

University Of Brighton Students' Union

Constitution

2005
Version 2



university of brighton
students' union

Empowering students through representation, participation and encouraging personal development with the provision of quality services and resources



INVESTOR IN PEOPLE

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INTRODUCTION

This Constitution of the University of Brighton Students' Union was revised during the summer of 2000 and approved by the University of Brighton Board of Governors on the 15th December 2000 after ratification by Union Council on 9th November and final approval at the Annual General Meeting held on 20th Nov 2000.

This Constitution replaces University of Brighton Students' Union's former Constitution dated May 1996.

BACKGROUND

The revisions to the 1996 Constitution incorporate the requirements of the 1994 Education Reform Act. The legal requirements were met by 1 April 1995 and are incorporated under clauses 12 and 19 of this Constitution.

TRANSITION

1997/1998 Academic Year

During the 1997/98 academic year further changes were made to the UBSU constitution and schedules; these were:

- 1 The figure, which marks a quorum for the Union Council, was reduced to 50% of the standing members at the time of the meeting.
- 2 The addition of an Entertainments committee. Its powers, responsibilities and membership are described in Schedule Six (Committee Standing Orders) of the Constitution.

1998/1999 Academic Year

The 1998/99 academic year saw changes primarily of a typographical and housekeeping manner.

Amendments were also made during the year to Schedules One (Duties of Officers) and Five (Election Standing Orders) that were passed by Union Council, and ratified Board of Governors where required.

1999/2000 Academic Year

During the 1999/00 academic year further changes to the constitution have been made.

The most visible change was the renaming of the Eastbourne sabbatical post. This is now V.P. Eastbourne and Outreach. Candidates and voting rights are restricted to students studying on Eastbourne based courses, University franchise courses run off UoB campus and INaM students (many of whom come under the first or second of these heading). As of February 18, 2000 the University Board of Governors ratified the changes.

There were further changes to the Constitution approved by the Board of Governors. The most notable being the reduction in the number of sabbatical posts from six to five. The post of V.P. Welfare and Equalities has been eliminated and the duties relevant to that post have been divided amongst the remaining sabbatical officers. The post of V.P. Academic Affairs has been renamed V.P. Education and Equalities.

A new non-sabbatical post has been created in this academic year, which shall be filled in the first term of the new academic year. This is the First Year Students' Officer post.

The job descriptions for all officer posts can be found in Schedule One (Duties of Union Officers).

In accordance with clause 18 of the Constitution, the University of Brighton Students' Union is required to review its Constitution and Schedules in years ending in 0 or 5. During the summer vacation and autumn term a body of student officers and staff will review the constitution. Any changes will need to be endorsed by Union Council and, where applicable, by the Board of Governors.

2000/2001 Academic Year

The beginning of this academic year saw the culmination of the quinquennial Constitutional review. Changes made towards made to the Constitution were of both a typographical and content-based nature.

The final change of content was wide and varied and had an impact on every area of the document. The nature of the changes are too many to be specifically detailed but the major amendments included the following:

- Inclusion of the Development Plan as Schedule One of the Constitution
- Deletion of the Women's Officers and the Community Liaison Officer posts
- Introduction of RAG officer and Entertainments Officers (Brighton and Eastbourne)
- Detail of the process in the event of sabbatical officers leaving post
- Details of the provisions for officers to be elected and stay in post
- Clarification of the Emergency Powers Provisions
- Clarification on the process for making amendments to the Constitution and its Schedules and the inclusion of Schedule 5 (Election Standing Orders) in the extended ratification process
- Tightening up of the Complaints procedure

Clause 6.6 was added to the Constitution at the request of the Board of Governors. There had been no mention of the procedure for electing the Deputy President within the Constitution. Clause 6.6 now reflects Schedule One (Duties of Officers) and its mention of Deputy President

In this year the Board of Governors allowed a second student representative to sit on the Board. This student had to be as close to the "student experience" as possible. Union Council proposed that the new post of First Year Students' Representative be that person. The Board agreed and from the 2001/2002 academic year that post will be a member (subject to the post being filled).

2001/2002 Academic Year

In the Autumn Term there were amendments made to the commencement dates and length of the term of office for both the First Year Students' Representative and the Nursing and Midwifery Students' Officer.

Both posts will have a term of office commencing from the Autumn Term elections to the subsequent year's election. These elections normally happen in November.

The post of Postgraduate/post experience Students' Officer was deleted.

2002/2003 Academic Year

Amendments were made to Schedule Five (Election Standing Orders) to clarify, where relevant, officer job titles as Representatives or Officers. The number of Communications Officer posts were reduced to one for Brighton and one for Eastbourne. This was accepted by Board of Governors at their 20 June 2003 meeting.

2004/05 – 2005/06 Academic Year (UBSU Constitution 2005 v2)

Amendments made during this period were mainly to tightened up procedures

Set the Aims of the Union as a five-year plan.

The addition of some new officer posts (see section six)

- **STANDING ORDERS AND SCHEDULES**

Standing Orders and Schedules shall provide for all matters which, under this Constitution, are to be so provided for the conduct of elections, referenda, officers' responsibilities, meetings, the filling of casual vacancies and for such other matters as may need to be prescribed in order to give effect to this Constitution.

Amendments to the Constitution and Schedules, new schedules and new standing orders may be made at any time in accordance with Clause 18 of this Constitution.

Current schedules attached to the Constitution are:

- Schedule One: (Duties of Union Officers)**
- Schedule 2: (General Meeting Standing Orders)**
- Schedule 3: (Grievance and Disciplinary Procedures)**
- Schedule 4: (Financial Regulations)**
- Schedule 5: (Election Standing Orders)**
- Schedule 6: (Committee Meeting Standing Orders)**
- Schedule 7: (Societies' Federation, Sports' Federation and BUSCA Constitutions)**
- Schedule 8: (Equal Opportunities Policy and Code of Practice)**
- Schedule 9: (Ethical and Environmental Policy and Code of Practice)**
- Schedule One0: (Strategic Development Plan)**
- Schedule One1: (Definitions of Union Terms)**

1 NAME

There shall be a students' union, the name of which shall be "The University of Brighton Students' Union" (hereafter referred to as UBSU).

2 UBSU's MISSION, AIMS AND STRATEGIC OBJECTIVES

2.1 UBSU Mission Statement

Empowering students through representation, participation and encouraging personal development with the provision of quality services and resources.

2.2 Aims of the Union

The aims of the Union come from the Mission Statement, and are as follows:

- * To maximise student involvement in the Union
- * To provide and promote equality of opportunity for students
- * To provide a clean, safe and accessible environment for all Union activities
- * To research and respond to the needs and interests of students when providing a range of services
- * To maximise student representation through democratically elected officers and professional staff support
- * To encourage and develop student involvement with communities within and outside the Institution
- * To ensure that our ethical and environmental responsibilities are met
- * To generate income from trading services, external funding and sponsorship opportunities to provide resources to achieve Union aims

2.3 Strategic Objectives of the Union

The Strategic Objectives of the Union are to be reviewed on an annual basis by a cross section of officers and staff of the Union. These can be found in Schedule Ten (Strategic Development Plan) of this Constitution.

3 EQUALITY OF OPPORTUNITY

UBSU shall provide a wide range of services to its membership through its elected officers and established staff and has a social responsibility to educate its members and employees in the pursuit of best practice in providing and promoting equality of opportunity for students. Such services shall be provided within the context of UBSU's Equal Opportunities Policy (E.O.P.). The Policy Statement and Code of Practice (COP) are given to each new Council member, employee and affiliated sports club or society, and form Schedule Eight of this Constitution.

4 ETHICAL & ENVIRONMENTAL POLICY

UBSU shall provide a wide range of services to its membership through its elected officers and established staff and has a social responsibility to educate its members and employees in the pursuit of best practice in ensuring that our ethical and environmental responsibilities. Such services shall be provided within the context of UBSU's Ethical and Environmental Policy (E.E.P.). The Policy Statement and Code of Practice (COP) are given to each new Council member, employee and affiliated sports club or society, and form Schedule Nine of this Constitution.

5 MEMBERSHIP OF THE UNION

5.1 Categories of Membership

There shall be the following categories of membership of the Union:

5.1.1 Ordinary membership

Open to all full-time, part-time and sandwich students enrolled on a University of Brighton course.

5.1.2 Associate Membership

Open by application on an annual basis to persons employed at the University and to past ordinary members. Union Council has discretion to levy a fee for Associate Membership and must approve all applications for associate membership.

5.1.3 Reciprocal membership

The Union may enter into reciprocal membership arrangements with the students' unions of other educational institutions, both within the United Kingdom and overseas.

5.1.4 Honorary membership

This shall be restricted to former Sabbatical officers and to such persons as a Union Council may propose to the Annual General Meeting.

Union Council may remove honorary membership from any honorary member, on receipt of a valid petition, which is considered to have just cause for removal by a majority vote.

5.1.5 Opted-out Students

Students who wish to exercise their right under the 1994 Education Act to opt out of the Students' Union should do so in writing to the President within 28 days after the start of the first academic term.

This opted out period shall last for one academic year at the end of which if the student wishes to continue to opt out they must again contact the President within 28 days after the start of the first academic term.

5.2 Rights of Ordinary Members

All ordinary members shall be eligible to:

5.2.1 join clubs and societies affiliated to the Union if consistent with the clubs or societies regulations as approved by a Federation Meeting;

5.2.2 attend and take part in all Union functions, subject to regulations approved by the Union Council from time to time;

5.2.3 use all Union facilities and premises subject to regulations approved by the Union Council from time to time;

5.2.4 attend, speak and vote at Union General Meetings;

5.2.5 participate in the governance of the Union and hold office in it;

5.2.6 attend and speak at Council meetings, except private and confidential sessions;

5.2.7 hold elected positions in clubs and societies, as laid out in the respective Federation constitutions.

5.3 Rights of Associate, Honorary and Reciprocal Members

Associate, honorary and reciprocal members shall have the rights set out in 5.2.1, 5.2.2 and 5.2.3 above but not those set out in 5.2.4, 5.2.5, 5.2.6, and 5.2.7 above, subject to regulations as determined by the Union Council from time to time and to provisions made within this Constitution and its Schedules.

5.4 Students who have opted out of the Union

Students who have opted out of the Union under clause 5.1.5 above shall not be disenfranchised in their access to Union services and shall be entitled to 5.2.1, 5.2.2 and 5.2.3 as laid out above.

However, such students shall not be able to exert those rights as laid out in 5.2.4, 5.2.5, 5.2.6 and 5.2.7.

6 ELECTION AND DUTIES OF OFFICERS

6.1 Officers of the Union

The Officers of the Union shall be:

- a President
- b Vice President (Communications & Finance)
- c Vice President (Education and Equalities)
- d Vice President (Eastbourne and Outreach)
- e Vice President (Student Activities)
- f Communications Officer (Eastbourne and Outreach)
- g Community Action Officer
- h Entertainments Officer (Brighton)
- i Entertainments Officer (Eastbourne and Outreach)
- j Ethical and Environmental Officer
- k Ethnic Minorities Students' Representative
- l First Year Students' Representative
- m International Students' Representative
- n Lesbian, Gay, Bisexual and Transgendered (LGBT) Students' Representative
- o Mature Students' Representative
- p Medical School Students' Representative
- q Nursing and Midwifery Students' Representative
- r Postgraduate Students' Representative
- s Students with Disabilities' Representative
- t Women's Representative
- u Faculty Representatives
- v Halls Representatives
- w Societies Federation Representatives
- x Sports Federation Representatives

6.1.1 Sabbatical Officers of the Union

The officers specified in 6.1 (a) to (e) above shall be sabbatical officers and shall all be full-time officers of the Union whose post description and terms of service shall be specified in Schedule One (Duties of Union Officers) of this Constitution.

6.1.1.1 No person shall be a sabbatical officer of the Union for more than two terms of office in total [in accordance with the Education Act, 1994].

6.1.1.2 Every sabbatical officer shall be required to sign a contract of engagement (as specified in Schedule One of this Constitution) with the Union. By signing the contract of engagement officers accept the provisions of this Constitution and its attached schedules, as his or her terms of service. Each sabbatical will further agree that in the event of his or her dismissal or resignation then s/he will only be entitled to such payments as are stipulated in Schedule 4 of this Constitution (Financial Regulations)

6.1.1.3 If a sabbatical officer resigns, or is dismissed before the end of their term of office a by-election must take place at the earliest possible time, provided that the post became vacant no later than half way through the academic year.

6.1.1.4 In the event of sabbatical numbers falling below five, then their duties shall be redistributed amongst the remaining sabbatical officers.

6.1.1.5 In the event of two or more sabbatical officers vacating their posts after 1 February, Council may decide to run a by-election for one or more of the vacant posts.

6.1.1.6 Sabbatical Officers shall usually meet at least once a month and report to Union Council

6.1.2 Executive Officers of the Union

The officers specified in 6.1 (f) to (s) above shall be executive members of Union Council and shall all be part-time officers whose post description and terms of service shall be specified in Schedule One of this Constitution (Duties of Union Officers)

6.1.3 Non-Executive Members of Union Council

The officers specified in 6.1 (t) to (w) above shall be non-executive members of Union Council and shall all be part-time officers whose post description and terms of service shall be specified in Schedule One (Duties of Union Officers) of this Constitution.

6.2 Election of Officers

Student Officers shall be elected from among the ordinary members of the Union in accordance with Schedule Five (Election Standing Orders) of this Constitution.

6.2.1 No officer may hold more than one of the posts specified in clause 6.1 (a) to (s) at any one time.

6.2.2 Non-sabbatical officers and ordinary council members shall be registered on a course for their year of office and shall be deemed to have resigned if they cease to be registered on a course during that year. Non-sabbatical officers shall all be part-time officers whose post descriptions shall be specified in Schedule One (Duties of Union Officers) of this Constitution.

6.2.3 Non-sabbatical office shall run from the Monday on the week prior to the commencement of the teaching academic year and shall finish on the Friday of the week following the final week of the teaching academic year.

6.2.4 The UBSU General Elections shall be held during the academic weeks which fall between the Christmas and Easter vacations.

6.2.5 The Union by-elections shall be held during the academic weeks which fall between September and Christmas; except in the case of resignation or removal of an elected officer. In which case a by-election shall be held no later than half way through the academic year. See Schedule Five (Election Standing Orders) of this Constitution for more details

6.2.6 Eligibility for posts and restricted voting
Candidacy and voting restrictions shall apply to some executive and all non-executive posts. The definitions of the restrictions to candidacy and voting rights can be found in Schedule Five (Election Standing Orders) of this Constitution.

6.3 Deputy President

The post of Deputy President shall be elected from amongst the sabbatical team at their first meeting of the year. The duties, as laid out in Schedule One (Duties of Union Officers) of this Constitution, are in addition to the selected vice president's normal duties.

7 GOVERNANCE AND CONDUCT OF THE UNION

The Union shall be controlled by its members through the provisions of this Constitution and its Schedules.

7.1 Conduct of General Meetings and Standing Committee Meetings

The conduct of Union meetings shall be in accord with Schedule Two (General Meeting Standing Orders) and Schedule Six (Committee Meeting Standing Orders) of this Constitution.

7.2 General Meetings

The Union Annual General Meeting (AGM) shall be the sovereign body of the Union. The Union Council shall be responsible for policy decisions affecting the members, annually reporting its activities to the AGM for ratification.

7.2.1 Annual General Meeting

The Union AGM shall be held in the first twelve weeks of an academic year.

It shall receive a written report on the activities of the Union Council for the past year, as well as certified and audited income and expenditure accounts of the previous year. The AGM will receive a report on the budget for the current year, together with a report on the financial situation of the Union, as presented to the Finance Committee prior to the AGM.

The AGM shall also receive information from the Executive on campaigns planned for the coming academic year.

The AGM has the power to overturn decisions made by Council in the previous year, and to reverse Union policy.

Full details of the powers and responsibilities and agenda for Union AGMs can be found in Schedule Two (General Meeting Standing Orders) of this Constitution.

7.2.2 Extraordinary General Meetings

An Extraordinary General Meeting (EGM) shall be convened by the President (or in his/her absence the Deputy President) at the written request of Union Council or from 1% or 250 of the ordinary members of the Union whichever is the less. Such meetings shall be called to overturn a Council decision only and for no other reason.

7.2.2.1 The agenda for Emergency General Meetings shall be published no less than one working day after that Emergency General Meeting has been called.

7.2.2.2 The item to be discussed at an EGM must be handed to the President at the same time as the written request is submitted.

7.2.2.3 Any amendments to the motion that is to be considered at the EGM, bearing the names of the proposer and seconder, must be submitted to the chair of the meeting before the amendment is proposed at a meeting.

7.2.3 Quorum of General Meetings

The quorum for General Meetings shall be 5% of the voting membership of the Union, or the legal limit on fire regulations of the largest meeting place within the University on the campus that the meeting is to be held.

A quorum will be assumed from the beginning of the meeting unless challenged under the Standing Orders.

7.2.4 Notice of General Meetings

Notice of General meetings shall be placed on official boards at each campus and publicised by such other means as the Marketing and Communications Committee shall from time to time determine.

The following number of clear working days shall be given for:-

AGM 15 days

EGM 5 days

7.3 Union Council

7.3.1 Union Council meetings

Union Council shall meet at least three times a term as set out in the Annual Meeting Schedule

7.3.2 Powers and Responsibilities

- 7.3.2.1 Powers and responsibilities of the Union shall include
- 7.3.2.2 To ensure that the Aims and Objectives of the Union are adhered to
- 7.3.2.3 To be responsible to the Union AGM for the overall running, administration and finance of the Union
- 7.3.2.4 To make policy decisions for the purposes of the running, administration and financial wellbeing of the Union
- 7.3.2.5 To present a written report of its activities to the AGM
- 7.3.2.6 To act as a forum for discussion of policy issues, before delegating to the appropriate sub committee, which shall consider the policy in detail
- 7.3.2.7 To receive Sabbatical Officer reports since the last meeting
- 7.3.2.8 To receive reports from the chair, or their nominee, of its sub committees and steering groups
- 7.3.2.9 To establish Union policy as submitted by the sub committees
- 7.3.2.10 To delegate any of its powers to sub committees of Union Council and review those powers when necessary.
- 7.3.2.11 To act as the employing body of the Union, in order to ensure that recruitment and industrial relations are undertaken within the context of Equal Opportunities
- 7.3.2.12 To approve the budget of the Union for the academic year
- 7.3.2.13 To ensure that the proposed budget facilitates the Aims and Objectives of the Union as laid out in Schedule Ten (Strategic Development Plan) of this Constitution
- 7.3.2.14 To submit Union policy motions to external bodies and conferences
- 7.3.2.15 To discipline the elected officers and representatives of the Union in accordance with the provisions Schedule Three (Grievance and Disciplinary Procedures) of this Constitution
- 7.3.2.16 To ensure that all Union business is conducted in accordance with this Constitution its Schedules and the policies of the Union and statute

8 EMERGENCY POWERS

- 8.1 In the event of any unforeseen emergency, which affects the well-being and standing of the Union and/or its staff, buildings, property or finance, then the sabbatical team can assume any of the powers listed in this Constitution to deal with the emergency.
- 8.2 Such powers can only be assumed if the Union would otherwise suffer immediate and substantial damage to the Union's reputation and/or its staff, buildings, property or finances.
- 8.3 These emergency powers do not extend to decisions of a political nature or to those involving the role, responsibilities and powers of the Returning Officer as outlined in Schedule 5 (Election Standing Orders).
- 8.4 Any use of these emergency powers by the sabbatical team must be reported to the next scheduled Council meeting.

9 CLUBS, SOCIETIES AND VOLUNTARY GROUPS

9.1 Membership of Clubs and Societies

Ordinary, honorary, associate and reciprocal members of the Union, and all registered students of the University shall be eligible for membership of clubs and societies. Independent associate membership to the Sports' and/or Societies' Federation is also available. See Schedule Seven (Societies Federation, Sports Federation and BUSCA Constitutions) of this Constitution

9.2 Formation of Clubs and Societies

Any member of the Union wishing to form a club or society affiliated to the Union must present a copy of the proposed Constitution of the club or society to either the Societies or Sports Federation Steering Committee, whichever is the most appropriate. The Federation concerned shall accept or reject the club or society on a simple majority vote of its members. This vote must be ratified or rejected by the subsequent Union Council.

9.3 Recognition of Clubs and Societies

Union Sports Clubs and Societies will be recognised as entities of the Union if they are established and run according to this Constitution and the respective Federation constitutions see Schedule Seven (Societies Federation, Sports Federation and BUSCA Constitutions) of this Constitution

9.4 Regulations governing conduct

All members of clubs, societies or voluntary groups must abide by the regulations and policies of the Students' Union as laid out in this Constitution and Schedules with regard to conduct when involved in activities or events organised by or for a club, society or voluntary group whether at home or away. Details of Codes of Conduct can be found in Schedule Three (Grievance and Disciplinary Procedures) of this Constitution.

10 FINANCE

The finance of the Union shall be governed as stated in the Schedule Four (Financial Regulations) of this Constitution

11 EXTERNAL AFFILIATIONS

11.1 External Affiliations of the Union

The Vice President (Communications and Services) shall publish a list of all affiliations to external organisations for presentation to and ratification by the A.G.M. as required by Schedule Two (Meeting Standing Orders) of this Constitution.

11.2 New Affiliations

11.2.1 The Union may make such external affiliations as authorised under the financial regulations and in accordance with the law relating to charities, and any advice which may be issued from time to time by the Charity Commissioners and by the Law Officers of the Crown.

11.2.2 Within ten (10) working days of the decision to make such an affiliation, notice of this shall be made on the Union's official notice boards, and a copy of this notice shall be given to the Clerk to the Board of Governors of the University.

11.3 Challenging Affiliations

11.3.1 A request to challenge a particular affiliation may be made with the written support of at least 5% of the ordinary membership of the Union. The Academic Registrar of the University will be requested to provide the precise figure which represents 5% of the ordinary membership by 15 November of each academic year.

11.3.2 Each request to challenge an affiliation must relate to a single affiliation.

11.3.3 Upon the receipt of a valid request the Returning Officer shall organise a referendum on the affiliation question.

11.3.4 The form of the referendum in question shall be whether the electorate wish to continue with the affiliation. Voters will be required to vote only "Yes" or "No" to this question.

11.3.5 There shall be an annual opportunity for external affiliations to be challenged in this way. Referenda shall be organised by the Returning Officer and shall be held at the same time, and following the same deadlines, as for the election of the sabbatical officers of the Students' Union.

12 OFFICIAL NOTICE BOARDS

- 12.1** The Union will provide notice boards in conspicuous positions on each main campus site to be used exclusively for the official notices of the Union. Any notices posted on these boards shall be deemed to have been given to all members of the Union on each site.
- 12.2** A copy of the Equal Opportunities statement will be displayed on official Union notice boards.
- 12.3** Union Sports clubs and Societies shall also have designated notice boards on each main campus site.

13 PREMISES AND PROPERTY

Regulations applying to Union property shall be as stated in the Activities & Operations Guide and Schedule Four (Financial Regulations) of this Constitution.

14 MINUTES

Minutes shall be taken and distributed as specified in the Schedules 2 (Meetings Standing Orders) and 6 (Committees) of this Constitution. A copy of the minutes of Council and all its sub-committees can be found in each Union office, on the Union's website, studentcentral and the Union server.

All signed off copies of Union Standing Committee minutes shall be kept at Steam House with the Union Co-ordinator (Central Services).

'In camera' minutes are kept by the General Manager, and can be viewed on request to the President.

15 GRIEVANCE AND DISCIPLINARY PROCEDURES

- 15.1** Matters of Grievance and Discipline shall be as specified in Schedule Three (Grievance and Disciplinary Procedures) of this Constitution and the Union's Established and Casual Staff Handbooks
They shall make reference to the following
Union Officers
UBSU/UNISON Staff
Equal Opportunities
Bars and other commercial services
Sports Federation
Societies Federation
General Disciplinary
- 15.2** Codes of Conduct
All Union outlets and premises shall have Codes of Conduct displayed as laid out in Schedule Three (Grievance and Disciplinary Procedures) of this Constitution.

16 INDEMNITY

- 16.1** Every officer, appointee or member of staff of the Union shall be entitled to be indemnified out of the assets of the Union against all reasonable losses or liabilities which s/he may sustain or incur in or about the execution of his or her office.
- 16.2** No officer, appointee or member of staff shall be liable for any loss, damage or misfortune, which may happen to or be incurred by the Union in the execution of the rightful duties of his or her office
- 16.3** The above clauses 16.1 and 16.2 shall not apply to any liability incurred due to gross negligence, malicious, unlawful or illegal activity or any actions that are contrary to this Constitution, its Schedules or the policy of the Union.

17 AMENDMENTS TO THE CONSTITUTION AND SCHEDULES

17.1 Constitutional Review

The Constitution shall be subject to periodic review by the Board of Governors of the University at five-yearly intervals. This review shall take place in calendar years ending in 0 and 5, subject to a decision to defer, or bring forward, a review made by the Board of Governors.

17.2 Amendments to the Constitution

Any amendments to, or revision of, this Constitution, Schedule Four (Financial Regulations) or Schedule Five (Elections Standing Orders) shall require the approval of:

- a two quorate Union Council meetings held at least five working days apart; and
- b the University Board of Governors.

17.2.1 Any amendments to or revisions of Schedules One through Three or Schedules Six through Eleven shall require the approval of one quorate Union Council

17.2.2 Where any amendments or additions are made to the Constitution and/or its schedules similar amendments and additions must be made (where necessary) to the other schedules.

17.4 Notice of Amendments to the Constitution and Schedules

Notice of proposals to amend the Constitution, Standing Orders and Schedules, or to make new Standing Orders or Schedules shall be given at least ten working days before the scheduled Council meeting.

18 COMPLAINTS AGAINST THE UNION

18.1 Complaints Procedure

The Students' Union shall have a complaints procedure available to all students, regardless of membership of the Union, who are dissatisfied in their dealings with the Union.

18.1.1 The complaints procedure shall form part of Schedule Three (Grievance and Disciplinary Procedures) of the Constitution and shall be available in all Union offices.

18.1.2 The procedure shall ensure that complaints shall be dealt with promptly and fairly and where a complaint is upheld the President (or Council nominee) shall provide written confirmation of the outcome of the investigation}.

18.1.3 Complaints against the Students' Union shall be submitted in writing to the President. S/he shall acknowledge receipt of the complaint and refer its contents to the appropriate officer/staff member as defined in the complaints procedure.

18.1.4 In the event of the complaint involving the General Manager directly then the Pro-Vice Chancellor (Academic Affairs) or their appointee will act in place of the General Manager.

18.1.5 In the event of a complaint involving the President directly then the Deputy President will act in place of the President. Written complaints should therefore be addressed to the Deputy President.

18.2 Independent Review of Complaints Against the Union

18.2.1 There shall be provision for an independent person appointed by the Board of Governors to investigate and report on complaints.

18.2.2 The independent person appointed by the Board of Governors shall be offered the full support of the Union in any investigation into its conduct.

18.3 Reporting of Complaints

18.3.1 Complaints against the Union shall be reported termly to the Student Affairs committee of the Union.

19 WINDING UP AND DISSOLUTION OF THE UNION

- 19.1** This Constitution shall remain in force, subject to five-yearly review, until such a time as the Union is wound up
- 19.2** The Union shall not be wound up without being carried by a 75% majority vote at two consecutive quorate General Meetings which shall be no less than 28 days apart
- 19.3** The Union shall only be wound up with the agreement of the Board of Governors of the University.
- 19.4** In the event of the dissolution or winding up of the Union, the University Board of Governors shall appoint a committee, half of whose number shall be students, to administer the assets of the Union, whether real or personal and whether or not invested, for the benefit of students of the University and as the committee, in its absolute discretion, deems fit.

20 INTERPRETATION OF THE CONSTITUTION AND SCHEDULES

- 20.1** In the event of a dispute as to the interpretation of any part of the Constitution and its Schedules, the decision of the President shall be obtained (see 21.2). In the event of a challenge to the President's decision, the matter shall be referred for ratification to Council.
- 20.2** In any matters relating to elections which require clarification or interpretation of the Constitution the designated Returning Officer has power of decision. In the event of a challenge to the Returning Officers' decision, the matter shall be referred to the Elections Committee (membership of which is as defined in Schedule 6).
- 20.3** In the event of the Constitution and any of the Schedules contradicting one another, subject to Clauses 21.1 and 21.2 the Constitution shall take precedent over any schedules and a recommendation to Union Council be made to amend said schedule.