3. Any Full member may nominate someone for Honorary Life Membership.

2.3.4. Executive Officer and Student Trustees reaching the end of term of office shall be automatically nominated.

2.3.5. The maximum number of Honorary Life Memberships available each year shall be limited to four plus the number of Executive Officer and Student Trustees at the end of term of office. This means that the Union Meeting must consider the merits of each application based on the nominees' contribution to the Union.

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STANDING ORDER 3 - ELECTIONS

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

3.1. Elections

3.1.1. Elections shall take place each academic year by cross campus secret ballot.

3.1.2. All elected positions shall hold office for one calendar year, commencing in the July following the election, with the exact date of handover to be noted within the Elections Candidate Guide produced each year. The last day in office for outgoing Officers will be no later than the second Friday in July on whichever date this falls.

3.1.3. The level of remuneration for the Executive Officers shall be agreed by the Board of Trustees but shall only be effective if the Board of Trustees follow the procedure and observe the conditions set out in clauses 30.5 of the Articles of Association.

3.1.4. Once elected all Executive Officers may attend meetings of the Executive Committee as an observer and any relevant meetings to which their future post entitles them, taking place immediately prior to taking up office on the second Friday in July.

3.2. By-Elections

3.2.1. If an Executive Officer position falls vacant or an Executive Officer is removed after the start of the academic year, Election Officials will determine the most suitable time and mode for re-election for vacant roles.

3.2.2. If a Student Leader position falls vacant or remains unfilled after the initial election, a by-election may be held. Should the position remain unfilled, and a student expresses an interest, then a Union Meeting can co-opt students into remaining roles.

3.3. Eligibility

3.3.1. All candidates standing for election must be full members of the Union, until voting has ceased.

3.3.2. No student shall be eligible to serve more than two terms of offices as an Executive Officer.

3.3.3. All Executive Officer candidates will be asked to confirm they are eligible to become a Trustee based on the criteria outlined within the Charity Commission.

3.3.4. Candidates may only stand for election to one vacant Student Leader position at any given time.

3.3.5. If elected all candidates must be able to able to start full time by 1 July.

3.3.6. Any student whose module would finish after the 1 July, or who will be continuing their studies after completion of their time in role, would be expected to take a break from study if elected.

3.4. Returning Officer

3.4.1. A Returning Officer and a Deputy Returning Officer shall be appointed annually by the Union Trustee Board.

3.4.2. The Returning Officer shall be responsible for the good conduct and administration of all Union elections and shall have the sole interpretation of the election regulations and this Standing Order; such interpretations shall not be subject to challenge in any meetings of the Union.

3.4.3. A Deputy Returning Officer shall assist the Returning Officer and act on behalf and carry out duties as instructed by the Returning Officer.

3.4.4. The Union shall provide a Candidates' Guide which will include details for the relevant elections and outline election regulations and procedures which must be followed by all candidates.

3.4.5. 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.

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3.4.6. Following each election, the Returning Officer, or Deputy Returning Officer, shall submit a report outlining on the number of complaints received and acted upon and any other information as deemed appropriate in the running of a free and fair election. This will be circulated to the Student Voice Committee to provide reassurance to the University of their duties under the 1994 Education Act.

3.5. Notice of Elections

3.5.1. Elections shall take place during the University term. Notice of elections shall be published not less than five (5) working days prior to the opening of nominations.

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

3.6. Nominations

3.6.1. Any Full Member of the student body, as defined in the Articles, is eligible to stand for any of the available Union positions.

3.6.2. At the close of nominations eligibility will be confirmed with the University prior to the commencement of voting. Candidates deemed ineligible will be informed and withdrawn from the elections.

3.6.3. Any elected Executive Officer who wishes to re-run as a Candidate should declare this prior to the opening of nominations and then:

3.6.3.1. Will be able to promote the elections and their specific role but must not mention that they are re-running, or their specific achievements; and

3.6.3.2. Declare their conflict of interest in meetings where the election process they wish to participate in is being discussed.

3.6.3.3. The Union will not promote any work that Executive Officers who are re-running for a position are working on throughout the voting period.

3.6.4. By taking part in the elections, all candidates agree to accept the election rules and abide by these Standing Orders, the Union's Articles and Candidates' Guide.

3.7. Ratification

3.7.1. The Returning Officer or nominated person(s) shall organise a meeting for all candidates to be held as soon as reasonably possible after the close of nominations.

3.7.2. Candidates must attend the ratification meeting; those unable to do so must provide, in writing to the Deputy Returning Officer, a legitimate reason for absence. Further provision shall be made available to candidates unable to attend. Failure to attend or engage with ratification may result in disqualification.

3.8. Campaigning

3.8.1. The start date for campaigning shall be communicated in the Candidates' Guide and shall continue until the close of the ballot.

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

3.8.3. Current Executive Officers seeking re-election must take pre-agreed leave during the period of campaigning. In the event of insufficient annual leave remaining, unpaid leave will be granted.

3.8.4. Candidates must not use their working resources to campaign.

3.9. The Ballot

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

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

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3.9.3. Voting for all positions shall be by secret ballot and shall be conducted in accordance with the Single (or Alternative) Transferable Vote system in accordance with the procedures of the Electoral Reform Society of Great Britain and Ireland.

3.10. The Count and Declaration of the Results

3.10.1. The Returning Officer shall arrange for the count to take place and for it to be held in accordance with rules and procedures as they may determine.

3.10.2. The count will commence only when the Returning Officer is satisfied that any complaints received in compliance with this By-Law relating to the conduct of the election have been considered.

3.10.3. The Returning Officer shall satisfy themselves that all the votes are valid.

3.10.4. Candidates shall be informed of the time and date when the count will take place and the time and venue where the results will be released as part of the Candidates' briefing.

3.10.5. The Returning Officer or their nominee will declare and publish the results of the election.

3.10.6. All candidate expense forms must be received at the close of voting. Where any expense forms have not been received the Deputy Returning Officer, in consultation with the Returning Officer, reserves the right to delay the announcement of results for those roles.

3.10.7. The ballot papers or relevant database will be kept for a period of six (6) months after the completion of the election.

3.10.8. In the event of a tie a coin toss would be used to determine the result, in line with best practice. Each candidate involved may request up to one (1) recount each.

3.11. Complaints and Appeals

3.11.1. Any challenge or complaint concerning the administration or good conduct of the election should be submitted in writing to the Deputy Returning Officer. Complaints about candidates can be received throughout the election period up until 1 hour after the close of voting. Complaints received after this time may be about the count only.

3.11.2. All complaints must be made in writing, using the complaints form, with the complainant stating their full name and student number.

3.11.3. Any challenge or complaint regarding the conduct of the count must be submitted to the Deputy Returning Officer within one (1) clear day of the end of the count.

3.11.4. In determining a resolution to a complaint, the Deputy Returning Officer - after a full investigation - may not uphold the complaint; or may halt elections for specific post(s) or disqualify individual candidate(s) if, in their view, a candidate(s) has breached election regulations.

3.11.5. Any appeal against the decision of the Deputy Returning Officer shall be made to the Returning Officer, via a form submitted to the Deputy Returning Officer, within two clear days of that decision being communicated to the complainant. The decision of the Returning Officer shall be final with no further right of appeal.

3.11.6. Complaints and appeal forms shall be shared with candidates and made available to all students via the Union website.

3.12. Disqualification of candidates

3.12.1. Candidates can be disqualified for reasons including but not limited to:

3.12.1.1. Failing to complete the Ratification process, either by attending the meeting or by completing the quiz by the deadline set by the Elections Officials.

3.12.1.2. Failing to provide a completed candidate expense form at the close of voting or spending above the maximum specified amount.

3.12.1.3. Failing to comply with the rules provided.

3.12.1.4. Voter fraud, including coercion and intimidation.

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STANDING ORDER 4 – UNION DEMOCRACY

4.1. Executive Committee

4.1.1. The Executive Committee shall be made up of the Executive Officers.
4.2.2. The Senior Leadership Team of the Union shall be in attendance in an advisory capacity.
4.1.3. The Executive Committee oversees the day-to-day operation of the Union.
4.1.4. 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.
4.1.5. There must be a minimum of two (2) Executive Officers in attendance for a decision to be made.

4.2. Sports Communities Council

4.2.1. There shall be a Sports Communities Council chaired by the Sports Communities Chair.
4.2.2. The Sports Communities Council shall meet at least once per month.
4.2.3. The membership and regulations of this Council are listed within the Communities Representation Policy.

4.3. Union Meetings

4.3.1. Union Meetings will be held every two (2) months throughout the academic year. There will be a minimum of four (4) meetings held per academic year.
4.3.2. Union Meetings will be open to all students, Executive Officers, Student Organisers, and Student Leaders.
4.3.3. Union Meetings will discuss key student priorities that have been gathered by via feedback mechanisms and identify actions.
4.3.4. Policies or motions affecting these Standing Orders, or the Articles of Association, can only be brought to the Union Meeting acting as an All Student Meeting.
4.3.5. Any policy or motion brought to a Union Meeting shall be decided by simple majority of votes.
4.3.6. Each Community group will have one (1) vote at each Union Meeting.
4.3.6.1. Student Leaders in the primary role, or their proxy, will be the one to cast the vote at Union Meetings.
4.3.7. Union Meetings will annually identify key student priorities which will be used to inform the aims for the incoming Executive Officers, who will write a manifesto based on these.
4.3.8. Union Meetings will be chaired by a Student Trustee, where no Trustee is available a member of Union staff may step in to chair in their place.

4.4. All Student Meetings

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

4.4.1. One of the Union Meetings per academic year, as a minimum, will act as the All Student Meeting.
4.4.2. An All Student Meeting can be called at any time.
4.4.3. A meeting shall be called by at least 14 clear days' written notice, this will specify the place, day and time of the meeting and the general nature of the meeting.
4.4.4. An All Student Meeting is open to all members to attend and vote. Members may appoint proxies, the rights and responsibilities of the proxy shall be outlined in documentation provided at the point of notification. This shall be agreed annually by the Trustees.
4.4.5. An All Student Meeting shall be chaired by one of the Trustees**.**
4.4.6. Quorum of an All Student Meeting shall be 50 members.

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4.4.7. Minutes of an All Student Meeting shall be published on the Union's website.
4.4.8. Any policy or motion brought to an All Student Meeting shall be decided by simple majority of votes.
4.4.9. Policies or motions brought to an All Student Meeting that relate to responsibilities of the Trustee Board cannot be implemented without being discussed by the Trustees.
4.4.10. The Union of Students reserves the right to amend or update any out of date terminology within these Standing Orders without formally proposing these changes at an All Student meeting. Any amendments or updates to terminology made in this way will be collated and ratified at the next available All Student meeting.

4.5. Scrutiny Sessions

4.5.1. Scrutiny Session procedures

4.5.1.1. Three (3) of the Union Meetings per academic year, as a minimum, will include a Scrutiny Session to hold the Executive Officers to account.
4.5.1.2. The Scrutiny Session also has the power to co-opt a Student Leader into post.
4.5.1.3. The Scrutiny Session shall be chaired by one of the Student Trustees. In the event that a Student Trustee is unavailable, another chair may be appointed at the Union Meeting, this would be supported by Union staff.
4.5.1.4. Executive Officers will give a statement or presentation on their progress towards achieving their manifesto aims.
4.5.1.5. If an Executive Officer fails to provide their statement or presentation, or attend a Scrutiny Session when requested without mitigating reason, a meeting with their Link Mentor will be called.
4.5.1.6. The end of the Scrutiny Session will form the closed session of the procedures, where members discuss the Executive Officers progress. Those under scrutiny will not be present during this part of the session.
4.5.1.7. All voting within the Scrutiny Session will be conducted using a simple majority vote.
4.5.1.8. Outcomes of the Scrutiny Session shall be published on the Union's website and the Executive Officers statements made available to the Trustee Board.

4.5.2. Executive Officer Outcomes and Procedures

4.5.2.1. Following the conclusion of an open Scrutiny Session, a closed Scrutiny Session will take one of the following actions in response to the Executive Officers' statements:
4.5.2.1.1. Approve the statement;
4.5.2.1.2. Reject the statement with a requirement for improvement by the following Scrutiny Session.
4.5.2.2. At the following Scrutiny Session any Executive Officer whose statement was approved at the previous session will present a new statement as usual.
4.5.2.3. At the following Scrutiny Session any Executive Officer whose statement was rejected must address this in their new statement and evidence any improvement that has been made.
4.5.2.3.1. If the Scrutiny Session is satisfied with the Executive Officer's evidence, they will continue with no further action;
4.5.2.3.2. If the Scrutiny Session is not satisfied with the Executive Officer's evidence the matter will:
4.5.2.3.2.1. Be sent to the Trustee Board; and/or
4.5.2.3.2.2. Trigger a vote of no confidence in the Executive Officer.

4.6. Company Law Meetings

As per Article 19, the Trustees may call a Company Law Meeting at any time. Such meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts. A Company Law Meeting

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is likely to only be required where the Union wishes to pass a company law resolution (other than by way of written resolution) in accordance with the Articles and/or the Companies Act, for example a resolution to amend the Union's Articles of Association.

4.6.1. A meeting shall be called by at least 14 clear days' written notice, this will specify the place, day and time of the meeting and the general nature of the meeting.

4.6.2. All Company Law members will be invited to attend a Company Law meeting. Members may appoint proxies.

4.6.3. The Company Law meeting will be chaired by the Chair of the Board or the deputy Chair, the President, in their absence.

4.6.4. Quorum of the Company Law meeting will be 50% of the membership.

4.6.5. Non confidential minutes of a Company Law meeting shall be published on the Union's website.

4.7. Trustee Recruitment

4.7.1. The Union shall have both External and Student Trustees to sit on the Trustee Board and have oversight on how the Union operates.

4.7.2. External Trustees are recruited through the Finance and HR Committee which shall consist of at least 3 Trustees appointed by the Trustee Board, one of whom will be an Executive Officer and one of whom will be an External Trustee.

4.7.2.1. Trustee members may be members of the Committee as long as they are members of the Board of Trustees and not members of the Audit and Risk Sub-Committee.

4.7.2.2. The Chief Executive will be in attendance and other staff as required.

4.7.3. Student Trustees are recruited and ratified at a Scrutiny Session.

4.7.4. 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.

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STANDING ORDER 5 –UNION REPRESENTATIVES

5.1. Executive Officers of the Union

5.1.1. Any member may hold office as an Executive Officer for a maximum of two years as outlined in the Education Act 1994.

5.1.2. The Executive Officer positions, which shall not exceed 3, shall be determined by the Trustee Board; student feedback will always be sought when amending roles / duties. Their Executive Officer duties are outlined in their role descriptions (Appendix i).

5.1.3. Candidates wishing to be a Trustee of the organisation must satisfy the criteria as outlined by the Charity Commission: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/960027/Trustee_Declaration_Form_Fields_December_2020.pdf

5.1.4. If an Executive Officer is elected who is under 18 years of age they shall be considered an Officer but shall not be a Trustee. They will be eligible to attend Trustee meetings as an observer.

5.2. Student Organisers

5.2.1. There will be paid part-time Student Organisers who will work alongside the Executive Officers to represent students the Community groups.

5.2.2. Student Organisers will be managed by a member of Union Staff.

5.2.3. The level of remuneration for the Student Organisers shall be agreed by the Union of Students annually.

5.2.4. There is no time limit for students undertaking the role of a Student Organiser, providing they are recruited on an annual basis and remain an enrolled student at the University of Derby.

5.2.5. Student Organisers duties are outlined in their role descriptions.

5.2.6. Student Organisers shall be recruited by the Union of Students.

5.3. Student Leaders

5.3.1. Each Community group will have a minimum of one (1) Student Leader who will act as the primary Community leader and representative of their group. These are part-time voluntary roles and the student can choose, within reason, their own title for this role but for the purposes of these Standing Orders will be called Student Leaders.

5.3.2. In order to counter-sign financial documents a second Student Leader needs to be in position in a role as Treasurer (or other such name). The student can choose, within reason, their own title for this role but for the purposes of these Standing Orders will be called Treasurer.

5.3.3. Communities may have more Student Leaders than outlined in 5.3.1 and 5.3.2 if they wish.

5.3.4. There will be Student Leaders for all disciplines and study modes.

5.3.4.1. Student Leaders in the 'Academic' category will support Student Reps from within their Academic Community.

5.3.4.2. Student Leaders from Communities other than the 'Academic' category will serve as leader and representative for these groups.

5.3.5. Student Leaders will be elected annually from within their community group.

5.3.5.1. In a Community groups' first year Student Leaders can be voluntary, with no need to be elected.

5.3.6. Elections for Student Leaders will take place each academic year in accordance with Standing Order 3.

5.3.6.1. Where a Community group is not yet established, or does not have a Student Leader, the relevant Student Organiser and/or Union Staff member will support the group to get set up and run.

5.3.7. Student Leaders shall hold post from 1 July to the 30 June the following year, or in accordance with their individual constitutions.

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5.3.8. There is no time limit for students undertaking the role of a Student Leader, providing they are elected on an annual basis and remain an enrolled student at the University of Derby.
5.3.9. The fundamental role of all Student Leaders is to represent our members.
5.3.10. Student Leaders may host their own Community meetings.
5.3.11. Any Student Leader who ceases to be a student at the University of Derby shall be deemed to have resigned from their position. The Union and the relevant Executive Officer will determine the most suitable time and mode for re-appointment of vacant roles.
5.3.12. If it is felt that a Student Leader is not fulfilling their duties, they can be requested to provide a report about their progress.
5.3.12.1. Requests can be made by:
5.3.12.1.1. Any member via the Democracy and Governance Coordinator,
5.3.12.1.2. Any Union staff member via the Democracy and Governance Coordinator, or
5.3.12.1.3. Any University of Derby staff member via the Democracy and Governance Coordinator.
5.3.12.2. Once a request has been received the Union will pass the request and the report to the Executive Committee for discussion. The Executive Committee can action one of the following outcomes:
5.3.12.2.1. Put the Student Leader into a development period where they would have to evidence improvement within a time frame set by the Executive Committee,
5.3.12.2.2. Remove the Student Leader from post, or
5.3.12.2.3. Refer the matter to the complaint's procedure if appropriate.

5.4. Student Representatives

5.4.1. The Role of the Student Representative

5.4.1.1. The role of a Student Representative shall be:
5.4.1.1.1. Responsible for representing students from their programme stage at all relevant meetings (refer to Academic Representation Policy for details of these);
5.4.1.1.2. Responsible for regularly meeting with students to consult on their views and opinions on academic matters and to feedback this information to the Union and/or University; and
5.4.1.1.3. Responsible for campaigning on issues which affect students on their academic programme.
5.4.1.2. The role of a Student Representative shall last one academic year, and the student can volunteer for following years should they wish.

5.4.2. A Student Representative Shall:

5.4.2.1. Be a volunteer;
5.4.2.2. Attend training, provided by the Union;
5.4.2.3. Actively seek feedback and the views of students;
5.4.2.4. Attend relevant meetings (refer to Academic Representation Policy for details of these) and present student views in a professional and appropriate manner;
5.4.2.5. Contribute to staff discussions regarding developments or changes to their programme;
5.4.2.6. Be invited to attend the Student Rep Conference;
5.4.2.7. Support the Student Leaders by attending Union Meetings, providing information, and supporting campaigns within their College;
5.4.2.8. The role of a Student Representative shall be concluded at the end of the academic year; there are no restrictions for students wishing to volunteer for the role in successive years, as long as they remain students throughout the duration of the role.

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5.4.3. Resignation or Removal of a Student Representative

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

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

5.5. Student Leader Funding

5.5.1. All Student Leaders, including Student Representatives, can apply for financial support from the Union through the Student Leader Fund.

5.5.1.1. Applications will be reviewed by Union staff to ensure they meet funding requirements.

5.5.1.2. Information on any restrictions to Student Leader funding will be made available by the Union during the application process.

5.5.2. Applications will be voted on at Union Meetings.

5.5.2.1. Funding applications will be decided by a simple majority of votes.

5.5.2.2. Applications will be shared prior to the Union Meeting.

5.5.2.3. Application outcomes will be shared and published on the Union website following verification.

5.6. NUS Reps

5.6.1. NUS Reps will represent the Union of Students at NUS events throughout the academic year; they will provide a link between students and the NUS and represent the voice of students at the University of Derby.

5.6.2. NUS Reps shall be recruited from the positions of:

5.6.2.1. Executive Officers;

5.6.2.2. Student Organisers;

5.6.2.3. Student Leaders;

5.6.2.4. Members of the Sports Communities Council;

5.6.2.5. Committee members of Communities;

5.6.2.6. Student Representatives; and

5.6.3. The total number of positions of NUS Rep available each academic year shall be determined by NUS

5.6.4. One space is to be reserved for the President (or nominee) in their role as rep leader.

5.6.5. NUS Reps shall be recruited as recommended by NUS: Implementation_plan_for_NUS_UK_reform.pdf (nationbuilder.com)

5.6.6. One space is to be reserved for a rep studying a Further Education qualification. In the case where there is no Further Education student who puts themselves forward then this reserved space can be filled by another rep who does not study a Further Education qualification.

5.6.7. Any NUS Rep who ceases to be a student at the University of Derby shall be deemed to have resigned from their position. Election Officials will determine the most suitable time and mode for re-appointment of vacant roles.

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STANDING ORDER 6 – SPECIAL VOTES

6.1. General

6.1.1. Any special vote under this standing order shall be supervised by the Returning Officer or the nominated person(s) in accordance with accepted practices and the Constitution of the Union

6.1.2. The timetable and voting times shall be agreed by the Executive and then published to the members of the Union.

6.1.2.1. Where a conflict of interest exists between the special vote and the Executive, then the Returning Officer or the nominated person(s) shall be required to agree to the timetable and voting times.

6.1.3. Special Votes must be held within 3 months of initiation unless:

6.1.3.1. Where a Special Vote is initiated 3 months before the end of term, then the Special Vote will be required to be held within a quick and reasonable time.

6.1.3.2. Where the Returning Officer agrees that the subject of the Special Vote is of an urgent or extraordinary significant matter, then the Special Vote must be held within a quick and reasonable time to address the matter.

6.1.4. When a Special Vote is initiated, then the Union must publicise a notice to inform members of the special vote within 14 days and must include the purpose and reasoning of the special vote, how it was initiated and advice to members of how they will be able to vote.

6.1.5. The Union will be required to allow members to vote by electronic means.

6.2. Referendums

6.2.1. Referendums may be called in any of the following procedures:

6.2.1.1. A Referendum may be initiated by unanimous agreement of the Executive Officers.

6.2.1.2. A Referendum may be initiated by a vote at an All Student Meeting; or

6.2.1.3. A Secure Petition signed by at least 200 members and submitted to the Deputy Returning Officer. The Union shall test the validity of signatures on the Petition on submission.

6.2.2. Referendums initiated under 6.2.1.1 must be agreed by all Executive Officers, regardless of illness or bereavement.

6.2.2.1. Referendums of this type may only be called where the Executive Officers believe that the subject in question would have a significant and major impact on student life or wellbeing and that other means of student voice is not sufficient in getting approval.

6.2.3. Referendums can be initiated under 6.2.1.2 by a single proposal submission to the Student Voice & Insight Manager or to the nominated supervisor of the All Student Meeting

6.2.3.1. Proposals for referendum must be approved by 66% of the members present at All Student Meeting (including votes by proxy).

6.2.4. Any referendum shall be supervised by the Returning Officer or nominated person(s) in accordance with accepted practices.

6.2.5. The voting times shall be agreed by the Scrutiny Session and publicised to the members of the Union.

6.2.6. The Scrutiny Session shall be responsible for deciding the wording of the question on the referendum ballot paper. The question shall require a decision either `FOR', `AGAINST' or `ABSTAIN'.

6.2.7. Referendums shall be conducted in accordance with Article 17 of the Articles.

6.2.8. Subject to Article 17 a resolution may only be passed by Referendum if at least 1000 members cast a vote in the Referendum with 66% of votes cast being in favour of the resolution.

6.3. Votes of No Confidence Against Executive Officers

6.3.1. A vote against the Executive Officer must be held in accordance with clause 34 of the Unions Articles of Association, with a Secure Petition of no confidence signed by at least 200 Members being obtained.

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6.3.2. If a petition is successfully obtained, the Union must call for a Union Meeting in which the arguments for each side may be presented.

6.3.2.1 This Union Meeting is to present arguments only and give chance for members to hear the different sides of the argument, and the special vote cannot be held in the meeting.

6.3.3. The Union must then hold a special vote within a reasonable time frame to allow members to vote whether they have confidence or not in the petitioned Officer.

6.3.3.1. The Vote of No Confidence will only be valid if at least 1000 members cast a vote, with 66% of votes cast being in favour of not having confidence in the Executive Officer.

6.3.4. If the Vote of No Confidence is successful the Union Trustee Board will be required to remove the Officer with immediate effect.

6.4. Special Provisions

6.4.1. The Union must ensure that any Executive Officer who is subject to significant and widespread criticism and examination has the availability of support to ensure that the process does not have an emotional or reputational impact on the student.

6.4.2. This support includes the right to allow the student to be represented by another member or for the student to access the Union Advice Team for support in writing up arguments against in the ASM.

6.4.3. The Union holds the right to block a VNC against an Executive Officer where it is believed that:

6.4.3.1. The process would cause such a significant impact and to lead to long sustaining emotional or physical harm.

6.4.3.2. The individual is unable to provide a significant rebuttal of arguments due to the reasons being of a confidential nature.

6.4.3.3. The individual has been unable to conduct their role due to incapacity, significant trauma (including the death of a close loved one) or by an act of God.

6.4.3.4. The Union is aware of significant reasons, which under the law, cannot be disclosed to the wider student population in order to either safeguard the student or to protect the rights of that student.

6.4.3.5. The Union has a legal obligation which would be contradicted should the VNC take place (including claims of infringements against an Officer's human rights)

6.4.4. Where the Union blocks a VNC, they must give notice to members on the reasons why and ensure an appropriate means to address the issue is provided.

6.4.4.1. When giving notice of the reasoning behind blocking a VNC, the Union is only required to list the number and wording of the defence listed in this section and does not need to detail the reasoning.

6.4.4.2. Where giving just the number and wording of the defence would still cause an infringement of the right to privacy or the Union's legal obligations, then the Union does not need to provide the number or wording.

Sensitivity: Internal

STANDING ORDER 7 – DISCIPLINARY AND APPEALS PROCEDURE

7.1. Statement

7.1.1. The Union will treat all disciplinary action with confidentiality and has an expectation that all parties involved in a complaint will ensure that confidentiality will be enacted throughout the process, including the content of meetings.

7.1.2. The Union's Student Code of Conduct details what is expected from students in terms of their behaviour and following the rules and regulations. This procedure applies to all students engaged in any Union activity whether on site or off site.

7.1.3. This procedure can apply to individuals or a group of students who hold a membership with the Union

7.1.4. All complaints should be dealt with via the Complaints Procedure: Complaints

7.1.5. Any behaviour which is suspected of being of a criminal nature shall be referred to the police. In this instance the Union may defer any action pending any police investigation or prosecution. Any timescales will be suspended until completion of the police investigation.

7.2. The Disciplinary Procedures Aims to:

7.2.1. Ensure that students accept responsibility for their actions using a fair and systematic approach;

7.2.2. Manage risk and support the welfare of our students; and

7.2.3. Ensure that any outcomes of a disciplinary are based on fair and unbiased decision making, following the relevant procedures.

7.3. Temporary Suspension

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

7.3.1.1. The individual or group poses a threat to themselves or others;

7.3.1.2. The behaviour seriously breeches Union regulations or infringes the Student Code of Conduct;

7.3.1.3. The behaviour compromises the reputation of the Union; and

7.3.1.4. If it is felt that the individual or group involved would be threatened by continued membership

7.3.2. The decision to suspend and the extent of the suspension will be made at the Complaint Manager or Investigator's discretion.

7.3.3. If an individual or group has been suspended, this will not in itself be used in evidence against the individual or group.

7.3.4. Any student with a membership suspended in this way will be informed in writing and signposted to appropriate support.

7.3.5. If any suspended student is undertaking a professional course where there are concerns relating to safeguarding or fitness to practice the university will be informed.

7.4. The Disciplinary Procedure

7.4.1. The student(s) will be informed in writing that they will be subject to the disciplinary procedure and notified of the time and date of their meeting. This notification will clearly state what to expect from the procedure and their responsibilities.

7.4.2. The meeting will take place within 10 working days of the disciplinary procedure being enacted.

7.4.3. The purpose of the disciplinary meetings is to provide fair and open consideration to the unacceptable behaviour identified, evidence and witness statements and to conclude the matter with an appropriate outcome.

7.4.4. The disciplinary meetings will be made up of:

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7.4.4.1. Three student members engaged with Union selected at random from below, who have had no prior involvement in the matter:
7.4.4.1.1. Communities Committee Members;
7.4.4.1.2. Communities Councillors;
7.4.4.1.3. Student Leaders;
7.4.4.2. An Executive Officer, who has had no prior involvement in the matter, will act as Chair in disciplinary meetings.
7.4.4.3. Each panel member, including the Chair, will have equal voting rights in deciding the outcome of the meeting. In the event of a split decision the Chair will carry the casting vote.
7.4.4.4. If an Executive Officer is unable to chair, the President (or nominate Executive Officer) will select an additional panel member to the chair.
7.4.4.5. One member of union staff acting as secretary with no voting rights.

7.4.5. Any individual involved as a member of a disciplinary meeting, including the Executive Officer, will make known anything that would prevent them from acting impartially and step aside if that is agreed to be the right course of action.

7.4.6. Individuals attending their disciplinary meeting are entitled to be accompanied by a friend (who may be a Union or University staff member not acting in a professional capacity). If the individual is under 18 they must be accompanied by their Parent or Guardian.

7.4.7. If the accused student is unable to attend, they must let the secretary know as soon as possible, indicating the reason why and, if appropriate supplying evidence. Where there is good reason for the student not being able to attend, another meeting will be arranged. If the student fails to attend and/or not provide a good reason for non-attendance at the meeting a decision will take place in their absence.

7.4.8. The complainant will be informed in writing and they will be invited to attend and submit any further evidence. The complainant may be questioned by the panel.

7.4.9. Any written material intended to be used as evidence and the names of any witnesses to be called for the disciplinary meeting should be submitted to the secretary at least 3 working days before the meeting.

7.4.10. Evidence gathered during the Complaints Procedure may form part of this evidence. Previous disciplinary outcomes may also be taken into consideration, particularly for repeat offences of the same behaviour.

7.4.11. The accused student will be questioned by the panel during the disciplinary. During the meeting, the accused student is entitled to make a statement and question the evidence to the panel, unless the witness has requested anonymity. In this instance questions may be asked in writing and given to the secretary of the meeting. If necessary, the student's friend is entitled to make a statement on the student's behalf.

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

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

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

7.4.15. The outcome of the meeting will normally be communicated to the student accused directly after the meeting and confirmed in writing by the President (or nominated Executive Officer) within 5 working days of the meeting.

7.4.16. If a decision is not able to be reached, the student will be advised of an anticipated date by which the decision will be given.

7.4.17. Potential outcomes may include:

Outcome	Time Scale	Support Offered	Staff informed

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No action to be taken	N/A	Union of Students Advice Service Student Wellbeing Centre	
Apology	Within 1 week	Union of Students Advice Service Student Wellbeing Centre Union Staff	Relevant Union staff if appropriate
Formal warning	Valid for 3 months	Union of Students Advice Service Student Wellbeing Centre Union Staff	Relevant Union staff
Pay compensation for damage and/or cost	Case by case decision	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff and University staff
Exclusion from any Union Venues, Services, Facilities and or Affiliated Nights	Set time period or indefinitely	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff, University staff and external contacts
Permanent Expulsion or Temporary Suspension of Union Membership	Indefinitely	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff and University staff
Permanently excluded or temporarily suspended of role e.g. Student Leader, Representative, Community, and or Communities Committee positions	Set time period or indefinitely	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff and University staff
Formal notification made to the University of Derby for further institutional investigation	Immediate referral	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff and University staff

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7.4.18. This list is not exhaustive and is to be used as guidance.
7.4.19. Following expulsion or suspension, the student has no right to any membership paid to be refunded.
7.4.20. A record of meetings and outcomes will be recorded and kept on file within the Union for 3 years and may be used in subsequent disciplinary in line with the Student Data Protection Policy.

7.5. Exceptions

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

7.6. Appeals

7.6.1. Should any student(s) involved in the complaint – the complainant or the "accused" - be dissatisfied with the decision made at any stage of the process they are eligible to appeal the decision within ten working days of receiving the outcome. The appeals form (found within the complaints procedure) should be completed and submitted to appeals@derbyunion.co.uk.
7.6.2. The following are the only permissible grounds for an appeal:
7.6.2.1. That there was a procedural irregularity which materially affected the outcome of any step of the process.
7.6.2.2. That the decision reached was not supported by the evidence provided.
7.6.2.3. That additional evidence that could not previously be made available has emerged that may impact the decision that has been reached.
7.6.2.4. There is evidence to support the impartiality of the decision being compromised.
7.6.3. The Appeals Form will be assessed by the Chief Executive who, subject to the appeal meeting one or more of the above grounds, will then forward it to the Disciplinary Appeals Panel. The student will be advised within five working days whether the appeal has been accepted.
7.6.4. The panel will consist of:
7.6.4.1. Three student members selected at random from below who have had no prior involvement in the matter:
7.6.4.1.1. Communities Committee Members;
7.6.4.1.2. Communities Councillors;
7.6.4.1.3. Student Leaders;
7.6.4.2. An Executive Officer, who has no prior involvement in the matter, will act as Chair on the Disciplinary Appeals Panel.
7.6.5. Each panel member, including the Chair, will have equal voting rights in deciding the outcome of the meeting. In the event of a split decision, the Chair will carry the casting vote.
7.6.6. If an Executive Officer is unable to chair, the Chief Executive will select an additional panel member to chair.
7.6.7. A member of Union staff will be in attendance in the capacity of secretary with no voting rights.
7.6.8. No members of the Appeals Panel will have any prior experience of the matter.
7.6.9. The individual or group will be given written notice of the time and place of the meeting. The notice will be 10 working days. This notification will clearly state what to expect from the procedure and their responsibilities.
7.6.10. The Disciplinary Appeal Panel and the individual or group will be given the written material presented to the disciplinary meeting, the notes of the proceedings and the decision of that meeting.
7.6.11. No witnesses present at prior disciplinary meeting will be recalled, nor will the evidence presented to the disciplinary meeting be reheard, unless the Chair is satisfied that it is necessary in the interests of their deliberations.
7.6.12. The individual or group who have appealed may be entitled to attend the meeting with the panel in order to state their case, and have the right to be accompanied by a friend (who may be

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a member of the University or Union and not acting in a professional capacity). If the individual is under 18 years of age they must be accompanied by their parent or guardian.

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

7.7. Outcomes

7.7.1. 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 or escalation of the original penalty	Union of Students Advice Service Student Wellbeing Centre	Relevant Union staff, University staff and external contacts

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

7.8. Further Appeal

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

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

Sensitivity: Internal

STANDING ORDER 8 – STUDENT COMMUNITIES

8.1. General

8.1.1. This Standing Order outlines how the Union of Students governs Communities through the Student Communities structure.

8.1.2. The Student Communities team within the Union represents the Union's affiliated Communities.

8.1.3. Where Vice President (Communities) is mentioned in this Standing Order for the 2025/2026 academic year this shall refer to the Vice President (Activities). This line will be removed once the 2025/2026 academic year has finished.

8.2. Objectives, Powers and Roles of Student Communities

8.2.1. The purpose of Student Communities is to:

8.2.1.1. Enhance the student experience at the University of Derby through supporting the development of strong and active Communities and through the development of their committee members;

8.2.1.2. Develop and approve policy that affects Communities;

8.2.1.3. Approve Communities funding;

8.2.1.4. Sports Communities Council will be elected in accordance with the Student Communities Council rules for the 2026/27 academic year.

8.3. Aims of the Student Communities

8.3.1. Student Communities aim to:

8.3.1.1. Be student driven, build meaningful connections, and promote inclusivity and student voice.

8.3.1.2. Advance, promote and protect the interests of Communities;

8.3.1.3. Work in conjunction with the University of Derby to develop the experience for students at the University; and

8.3.1.4. Encourage and promote the healthy and active lifestyles of students at the University of Derby.

8.3.2. Sports Communities aim to:

8.3.2.1. To be the primary body for the governance of competitive student sport at the University of Derby;

8.3.2.2. Advance, promote and protect the interests of all Sports Communities;

8.3.2.3. Work in conjunction with the University of Derby to develop the sporting experience for students at the University of Derby;

8.3.2.4. Work in conjunction with the University of Derby to develop a strategy for sport.

8.3.2.5. Encourage and promote the healthy and active lifestyles of students at the University of Derby.

8.4. Governance of Student Communities

8.4.1. Student Communities are an integral part of the Union of Students and are governed in accordance with the Union's Articles and these Standing Orders.

8.4.2. Communities will be covered by their own individual constitution in which any individual Community's rules will be listed.

8.4.3. The Community's individual constitution can be changed at their own AGM/EGM with normal quoracy for those meetings.

8.4.4. A Community's Constitution shall be subordinate to the Union's Articles and these Standing Orders.

8.4.5. There will be six (6) Community categories which will encompass 'Faith & Belief', 'Liberation & Equality', 'Nationalities & Culture', 'Academic', 'Hobbies & Interest', and 'Sports'.

Sensitivity: Internal

8.4.6. The Vice President (Communities) shall propose the categorisation of each Community.
8.4.7. Sports Communities Councils will meet at least once a month during term time and should be run in accordance with the meeting guidance provided in Council training.
8.4.8. All Communities Committee will meet twice per semester at the Communities Assembly or Sports Communities Assembly. The last meeting in the second term will be the Communities Annual General Meeting and Sports Communities Annual General Meeting (AGM).

8.5. Code of Conduct and Practice of the Student Communities

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

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8.6. Sports Communities Councils

8.6.1. Sports Communities Council:
  8.6.1.1. The members and details of Sports Communities Council are outlined in the Student Communities Representation Policy.
  8.6.1.2. All Sports Communities Councillors shall hold office from the 1 July to 30 June of the following year.

8.7. Membership of Student Communities

8.7.1. There will be two classes of Student Communities membership:
  8.7.1.1. Full members
  8.7.1.2. Associate members
8.7.2. All registered students at the University of Derby can join Student Communities as full members by paying to join an affiliated Community.
8.7.3. Associate members of the Union, as outlined in Standing Order 2, may join Student Communities by paying to join an affiliated Community.
8.7.4. Student Communities will set any fees associated with Communities on an annual basis.

8.8. Affiliation of Communities to Student Communities

8.8.1. Sports Communities based at all university campuses must have a minimum of 15 full members of the Union of Students.
8.8.2. Any existing Sports Community which fails to reach the minimum number of active and registered members by the end of November will be considered dormant and cease any activity, however they may submit a written petition to the Sports Communities Council for a decision on their affiliation.

Sensitivity: Internal

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

8.8.2.2. Sports Communities may only petition for affiliation with less than the required number of members for a maximum of two consecutive years.

8.8.3. In order to affiliate, all Communities Committees must attend mandatory committee training.

8.8.4. If a Communities Committee fails to attend training the Community shall not be able to undertake any activity until this has taken place.

8.8.5. To become a Community, students must submit a New Community Form to the Union.

8.8.5.1. Sports Communities must have at least the minimum number of students required by the Union to affiliate as a Sports Community.

8.8.6. Communities can be created at any time of the academic year. For Communities created after the start of the second semester, any committee member who is not a registered student the following academic year will have their position considered vacant and open for nominations in accordance with Standing Order 3.

8.8.7. All Sports Communities applications must be approved by the Sports Communities Councils before members are able to join the Community.

8.8.8. The Union will provide timely updates on the status of the new Sports Community applications following its submission up to the point of approval by the Sports Communities Councils.

8.9. Privileges of Inclusion in the Sports Communities

8.9.1. The privileges of being included in the Sports Communities shall be:

8.9.1.1. The right to use the prefix `The University of Derby'

8.9.1.2. The rights to represent Team Derby

8.9.1.3. The right to have financial support from the Union

8.9.1.4. The right to be entered as a team or individual into the British Universities and Colleges Sport (BUCS)

8.9.1.5. The right to be entered as a team or individual in a national competitive sport which is not provided by BUCS.

8.10. Student Communities Finances

8.10.1. Student Communities finances shall only be used to further the aims and objectives of the Student Communities as defined in this Standing Order and the Union's Articles.

8.10.2. The Student Communities team shall manage and administer Communities finances concerning budgets and can draw up financial rules concerning administration following the financial regulations of the Union.

8.10.3. Communities will be able to apply for financial support from the Union for their continued development through the Student Leader Fund set out in Standing Order 5.5.

8.10.3.1. Information on any restrictions to Communities funding will be made available by the Union during the application process.

8.10.3.2. Sports Communities will not be able to apply for additional financial support for their continued development on top of what is already provided.

8.10.4. Student Communities will publish annually the procedure for allocation of resources to affiliated Communities, together with the appeals mechanism at the relevant Student Communities AGM.

8.10.5. All Community activity must align with charity legislation relating to educational charities.

8.10.6. Each Community, except for Sports Communities, will have two accounts:

8.10.6.1. The Development Account: for general income and expenditure; and

8.10.6.2. The Union Budget Account: for income and expenditure from the Student Communities Fund.

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8.10.6.3. Sports Communities will have one Development Account for general income and expenditure.

8.10.7. No Community can open any form of external bank or other account.

8.10.8. The Union can freeze a Community's account if its committee members have not adhered to the Union's financial procedures or whilst an investigation is undertaken.

8.10.9. All Communities must specify two signatories for their accounts which must be:

8.10.9.1. The primary Student Leader; and

8.10.9.2. The Treasurer.

8.10.10. The payee on any financial form may not be the committee signatory for that payment requisition.

8.10.11. Any rules concerning Student Communities budgets shall be publicised to the Community's Committee.

8.10.12. All expenditure must be counter authorised by the Union's budget holder for Student Communities.

8.10.13. Any breaches of these rules by a Community Committee shall constitute as a disciplinary offence and shall be investigated in line with the procedure outlined in Standing Order 7.

8.10.14. Payment for expenses shall only be paid to Community members. No expenses shall be paid to students whose names do not appear on the list of Community members.

8.10.15. It is the responsibility of the Communities Committees to ensure the membership lists are accurate.

8.10.16. Funding applications must specify a spending deadline date, any monies not spent by this deadline shall be reallocated by the Union, and a new application must be submitted.

8.10.17. All funding remaining in a Community's Union Budget Account at the end of the academic year shall be reinvested into the Union.

8.10.18. All funding remaining in a Community's Development Account at the end of the academic year shall be carried forward to the following year. Should a Community close, the money shall be reallocated to Student Communities.

8.10.19. Communities may collect session fees from their members and engage in other legitimate income generating activities to supplement their finances.

8.10.20. All income generated shall be recorded by the Union. These records may be requested by any individual Community member.

8.10.25. The Sports Communities Council may ask to inspect any Sports Community's accounts.

8.10.26. Each Communities Committee shall submit a proposed annual budget and action plan for the next financial year to the Union.

8.11. Property Regulations

8.11.1. Student Communities' assets and funds are the property of the Union of Students and should be treated appropriately.

8.11.2. Individual Communities are responsible for maintaining an up-to-date inventory of all equipment and kit, with its value and life span, which should be kept alongside their Development Account and made available to the Union upon request.

8.11.3. Failure to submit an up-to-date inventory shall result in disciplinary action being taken against the Community.

8.11.4. Individual Communities are responsible for ensuring the safety of equipment or kit during use and storage.

8.11.5. Sports Communities Council may require Community Committees to account for any conduct concerning equipment or kit.

8.11.6. All inventories shall be checked against past inventories and any purchases made. Any discrepancies shall be investigated by the Union.

Sensitivity: Internal

8.11.7. Any loss or damage to equipment or kit should be reported to the Union as a matter of urgency.
8.11.8. In the event of such damage or loss being denied by insurance, or where no insurance exists, the Union shall consider the case and if the damage or loss were due to negligence the case may be referred to a disciplinary as outlined in the Standing Orders.

8.12. Health and Safety

8.12.1. All Student Communities shall abide by the guidelines set out in the Union's Articles.
8.12.2. All Student Communities must adhere to the Union's health and safety regulations.
8.12.3. The Union shall ensure all primary Community Student Leaders are made aware of the Health and Safety Guidelines relevant to their activity. All rules and regulations will be made available to all Communities on the Union website.
8.12.4. All primary Community Student Leaders are responsible for ensuring that their Communities' members adhere to the Union Student Code of Conduct.
8.12.5. All Community Committee Members must complete any health and safety training and abide by any health and safety instruction provided by the Union or any partner organisations.

8.13. Student Communities' Committees

8.13.1. Communities Committee requirements are set out in Standing Order 5.
8.13.2. Sports Communities Committees shall have a core Committee consisting of at least:
8.13.2.1. President or Student Leader;
8.13.2.2. Treasurer; and
8.13.2.3. Secretary.
8.13.3. No student shall hold the same position on more than one Community Committee or hold more than one position on the same Community Committee:
8.13.3.1 Should a student request to do so this shall be reviewed by the Sports Communities Councils, or the Vice President (Communities), on a case-by-case basis.
8.13.3.2 In such cases where a student runs for more than one Committee position on the same Community during the elections and is successful in gaining both, they will automatically fill the highest core Committee position.
8.13.4. All Community Committees are responsible for:
8.13.4.1. The running of the Community;
8.13.4.2. Ensuring the Community remains financially solvent;
8.13.4.3. Promoting the Community during the Fresher's periods to attract new membership;
8.13.4.4. The smooth running of any social events and activities;
8.13.4.5. The convening of the Community's General Meetings and Committee Meetings;
8.13.4.6. Writing and circulating the minutes of these meetings; and

8.14. Student Communities Committee Elections

8.14.1. Communities Committees shall be democratically elected to represent their members.
8.14.2. These elections will take place during the Union online Communities elections period as following the principles set out in Standing Order 3.
8.14.3. Communities Committee elections will be limited to the membership of the Community.
8.14.4. The Deputy Returning Officer of the main elections shall be the Returning Officer for Community elections.
8.14.5. The results of Community elections will be announced by individual Communities.
8.14.6. The Community Committee shall take up office on the 1 July to 30 June of the following year.
8.14.7. The Community Committee shall receive a handover from the outgoing Committee.
8.14.8. The Community Committee shall attend the mandatory Committee training sessions provided by the Union.

Sensitivity: Internal

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

8.15. The Student Sports Communities Assemblies

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

8.16. Student Communities Annual General Meeting (AGM)

8.16.1. Student Communities AGM will be convened by the Vice-President (Communities).
8.16.2. The membership of the Student Communities AGM is as follows:

Sensitivity: Internal

8.16.2.1. Vice-President (Communities);
8.16.2.2. Communities Chairs;
8.16.2.3. Incoming and Outgoing Communities Committee members; and
8.16.2.4. Any Student Communities member.

8.16.3. The Sports Communities Council shall deliver reports at the AGM for the academic year to date.

8.16.4. There must not be more than 18 months between Student Communities AGMs.

8.16.5. Notice of the Student Communities Annual General Meeting:

8.16.5.1. The Vice-President (Communities) shall publicise this meeting to the Communities Committees and on the Union website five working days prior to the meeting.

8.16.5.2. All documents for the Student Communities AGM shall be published on the Union website at least five working days prior to the meeting.

8.16.5.3. Dates for the submission of proposals to the Student Communities AGM shall be publicised by the Union at least 28 days prior to the meeting.

8.16.5.4. The Student Communities AGM shall have recorded minutes.

8.16.5.5. The Sports Communities Council shall be responsible for agreeing the minutes as a true and accurate record.

8.16.5.6. Approved minutes shall be published at the earliest possible time on the Union website.

8.16.5.7. Quorum for the Student Communities AGM shall be a minimum of 30 members including at least 50% of all affiliated Communities.

8.16.5.8. Any full member of Student Communities has the right to vote at the Student Communities AGM.

8.17. Complaints, Disciplinaries and Appeals

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

8.18. Appealing a Decision of Sports Communities Councils

8.18.1 Any Sports Community that wishes to appeal a decision of the Sports Communities Council can submit an appeal in writing to the Union President. The appeal must outline the grounds for appeal and be submitted no later than five working days after the decision of the Councils.

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

8.19. Individual Competitive Sports

8.19.1. Any individual wishing to participate in BUCS individual competitions must liaise directly with the Student Communities team regarding potential opportunities.

8.19.2. The Union shall review participation in individual competitive sports on a case-by-case basis.

8.19.3. This review shall be based on the evidence provided by the individual which demonstrates successful competitive performance.

8.19.4. Any funding allocated for these competitions must meet the BUCS individual funding criteria.

Sensitivity: Internal

APPENDIX 1 – EXECUTIVE OFFICER ROLE DESCRIPTIONS

Job Title: President

Contract: Full Time, 1 Year, 35 hours per week

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

Reporting to: The University of Derby student body

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

A: Executive Officer Duties

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

Sensitivity: Internal

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.

Sensitivity: Internal

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.

Sensitivity: Internal

Job Title: Vice-President (Education)

Contract: Full Time, 1 Year, 35 hours per week
Location: Kedleston Road (with regular travel to other sites when required)

Reporting to: The University of Derby student body
Responsible for: Overseeing the academic representation of the Union and the student voice across the University of Derby

A: Duties

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

B: University Governor

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

Sensitivity: Internal

- 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.

Sensitivity: Internal

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

Sensitivity: Internal

Job Title: Vice-President (Communities)

Contract: Full Time, 1 Year, 35 hours per week

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

Reporting to: The University of Derby student body

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

A: Duties

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

Sensitivity: Internal

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

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

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

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

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

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

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

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

Sensitivity: Internal

Sensitivity: Internal