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Section I – General

I. Definitions

- A. The following definitions apply throughout these standing orders:
1. Member refers to an ordinary student member of the Union as outlined in the Constitution and in section II below;
 2. GM refers to a General Meeting;
 3. EGM refers to an Extraordinary General Meeting;
 4. AGM refers to an Annual General Meeting;
 5. WGM refers to a Welcoming General Meeting;
 6. E Officer refers to the Education Officer;
 7. C & S Officer refers to the Communication and Services Officer;
 8. SA Officer refers to the Student Activities Officer;
 9. M & PS Officer refers to Medical & Postgraduate Students' Officer;
 10. F & D Officer refers to the Finance & Democracy Officer;
 11. W Officer refers to the Welfare Officer;
 12. NUS refers to the National Union of Students;
 13. the Union refers to the University College London Union;
 14. UCL or College refers to University College London;
 15. SSEES refers to the School of Slavonic and East European Studies;
 16. RUMS refers to the Royal Free and UCL Medical Students;
 17. ULU refers to the University of London Union.

II. Membership of the Union

- A. The regulations for Union membership shall be as given in the Constitution.
- B. Membership fees for associated and visiting memberships shall be set by Council.
- C. All registered UCL students are automatically members of UCL Union. Any student has the right not to be a member of the Union. The procedures for exercising that right are as follows:
1. Each year, a membership period, which shall normally be the third and fourth weeks of the Autumn Term, will be publicised on the official Union noticeboard and in any other way the Executive may specify from time to time.
 2. Any student wishing to declare non-membership may do so only during that period, using the appropriate forms. The declaration remains in effect until the end of that academic session;
 3. A list of non-members will be maintained by the Finance & Democracy Officer of UCL Union.
- D. Students who have exercised their right to opt out under paragraph C above have the following rights of access to services and activities:
1. Access to all non-grant aided facilities managed by the Union (currently bars, catering outlets, shops, hairdressers, and games machines, and the Bloomsbury Fitness Centre) provided the appropriate fee or charge for the service has been paid, which shall not be higher than that charged to Union members;
 2. Ability to join any Union society or club, provided the appropriate membership fee has been paid, which shall not be higher than that charged to Union members, however restrictions as to elected positions apply;
 3. Access to advice provision at the grant-aided Rights and Advice service;
 4. Access to the grant-aided sports grounds, which are owned by UCL or are held in trust for UCL students, provided the appropriate fee or charge for the service has been paid, which shall not be higher than that charged to Union members.
- E. Students who have exercised their right to opt out under paragraph C above may not participate in the democratic processes of the Union as outlined below nor may they be involved in any position where they would be in a decision making role involving the Union's funds, policies, procedures, or services. These students:
1. may not hold elective or appointed office in the Students' Union: including sabbatical or non-sabbatical officer, Council Member, or Union committee member.
 2. are not eligible to vote in the Union's general or sectional elections or in Union General Meetings.
 3. may not serve as an officer of any Union society or sports club.
 4. may not vote in any election or general meeting of any Union society or sports club.
 5. may not serve as Union representatives on committees which are part of the governance structure of UCL or its departments.

III. Statement of Equal Opportunities

- A. UCL Union is fully committed to equal opportunities, and will strive at all times to ensure that no Member or member of Staff may be subject to discrimination in any form by any other Members on the grounds of: age; ability or disability; ethnic origin; regional origin; caring or parental responsibilities; sex; gender identity; marital status; nationality; physical appearance; race; religious faith or affiliation or lack thereof; political affiliation, opinions or lack thereof; sexual orientation; spent or irrelevant criminal convictions; trade union affiliation; employment status; socio-economic background; medical condition; genetic features; membership of a national minority; full or part time student status; mental health status or any irrelevant distinction.
- B. Wherever necessary, use will be made of lawful exemptions to cater for the special needs of particular groups.
- C. All individual Members, including Officers, are responsible for their own actions and behaviour.
- D. All individual Officers should strive to ensure equal opportunities practice within their remit.
- E. All Meetings must accommodate the needs of all Members, and be accessible as far as is reasonably practicable. This includes, but is not limited to, the following conditions:
 - 1. No Meeting may be held in a venue that is not accessible to all Members. All meetings must be held in venues that do not serve alcohol, and which may be accessed by Members with limited mobility.
 - 2. All paperwork must be provided in an accessible format to any Member who gives reasonable notice.
 - 3. This also applies to all Clubs & Societies.
- F. None of the above shall be taken to infringe on any member's democratic right to make an informed decision during Elections.

IV. Definition Of Harassment

- A. Harassment may be defined as behaviour in contravention of UCL Union's equal opportunities policy. In particular it is when :
 - 1. The behaviour interferes with another person's work or social life or creates an intimidating or hostile environment;
 - 2. Submission to this conduct is made either explicitly or implicitly a term or condition of a person's employment or right to enjoy the Union's facilities;
- B. All complaints about harassment within Union facilities or during a Union activity will be addressed in a manner as outlined by the Standing Orders on complaints procedures.
- C. Harassment constitutes a disciplinary offence.

V. Quorum

- A. For purposes of determining quorum for General Meetings and Referenda and the numbers required to call an EGM or petition for a referendum or ballot on affiliation, the Finance & Democracy Officer shall ascertain as accurately as possible the number of students registered at UCL at the start of every academic year. From this number shall be subtracted the students who have declared that they are not Union members in that year. This number shall be the basis of quorum calculation, and shall apply throughout the year.
- B. Until this figure can be calculated, the previous year's figure shall apply.

VI. Union Policy

- A. Policy adopted on any matter at a GM, Council or Referendum shall be binding on the Union for the next six terms including the term in which it is adopted, except in the case of election to Honorary Life Membership or where the motion specifies a shorter term.
- B. In the sixth term, the policy may be renewed for a further six academic terms at the last normal Council of the term.

VII. Affiliations

- A. The Union may affiliate to external organisations which assist it in providing services, provided that such affiliation is not outside the Union's objects as defined in the Constitution.
- B. The Union shall annually publish on the Official Union Notice Board and in its annual report a list of current affiliations, the cost of each affiliation, and the relationship of each affiliation to the service provision.
- C. Any new affiliations decided during the year shall be posted on the Official Union Notice Board.
- D. Unless a request is received for a ballot on any particular affiliation as outlined below, the affiliations shall be deemed to be approved by the membership for the next year.

- E. The question of continued affiliation to any particular organisation can be decided by a secret ballot in which all Union members are eligible to vote, provided that a request is received from at least 5% of the current membership.
- F. Other aspects of ballots on affiliations shall be handled as for referenda.

VIII. Reporting To The Membership

- A. The Union shall publish an annual report for submission at a Union Council, which shall then be submitted to the College Council at or before its last normal meeting of each session.
- B. The report shall contain a statement that the Union operates in a fair and democratic manner and that it has properly accounted for its finances.
- C. It shall contain a report on the Union's finances including procedures for allocations to clubs and societies, the outcome of general Union elections, a report of any collections, and a report of current affiliations.
- D. Enough copies should be printed such that the report will be available to anyone who wishes to read it: one copy for each department within college, two copies to be held at each UCL Library and one copy to be held at Union reception.

IX. Freedom of Speech

- A. The Union is required to observe the UCL 'Arrangements and Code of Practice for the Operational Management of Meetings and Other Functions Held on College Premises' in relation to Freedom of Speech as required by Section 43 of the Education (No. 2) Act of 1986.

X. Honorary President

- A. An Honorary President may be elected by a General Meeting for the following academic year.
- B. The Honorary President shall not use the name of the Union or of UCL for political or other sectarian purposes.
- C. The Honorary President according to their particular qualifications shall further the aims of the Union.
- D. The proposer of a candidate for the office of Honorary President shall be responsible for bringing these standing orders to the notice of the candidate before the election.

XI. Amendments

- A. Standing Orders may be amended by Special Resolution.
- B. The Special Resolution must be passed by a two thirds majority at two consecutive Council meetings, two consecutive General Meetings or by a two thirds majority in a referendum.

Section 2 – Referenda

I. General

- A. Any issue decided by a referendum shall overrule any decision made at a GM, Council, Executive, or Committee level except in the case of Establishment committee.
- B. A referendum may be called by any of the following:
 - 1. a two thirds majority vote at an Executive Meeting;
 - 2. a two-thirds majority vote at Council;
 - 3. by petition of 4% of the members of the Union - the petition must list the names, departments and signatures of the members and be handed to the Finance & Democracy Officer;
 - 4. acceptance by simple majority of a motion to a General Meeting.
- C. The Governance Committee will be charged with organising the referendum with the assistance of Elections Committee.
- D. The referendum will be held on a date not more than four term weeks after receiving the request.
- E. The Governance Committee shall determine the financial regulations for referenda subject to the approval of the Finance Committee with the proviso that all referenda within the same academic year receive the same funding.
- F. Quorum for a referendum shall be 10% of the members of the Union. When the quorum is not met, the matter shall be decided by a GM called specially to consider the matter.
- G. The referendum shall be conducted by means of a cross-campus ballot.
- H. Polling shall be on at least one day for at least six hours in the Union building at 25 Gordon Street and at the Hampstead and Whittington sites, as well as in other areas of the College as Governance Committee sees fit.
- I. At least three Open Meetings must be arranged prior to the referendum to debate the proposal. One of these meetings must be held on the day before the referendum is to be held.
- J. These Open Meetings shall:
 - 1. be publicised at least five working days in advance;
 - 2. be open to all members of the Union;
 - 3. be chaired by the General Secretary who shall endeavour to make sure equal numbers of speeches are heard for each side; in the absence of the General Secretary, a sabbatical officer shall chair the meeting;
 - 4. When the Chair feels the debate has reached its conclusion, he or she may ask for one final speaker against the proposal and then the proposer of the proposal may summate.

II. Proposals, Motions and Amendments

- A. Any GM or Council motion or petition requesting a referendum must include the text of the proposal to be put to the membership. It must also include the names of two members of the Union who are prepared to act as proposer and seconder of the proposal. It may not include a date for the referendum - this must be decided by the Governance Committee.
- B. The proposal to be considered by the referendum must be displayed by the Finance & Democracy Officer within one working day of receipt on the Official Union Notice board.
- C. Amendments to a referendum proposal may be made only if agreed by a two thirds vote of the originating body e.g. the Executive or the Council, or by a General Meeting in the case of a petition.
- D. Once submitted, a proposal can only be withdrawn by its proposer.

Section 3 – Union Council

I. Membership of Council

- A. The following shall be members of Union Council:
1. Education Officer;
 2. Communications & Services Officer;
 3. Finance & Democracy Officer
 4. Medical & Postgraduate Students' Officer
 5. Student Activities Officer;
 6. Welfare Officer;
 7. Acting Sabbatical Officers
 8. General Secretary;
 9. Academic Affairs; Clubs & Societies; Campaigns & Equal Opportunities; Environment & Ethics; Promotions & Entertainments Officers;
 10. BME Students'; Arts; Disabled Students'; Lesbian, Gay, Bisexual & Trans Students'; Mature Students'; Overseas Students'; Part-time Students'; Societies; Sports; Volunteering; Women's Officers;
 11. Postgraduate Association President
 12. Postgraduate Association Vice President
 13. Postgraduate Association Entertainments Officer
 14. Postgraduate Association Publicity Officer
 15. SSEES Site President
 16. SSEES Vice President
 17. Pre-Clinical President
 18. Clinical President
 19. Vice President (Clinical) (Bloomsbury)
 20. Vice President (Clinical) (Hampstead)
 21. Vice President (Pre-Clinical)
 22. Vice President (Archway)
 23. Thirty Six Faculty Representatives
 24. One Hall Representative from each UCL Hall.
 25. Four Senior Treasurers who shall be non-voting members;
 26. Co-opted between April 1 and July 31 each year, the sabbatical officers-elect.
- B. All members of Union Council shall be elected or appointed to Union Council in accordance with the standing orders for Elections.
- C. The Education Officer, Communications & Services Officer, Finance & Democracy Officer, Medical & Postgraduate Students' Officer, Student Activities Officer, and Welfare Officer shall be sabbatical members of Council.
- D. All members of Union Council, save the Senior Treasurers, shall have voting rights.

II. General Rules for Meetings Of Union Council

- A. The quorum shall be one third of the whole number of elected student members of Union Council or 30 (whichever is greater).
- B. The General Manager shall be the assessor to Union Council.
- C. Any member of Council, except the Senior Treasurers, who is absent from two consecutive meetings of Council or any of the college committees they sit on (as outlined by their job descriptions or that they have been elected to by council), shall be deemed to have resigned at the discretion of the Elections Committee. Those so dismissed may appeal to the next meeting of Council after being dismissed. Council may then overturn such a decision of Elections Committee by a two-thirds majority vote.
- D. Union Council shall elect Union members to the College committees and shall ratify all elections to College committees by standing committees.
- E. If a standing committee fails to appoint members to College Committees when required Union Council shall take responsibility for these elections.
- F. The dates of all planned meetings of the Executive, Union Council and its standing committees for each academic year shall be recommended to the last statutory meeting of Council in the Summer Term.
- G. Council shall meet at least once every three weeks during term time, except in the first term, where the first meeting shall be in the fifth or sixth week and then at least every three weeks thereafter. This shall include at least three meetings in the first term and at least four meetings in the second term.

- H. Additional meetings may take place at the discretion of the Executive, Union Council, or a General Meeting.
- I. The agenda shall be prepared and circulated at least three full working days prior to the meeting by the Finance & Democracy Officer. The agenda shall include all necessary papers to complete the business.
- J. The Communications & Services Officer shall, before each meeting of Council, include a summary of business to be discussed in at least one issue of any regular Union news sheet.
- K. The Communications & Services Officer shall ensure all decisions made at Council are conveyed to the membership adequately by:
 - 1. including a summary of the business of each Council in at least one issue of any regular Union news sheet;
 - 2. submitting details for publication to the editors of the student paper.
- L. The Finance & Democracy and Communications & Services Officers shall also ensure the decisions of Council are conveyed to the membership by any other means outlined by Council from time to time.
- M. The Finance & Democracy Officer shall post a copy of the draft minutes of the meetings of Union Council and any motions passed on the official notice board within seven days of each meeting.
- N. Minutes shall be taken by the General Manager or their appointee.

III. Chair

- A. The Chair of Council shall be the General Secretary. Where the General Secretary is unable to chair a meeting, a member of the Executive shall open the meeting and the meeting shall elect a Chair.
- B. The duties of the Chair shall be as follows:
 - 1. to keep the meeting in order;
 - 2. to interpret and make rulings on the Constitution and Standing Orders;
 - 3. to rule on points of order;
 - 4. to see that remarks are relevant to the business at hand;
 - 5. to provide information relevant to the business or procedure of the meeting;
 - 6. to ensure the general smooth running of the meeting;
 - 7. to have the casting vote should Council be equally divided. Other than this the Chair may not vote in any debate.
- C. The Chair:
 - 1. shall be heard in silence;
 - 2. may expel any member from the meeting if that person refuses to obey the chair;
 - 3. may not participate in any debate;
 - 4. may vacate the chair in order to participate in the debate;
 - 5. shall announce at the beginning of each meeting at what time the meeting will be adjourned if there is still business to be discussed.

IV. Standing Committees

- A. The Standing Committees of Council are those outlined in the Standing Orders.
- B. In the third week of term one and following the election of Council Members a special meeting of council shall be held. This meeting will be for the purpose of electing members on to the relevant standing committees as outlined in the standing orders relating to standing committees of Union Council and to the College Committees Council Members sit on.
- C. Council shall receive, via the chairs of each committee, the written summaries of any decisions made by all Standing Committees for information and to resolve any disputes between committees.
- D. A two-thirds majority shall be required to overturn the decision of a Standing Committee or to instruct such a committee on a matter for which it is responsible. This shall not apply in the case of decisions made at Establishment, Finance, Elections, or Governance Committee.
- E. Decisions of Establishment Committee may be referred back only by a two-thirds majority of a closed session of Council.
- F. Decisions made at Finance, Elections, or Governance Committee may be referred back by a two-thirds majority vote of council. Save for those relating to resignations which may be overturned by a two thirds majority vote.
- G. Standing Committees shall adhere to all rulings and regulations laid down by Establishment Committee with regard to the employment of staff, full time or part time.

V. Working Parties

- A. Union Council may set up a working party that will examine a particular issue within a predetermined period of time and then submit a report thereon to Council or a specified Standing Committee. The working party shall then be disbanded.
- B. Reports of the working party must be presented to Council or the specified Standing Committee, and through them to Council.
- C. The quorum of a working party shall be at least 1/4 of the whole number or 3 members, whichever is greater.
- D. Council shall specify the Chair, Secretary and membership of the working party.

VI. Meeting Procedure

- A. Non-Council members may speak if they have proposed a motion. Otherwise non-members may only speak on other matters at the Chair's discretion with agreement from the meeting.
- B. The order of business shall be:
 - 1. Announcements;
 - 2. Minutes of the previous meeting. Corrections may be made and the minutes accepted by a simple majority before moving onto the next item of business;
 - 3. Matters arising;
 - 4. Acceptance of the Agenda;
 - 5. Minutes of the Executive;
 - 6. Officer Reports to include all members of the Executive in any order;
 - 7. Committee Reports
 - 8. Council Member's motions;
 - 9. Ordinary motions;
 - 10. Special resolutions;
 - 11. Guest speakers;
 - 12. Any other business which should preferably be submitted to the Finance & Democracy Officer at least five days in advance of the meeting. Any other business that is tabled at the meeting must be of a trivial nature. The Chair shall rule on whether the item is trivial.

VII. Motions, Amendments and Lapsed Policy

- A. Ordinary Motions
 - 1. Motions to be discussed must be given to the Finance & Democracy Officer in writing, signed by a proposer and signed by at least ten seconders all of who must be members of the Union, at least 7 days before the meeting at which it is to be discussed (unless it is an emergency motion).
 - 2. The proposers and seconders must include their department and years.
- B. Emergency Motions
 - 1. Only motions whose matter deals with events that occurred after the deadline for submission or whose matter can not reasonably be postponed until the next Council, will be called emergency motions.
 - 2. Emergency motions may be entered onto the order paper under Any Other Business unless the meeting agrees that it is not an emergency at the acceptance of the agenda stage.
 - 3. An emergency motion must be given to the Finance & Democracy Officer at least 3 hours before the meeting at which it is to be discussed.
- C. Special Resolutions
 - 1. Special Resolutions must be used to amend the Standing Orders of the Union.
 - 2. Fourteen days notice is required for special resolutions.
 - 3. Special Resolutions to amend the standing orders must be passed by a two thirds majority at each of two consecutive meetings of Council, two consecutive General Meetings or by a two thirds majority in a referendum.
- D. Amendments
 - 1. Amendments to ordinary motions, lapsing policy and special resolutions must be signed by a proposer and at least ten seconders all of who must be members of the Union. The proposer and seconders must include their departments and years
 - 2. Amendments to ordinary motions and lapsing policy must be given to the Finance & Democracy Officer at least three hours before the meeting at which the motion is to be discussed.
 - 3. Amendments to special resolutions must be given to the Finance & Democracy Officer at least four days before the meeting at which the motion is to be discussed.
 - 4. Amendments to emergency motions can be made at the meeting in question.
 - 5. Drafting amendments, which do not alter the substance of a motion or lapsing policy, can be made at the meeting provided that they are accepted by a simple majority.
 - 6. An amendment must be relevant to the main motion or lapsing policy.

- E. Display of Motions
 - 1. Copies of motions shall be displayed on the official notice board before the meeting at which they are to be discussed at the following times:
 - a. special resolutions at least 13 days
 - b. ordinary motions & lapsing policy at least 3 days
 - c. amendments to special resolutions at least 3 days
 - d. amendments to ordinary motions or lapsing policy at least 1 hour
 - e. emergency motions at least 1 hour
- F. General
 - 1. If a motion has not finished being debated by the end of the end of a meeting, the proposer can indicate in writing to the Finance & Democracy Officer within five days of the close of the meeting that they wish the motion be put to the next meeting.
 - 2. Motions and amendments may be withdrawn by the proposer of the motion or the amendment at the meeting.

VIII. Debating Procedure

- A. Only one motion or amendment shall be debated at any one time.
- B. The Chair may set a time limit for the discussion of a motion subject to the consent of the meeting. If the time limit is reached the Chair shall ensure the debate is balanced and call the proposer of the substantive to summate. The meeting shall then move straight to the vote.
- C. The debating procedure shall be as follows:
 - 1. when a motion has been presented to the meeting the Chair shall first call the proposer to propose the motion. Should the proposer not be available, any member of Union Council may propose the motion;
 - 2. the Chair shall then call for any amendments. No opposition to the motion may be put until amendments have been voted on;
 - 3. if the proposer of a motion accepts any amendment in its entirety, then the motion as amended shall become the main motion with the same proposer and seconders;
 - 4. if the proposer of the motion does not accept the amendment, then the amendment shall be debated and voted upon. If the amendment is carried, the motion as amended shall become the main motion with the proposer and seconders of the amendment becoming the proposer and seconders of the main motion;
 - 5. further amendments may be moved in turn. The proposer of the last successful amendment then becomes the proposer of the substantive;
 - 6. each motion and amendment shall have an equal number of speakers for and against as long as there are people willing to speak;
 - 7. the Chair shall then call for a speaker in opposition to the motion as amended;
 - 8. if there is opposition, there may be further rounds of speeches as the meeting feels necessary;
 - 9. the chair shall then invite discussion of the motion from the floor. Any member may ask for clarification from the proposer, the opposition speaker or the chair;
 - 10. the proposer of the substantive shall be given the opportunity to sum up immediately before the vote is taken;
 - 11. at least one speaker may be called for abstentions at the discretion of the Chair;
 - 12. the substantive shall then be put to the vote and the result announced to the meeting.
- D. If the final motion is carried it shall become a resolution of the meeting.
- E. New facts or arguments, not already raised in the debate, may not be raised in the summing up speech.
- F. No motion, except a procedural motion, may be raised more than once at the same meeting.
- G. When a member is called to speak for or against a motion they may do so formally without any further comment.

IX. Voting

- A. All voting shall be by a show of hands or by a show of voting cards unless a secret ballot is called for.
- B. A re-count may be taken immediately after the vote at the Chair's discretion or in a response to a call for a re-count.
- C. When the meeting moves to a vote, no-one may leave or enter the room.
- D. Voting begins when the Chair asks for all those in favour of a motion to raise their hands.
- E. A simple majority vote shall be sufficient for all motions except special resolutions or where otherwise specified in these Standing Orders.
- F. A simple majority shall mean a majority of those members present and voting.
- G. In matters of discipline against a named individual a secret ballot shall be used.

X. Points of Order

- A. Members of the floor may raise points of order by shouting "Point of Order".
- B. Points of order shall have precedence over all other business. A request for a quorum count shall have precedence over any other point of order.
- C. Points of order may not be raised during voting unless they relate to the act of voting - asking for a quorum count or taking parts does not relate to the procedure of the vote, asking for a secret ballot does.
- D. Points of order must relate specifically to the meeting and/or current debate.
- E. Points of order may be raised under any of the following:
 - 1. a procedural motion (see below);
 - 2. a request for a quorum count;
 - a. The meeting shall be quorate unless declared inquorate. If after a count the meeting is found to be inquorate, it will close.
 - b. Decisions taken at the meeting prior to the meeting being declared inquorate remain valid.
 - c. If declared inquorate, the meeting may be reconvened at a time specified by the Chair as long as 24 hours notice is given on the Official Notice board.
 - 3. a request for a chair's ruling;
 - 4. a request for a recount immediately after a vote - must be supported by at least 15 members of the floor;
 - 5. a request to suspend standing orders - there shall be a speech for and a speech against. The meeting shall then move to the vote;
 - 6. a request to propose a drafting amendment;
 - 7. a request for a secret ballot, which must be supported by at least 15 members of the floor.

XI. Procedural Motions

- A. Procedural motions relate to the procedure of the meeting and may be raised at anytime unless otherwise stated. A simple majority is sufficient for all unless otherwise stated:
 - 1. Challenge the Chair - any challenge must be made immediately after the ruling to be challenged. If the challenge is supported by at least 15 members of the floor, the Chair must vacate the chair. The challenger may then speak and the Chair may reply. The meeting shall then move straight to the vote;
 - 2. No Confidence in the Chair - if a call of no confidence is supported by at least 15 members of the floor, the Chair must vacate the chair. There shall be at least two speakers for and against. The meeting shall then move straight to the vote. If passed, the temporary Chair shall continue for the duration of the meeting, otherwise the original Chair shall re-occupy the Chair;
 - 3. Temporary Adjournment - a motion for a temporary adjournment of no longer than 10 minutes may be moved. There shall be one speech for and one against. The meeting shall then move straight to the vote;
 - 4. Move straight to the vote - a simple majority is required to move straight to the vote. This may only be moved if there has been equal numbers of speeches for and against the motion or amendment;
 - 5. Refer the Matter back - a matter may be referred back to the relevant committee or Council. There will be one speech for and one speech against then the meeting will move straight to the vote. A simple majority shall be sufficient except as otherwise provided for in these standing orders;
 - 6. Parts - parts may be taken of any motion or amendment. The proposer of this procedural motion must specify which parts are to be taken. There will then be a speech in favour and a speech against. The meeting will then move straight to the vote to decide whether those parts are passed. If the parts which are passed are part of an amendment, they shall become part of the substantive; if they are part of the substantive, they shall simply be retained as part of the substantive;
 - 7. The Motion Be Not Put - there will be one speech for and one against then the meeting shall move to a vote. If passed, the motion in question may not be discussed for the remainder of the meeting;
 - 8. Private Session - Union Council may resolve itself into private session to consider any business of Establishment Committee. There shall be one speech for and a speech against. If passed, Union Council shall temporarily exclude all except members of Union Council and the General Manager.

XII. Points of Information

- A. Points of information may be raised to request clarification by shouting "Point of Information".
- B. Points of information must be put as a question to the Chair or speaker.

- C. No points of information may be raised during the summing up.
- D. A point of information may contain no argument.
- E. If a Point of Information is be raised during a speech, the speaker may choose to take the Point of Information or not.

Section 4 – The Executive

I. Membership

- A. The Executive shall be composed of
 1. Education Officer;
 2. Communications & Services Officer;
 3. Finance & Democracy Officer
 4. Medical & Postgraduate Students' Officer
 5. Student Activities Officer;
 6. Welfare Officer;
 7. Academic Affairs Officer;
 8. Clubs & Societies Officer;
 9. Campaigns and Equal Opportunities Officer;
 10. Environment and Ethics Officer;
 11. General Secretary;
 12. Pre-Clinical President;
 13. Clinical President;
 14. Postgraduate Association President;
 15. Promotions and Entertainments Officer;
 16. SSEES Site President;
 17. Acting Sabbatical Officers.

II. General Rules

- A. The Executive shall have the authority to act on behalf of Council between Council Meetings.
- B. The Executive shall meet weekly during term time.
- C. The quorum for all meetings of the Executive shall be three sabbatical officers and five non-sabbatical officers.
- D. The time, date, and place of all Executive meetings and the agenda for the meeting must be circulated to all members of the Executive at least two working days in advance by the Finance & Democracy Officer.
- E. Any standing orders not provided for in this section, and needed for the efficient running of the Executive shall, where appropriate, be provided by the standing orders for meetings of Union Council.
- F. An emergency meeting of the Executive may be called by any five members of the Executive. An emergency Executive meeting shall only discuss the business for which it has been called, unless a majority of the members of the Executive present decide otherwise.
- G. The chair of the Executive shall be the General Secretary. In the absence of the General Secretary, a member of the Executive shall open the meeting, and the meeting shall elect a chair.
- H. The Executive shall be responsible for overseeing the day to day activity of the Union, ensuring that motions of the Council, General Meeting, or referenda are implemented, and undertaking any project work as may be seen necessary.
- I. The Executive may set up working parties that will examine a particular issue within a predetermined time period in accordance for the standing orders for working parties set up by Council and submit a report thereon to the Executive. The working party shall then be disbanded.
- J. The Executive shall receive reports of the administrative meetings of the Sabbatical Officers with the General Manager.
- K. The General Manager shall be the assessor to the Union Executive.

III. Role of the Executive

- A. The Executive shall have various roles as follows: The Executive:
 1. shall be responsible for overseeing the day to day activity of the Union. In this respect it shall be aware of all Committee decisions.
 2. shall be responsible for ensuring that policy formed at Council, General Meetings and in referenda is implemented.
 3. shall hold its members accountable for their actions and decisions between meetings of Council.
 4. shall be responsible for the strategic decision of the Union, through communication with the Strategic Planning Committee.
 5. shall receive regular reports on the running of the Constituted Student Specific Societies.
 6. shall receive written reports from its members during periods when the Union Council is not in session.

7. shall receive and discuss reports of the meetings of the Sabbatical Officers with the General Manager.
8. shall make itself aware of decisions made at College Council. It shall also receive agenda of College Council and shall advise the Union delegates.
9. shall receive the minutes of the Provost's meetings with the Sabbatical Officers, and will assist in the writing of the Provost meeting agenda, and advise the Sabbaticals on all items.

IV. Meetings of the Sabbatical Officers with the General Manager

- A. There shall be regular meetings of the Sabbatical Officers with the General Manager.
- B. These meetings shall:
 1. be reported to the Executive and Council in clearly worded minutes.
 2. be used to discuss all aspects of the Union.
 3. where necessary, act as trustees meetings.
 4. not make any decisions that could be considered to be policy decisions. The Executive committee shall decide what is a policy decision.

Section 5 – Standing Committees of Union Council

I. General Rules

- A. Only members of each committee may vote in any committee meeting with the exception of the chair who may only vote if a casting vote is required.
- B. The Secretary of each standing committee shall ensure that each meeting is properly minuted and submitted for central filing.
- C. The Chair shall report the decisions of each meeting and any other relevant business of each meeting to Union Council except in the case of Finance Committee and Strategic Planning Committee where the Chair shall report the business to Council.
- D. Any Society wishing to be attached to a Standing Committee and thus receiving assistance from that Committee must be an Associated Society of the Union. No Associated Society may receive financial assistance from more than one standing committee.
- E. Union Council may overrule any decision made by a Standing Committee or instruct any Standing Committee (except for Finance, Elections, Governance and Establishment committees - see relevant sections below) by a two-thirds majority vote.
- F. Meetings of all standing committees except the Establishment Committee shall be open to all members of the Union.
- G. Any ordinary member of any standing committee who is absent from three consecutive meetings shall be deemed to have resigned subject to ratification by the committee. A member may appeal this removal to the Governance Committee.
- H. A minimum of twenty-four hours notice must be given of all meetings.
- I. A committee must have 1/4 of the whole number of elected non sabbatical members present or 4 elected non sabbatical members, whichever is the greater, to be quorate. This shall not be the case for the Establishment Committee where quorum shall be 1/4 of the whole number of elected members or 4, whichever is the greater.
- J. No student member of Union Council, except sabbatical officers, and those elected from council shall be members of Finance Committee.
- K. No student member of Union Council, except the Finance & Democracy Officer and the General Secretary shall be members of Governance Committee.
- L. All standing committees shall abide by the Standing Orders.
- M. Standing Committees shall adhere to all rulings and regulations laid down by Establishment Committee with regard to the employment of staff, full time or part time.
- N. Standing Committees must make any requests regarding the staff employed within its area of responsibility or wishes to employ to the Establishment Committee and no changes may be effected until the request has been approved by Establishment Committee.
- O. Committees meetings may be conducted on an informal basis as long as decisions taken are clear to the entire membership of the committee. A committee may adopt the rules of debate as outlined for Council if they wish.
- P. All elected members of Standing Committees shall be elected in accordance with the standing orders for elections
- Q. All standing committees shall be responsible for submitting to the Finance & Democracy Officer proposals for the yearly allocation of funds, from a sum granted by the Union, to all budgets falling into their area. These proposals shall then be considered by the Finance & Democracy Officer in preparing the first estimates.

II. Working Parties

- A. Any Standing Committee may set up a working party that will examine a particular issue within a predetermined period of time and then submit a report thereon to the Standing Committee. The working party shall then be disbanded.
- B. The Secretary of the Standing Committee shall normally act as the chair of the working party.
- C. Reports of the working party must be presented to the Standing Committee by whom it was appointed and through them to Council.
- D. The Chair of any Standing Committee shall be a member of all its working parties.
- E. The quorum of a working party shall be at least 1/4 of the whole number or 3 members, whichever is greater.

III. The Chair, Secretary and Assessor

- A. The Chair of each committee shall:
 - 1. produce the agenda for meetings of the committee;
 - 2. keep the meeting in order;
 - 3. see that remarks are relevant to the business in hand;
 - 4. ensure the general smooth running of the meeting;

5. submit, in the case of Finance Committee and Strategic Planning Committee, written reports of the relevant business of the committee and any decisions taken to Union Council
- B. The Secretary to each committee shall:
1. assist in the drafting of the agenda for meetings of the committee;
 2. ensure that the meetings are properly minuted and submitted for central filing;
 3. submit written reports of the relevant business of the committee and any decisions taken to Union Council or the relevant committee, except in the case of the Finance Committee or Strategic Planning Committee;
 4. take responsibility, with the Chair, for the continuity and co-ordination of the area pertaining to the committee's remit in between meetings.
- C. The Assessor to each committee shall:
1. be in attendance at the meetings of each committee;
 2. advise the committee on technical matters.

IV. Constitution and Terms of Reference

A. Activities Board

Membership

Chair	Student Activities Officer
Secretary	Clubs & Societies Officer
	Finance & Democracy Officer
	Communications & Services Officer
	Medical & Postgraduate Students' Officer
	Arts Officer
	Promotions and Entertainments Officer
	Societies Officer
	Sports Officer
	RUMS Sports & Societies Officer
	3 representatives elected by Sports Board
	3 representatives elected by Societies Board
	2 representatives elected by Arts Board
In attendance	Union staff as required by the agenda
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council, Activities Board is charged to:

1. Governance
 - a. Coordinate the work of Arts Board, Societies Board and Sports Board and to ensure that these boards fulfil their constitutional mandates and in this context to receive minutes of the meetings of these Boards.
 - b. Ensure that Clubs/Societies operate within the Union Constitution and Standing Orders, Club and Society Regulations and Procedures and Good Practice Guidelines and in this context to receive minutes from Club/Society General Meetings and the results of Club and Society elections.
 - c. Review Club/Society constitutions to ensure that the objects are consistent with those of the Union and do not duplicate the objects of pre-existing clubs or societies.
 - d. Where appropriate ratify the minutes of Club/Society General Meetings and of Club Society elections that have not achieved quorum.
 - e. Consider and report to Council changes to the Club Society Regulations.
2. Affiliations
 - a. Coordinate recommendations from Arts Board, Societies Board and Sports Board on the affiliation of new Clubs and Societies.
3. Discipline & Appeals
 - a. Consider and where appropriate effect disciplinary action against Clubs/Societies:
 - i. In breach of the Union Constitution or Standing Orders, and/or the Club and Society Regulations and/or Procedures;
 - ii. Failing to meet the requirements for 'active' Clubs/Societies as detailed in the Club and Society Regulations and Good Practice Guidelines.

- b. Consider Clubs/Societies appeals against disciplinary action by Arts Board, Societies Board and Sports Board.
4. Development
 - a. Coordinate the provision of training and development programmes to Union Clubs/Societies and elected officers of those Clubs/Societies.
 - b. Consider and report to Council on Club/Society safety and changes to the Good Practice Guidelines.
 5. Authority
 - a. Activities Board will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Activities Board will report to Council by submission of the minutes of each meeting of the Board.

B. Arts Board

Membership

Chair	Student Activities Officer
Secretary	Arts Officer Clubs & Societies Officer Garage Theatre Manager
In attendance	One representative from each Arts and Media Society Union staff as required by the agenda UCL Bloomsbury staff as required by the agenda
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council, Arts Board is charged to:

1. Governance
 - a. Coordinate the activity of the Union's Arts and Media Societies, including the annual Arts Festival.
 - b. Arbitrate in any dispute between Arts/Media Societies or within individual Arts/ Media Societies.
 - c. Consider reports and recommendations of Theatre Users Sub-Committee and make recommendations thereon to Activities Board.
 - d. Consider appeals against decisions made by meetings of Theatre Users Sub-Committee.
 - e. Elect an Arts Officer in accordance with the Standing Orders for Elections.
 - f. Elect two representatives to Activities Board, eight representatives to Arts Colours Sub-Committee and one to Union Colours Committee.
2. General
 - a. Make recommendations to Activities Board on the affiliation of new Arts/Media Societies.
 - b. Provide a forum for the Arts and Media Societies to share information and to raise matters of concern.
 - c. Direct the allocation of Arts and Media facilities available to Clubs and Societies.
 - d. Make recommendations to Activities Board on matters pertaining to the Arts/Media Societies.
 - e. Ensure the maintenance and ongoing development of the premises, equipment, furniture and fittings assigned to the Union's designated Arts societies.
 - f. Assist the Arts Officer in compiling and publicising a regular schedule of events and activities organised by the Societies.
 - g. Receive reports from the Student Activities Officer and Arts Officer on matters pertaining to the Arts and Media Societies.
3. Authority
 - a. Arts Board will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Arts Board will report to Activities Board by submission of the minutes of each meeting of the Board.

B.a. Theatre Users Sub-Committee

Membership

Chair	Arts Officer
Secretary	Student Activities Officer Garage Theatre Manager Societies Officer A representative of each Society allocated time in either the Bloomsbury or Garage Theatres
In attendance	Union staff as required by the agenda UCL Bloomsbury staff as required by the agenda
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Arts Board, Theatre Users Sub-Committee is charged to:

1. Governance
 - a. Elect the Garage Theatre Manager in accordance with a procedure agreed by Arts Board.
 - b. Elect two representatives to the Joint Committee for the UCL Bloomsbury (Theatre).
2. General
 - a. Coordinate all matters relating to the allocation of the 'Union Weeks' in the UCL Bloomsbury and to maintain accurate schedules thereof.
 - b. Coordinate all matters relating to the allocation of time in the Garage Theatre and to maintain accurate schedules thereof.
 - c. Make recommendations to Arts Board regarding the use of the Theatre spaces available to Union Clubs and Societies.
 - d. Ensure the maintenance and ongoing development of the premises, equipment, furniture and fittings assigned to Garage Theatre.
3. Authority
 - a. Theatre Users Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Theatre Users Sub-Committee will report to Arts Board by submission of the minutes of each meeting of the Theatre Users Sub-Committee.

C. Elections Committee

Membership

Chair	Finance & Democracy Officer
Secretary	General Secretary Medical & Postgraduate Students' Officer 5 elected members 2 students elected by and from Union Council
In attendance	Other Sabbatical Officers as the agenda requires Senior Treasurer with responsibility for legal matters
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council, Elections Committee is charged to:

1. Coordinate elections to Union Office detailed in the Constitution and Standing Orders ensuring implementation of the Standing Orders relevant to Elections.
2. Recommend to Governance Committee changes to the Constitution and Standing Orders of the Union in relating to Elections.
3. Ensure that no member of Elections Committee stands for any post which requires a General Union Election.
4. Authority
 - a. Elections Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.

- b. Council may rescind resolutions of the Elections Committee relating to constituency allocations and elections disciplinary matters. Other resolutions of the Elections Committee may only be rescinded by another resolution of the Committee although Union Council may choose to refer back a decision for further consideration by the Committee.
- c. Elections Committee will report to Council by submission of the minutes of each meeting of the Committee.

D. Establishment Committee

Membership

Chair	Finance & Democracy Officer
Secretary	General Manager
Members	All other Sabbatical Officers Four Senior Treasurers UCL HR Director or his/her Nominee Dean of Students or his/her Nominee

The Establishment Committee shall have overall responsibility for the employment of Union staff and the terms on which staff are employed in line with the authority delegated to the Union by UCL. In this context the Committee shall:

1. Conditions of Service
 - a. Ensure the appointment of Union staff, (other than student staff), on UCL terms and conditions of employment.
 - b. Ensure the appointment of Union staff on terms and conditions comparable to those elsewhere in the College.
 - c. Ensure that staff have opportunity for review of their remuneration in line with the opportunities available to comparable staff elsewhere in the College.
 - d. Determine the rate of student staff remuneration ensuring that this meets the requirements of the National Minimum Wage, (Adult rate).
2. New Appointments, Redundancy & Dismissal
 - a. Consider proposals for new staff appointments. Where such proposals result in an increase in staff costs the additional expenditure must be approved by the Finance Committee.
 - b. Consider proposals for staff redundancy.
 - c. Receive reports from the Chair & General Manager on staff dismissal.
3. Authority
 - a. Establishment Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Establishment Committee will report its decisions to Council but shall not disclose matters relating to the responsibilities, conditions of employment, performance or conduct of individual members of staff.
 - c. Decisions made by Establishment may not be discussed at a GM or Referendum.
 - d. A resolution of Establishment Committee may only be rescinded by another resolution of the Committee although Union Council may choose to refer back a decision for the committee's further consideration.

E. Finance Committee

Membership

Chair	Finance & Democracy Officer
Secretary	Finance Manager
Members	All other Sabbatical Officers 6 elected students who must not be members of Union Council 2 Lay-members appointed by Union Council
In attendance	Senior Treasurer with responsibility for Financial Matters
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Union Council, Finance Committee is charged to:

1. Annual Budget, Income and Expenditure
 - a. Consider and recommend to Union Council the Annual Income & Expenditure budget for the coming year, on advice from appropriate committees and senior managers. Consideration of the budget to include:
 - i. Estimates and any subsequent revisions of the funding required from UCL in respect of the Union's grant funded activity;
 - ii. Estimates and any subsequent revisions detailing the income and expenditure of the Union's designated trading services;
 - iii. The level of funding required for the Union's Long Term Maintenance reserve;
 - iv. The level of funding required for the Union's Trading Services Reserve.
 - b. Consider and report thereon to Union Council, statements on actual Income and Expenditure throughout the year and projected outturn compared with Annual Budget.
2. Annual Accounts
 - a. Recommend to Union Council the adoption of statements on the annual Financial Statements for the preceding financial year.
 - b. Engage the Union's auditors and to act upon their recommendations.
3. Five Year or Other Long-term Forecasts
 - a. Receive the Union's long-term forecasts of Income and Expenditure, funded (Recurrent and Capital) and to report thereon to Union Council.
 - b. Consider reports on proposals that may or will result in additional commitments for the Union and report thereon to Union Council.
4. Capital Projects
 - a. Consider reports from the Finance Manager on the financial implications of capital projects and report thereon to Council.
5. Financial Management
 - a. Consider and take action as appropriate on the following matters:
 - i. The Union's long and short term investments;
 - ii. Policy relating to the Union's Insurances;
 - iii. Arrangements for short-term and long term borrowings for capital projects or other purposes;
 - iv. Review and update the Union's financial regulations and procedures.
6. Supply and Financial Control
 - a. Consider and take action as appropriate on the following matters:
 - i. Grant funded expenditure, expenditure by the Union's designated trading services and expenditure by the Union's constituent clubs and societies;
 - ii. Policy to the Union's banking arrangements, including:
 - According to powers delegated to Finance Committee by Union Council, the appointment of Bankers and of any other officers or agents whom the Committee deems it expedient to appoint;
 - The Bank mandate and any overdraft facilities.
7. Cash Flow
 - a. Consider and take action as appropriate on the following matters:
 - i. Writing of losses or deficiencies in money, stocks, irrecoverable debts, overpayments and disposal of obsolete equipment;
 - ii. Risk management pertaining to financial matters;
 - iii. Guarantees involving a financial liability.
8. Loans and advances
 - a. General
 - i. Receive and respond where appropriate to reports from the following committees which report to Finance Committee: Services Committee, Finance Sub-Committee;
 - ii. Consider the reports recommendations and requests of General Meetings, Union Council and Standing Committees thereof and Associated Societies of the Union and make recommendations on the financial implications. No decisions made by

- any of the above bodies which have financial implications shall be binding until it has been decided by Finance Committee;
- iii. Receive and consider reports from the Union's Auditors, UCL Internal Audit and to monitor the Union's adherence to any regulatory requirements.
- b. Elect two members to Services Committee.
9. Authority
 - a. Finance Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Finance Committee will report to UCL Union Council by submission of the minutes of each meeting of Finance Committee.
 - c. A resolution of the Finance Committee may only be rescinded by another resolution of that Committee or by a motion to a General Meeting.

E.a Finance Sub-Committee

Membership

Chair	Finance & Democracy Officer
Secretary	Finance Manager
Members	Student Activities Officer
	Clubs & Societies Officer
	Arts Officer
	Societies Officer
	Sports Officer
In attendance	Student Activities & Development Coordinator
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Finance Committee, Finance Sub-Committee will undertake the following in accordance with a timetable of key tasks approved by Council:

1. General
 - a. Prepare and recommend to Finance Committee annual budgets for the Union's constituent Clubs & Societies.
 - b. Consider and approve to Finance Committee one-off budgets for the Union's constituent Clubs & Societies.
 - c. Consider and approve to Finance Committee applications for additional funding for the Union's constituent Clubs & Societies.
 - d. Review Club/Society expenditure against budget and make appropriate recommendations to Finance Committee.
 - e. Make recommendations to Finance Committee on changes to the Financial Regulations and Procedures relating to Clubs/Societies.
 - f. Receive reports from the Finance & Democracy Officer on items of Chair's Action between meetings.
 - g. Report to the Finance Committee by submission of the minutes of each meeting of the Sub-Committee. meet at least once every three weeks in term time;
2. Authority
 - a. Finance Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Finance Sub-Committee will report to Finance Committee by submission of the minutes of each meeting of the Committee.

F. Governance Committee

Membership

Chair	General Secretary
Secretary	Finance & Democracy Officer
Members	6 student who must not be members of Union Council
	Senior Treasurer with responsibility for legal matters
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council the Governance Committee is charged to:

1. Consider and report to Council, as the Committee deems necessary, on the following matters:
 - a. Constitutional structure of the Union, changes to the Constitution constitutional instruments, Standing Orders and Regulations.
 - b. Machinery of government, with particular reference to committee structure, constitutions, terms of reference, and delegation of powers.
 - c. Annual review of membership of committees.
 - d. Any related matters that may be referred to the Committee.
2. Review Club/Society constitutions to ensure compliance with the Union Constitution and Standing Orders and to ensure that any changes to the same are effected in accordance with the Constitution and Standing Orders.
3. Coordinate matters relating to the holding of General Meetings.
4. Verify the factual accuracy, legality and consistency with regards the Constitution of all motions submitted for discussion at General Meetings, Union Council, and referenda.
5. Review current Union policy to ensure that the Union is fulfilling its mandate.
6. Review lapsing policy and report thereon to Union Council.
7. Interpret the Union Constitution and/or Standing Orders on any matter that may be referred to the Committee.
8. Consider issues of Union Governance arising from legislative or institutional requirements.
9. Authority
 - a. For the purposes of the Constitution, Governance Committee shall also be known as Standing Orders Committee
 - b. Governance Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - c. Governance Committee will report to Council by submission of the minutes of each meeting of the Committee.

G. Media Management Committee

Membership

Chair	Communications & Services Officer
Secretary	Promotions and Entertainments Officer
Members	Student Activities Officer
	One representative from each of the designated 'Media Societies'.
	Film Studio Manager
	One representative elected by and from RUMS Executive Committee
	SSEES Publicity Officer
	PGA Publicity Officer
In attendance	Promotions and Marketing Manager
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council, Media Management Committee is charged to:

1. Governance
 - a. Coordinate the activities of the Union's Media Societies.
 - b. Utilise the media societies to promote the activities of the Union.
 - c. Ensure the maintenance and ongoing development of the premises, equipment, furniture and fittings assigned to the Union's designated media societies.

- d. Elect a Film Studio Manager in accordance with a procedure agreed by Media Management Committee.
2. Authority
 - a. Media Management Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Media Management Committee will report to Activities Board by submission of the minutes of each meeting of the Committee.

H. Postgraduate Association Executive Committee

Membership

Chair	Medical & Postgraduate Students' Officer
Secretary	PGA President
Members	PGA Vice-President PGA Entertainments Officer PGA Publicity Officer SSEES Postgraduate Officer Four Postgraduate Faculty reps elected by Council
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council, the Postgraduate Association Executive Committee is charged to:

1. General
 - a. Coordinate academic, social, sporting, representation and welfare activities on behalf of postgraduate students.
 - b. Provide a forum for issues relating to postgraduate students.
 - c. Coordinate concerns relating to postgraduate students and ensure that these are raised at the relevant Union/College committees.
 - d. Ensure that postgraduate students are aware of issues relevant to them.
2. Authority
 - a. The Postgraduate Association Executive Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. The Postgraduate Association Executive Committee will report to the Executive Committee by submission of the minutes of each meeting of the Committee.

I. RUMS Executive Committee

Membership

Chair	Medical & Postgraduate Students' Officer
Secretary	RUMS Secretary Clinical President Pre-Clinical President Pre-Clinical Vice President Clinical Vice President (Archway) Clinical Vice President (Bloomsbury) Clinical Vice President (Hampstead) RUMS Sports & Societies Officer
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council, the RUMS Executive Committee is charged to:

1. General
 - a. Coordinate academic, social, sporting, representation and welfare activities on behalf of medical students.
 - b. Provide a forum for issues relating to medical students.
 - c. Coordinate concerns relating to medical students and ensure that these are raised at the relevant Union/College committees.
 - d. Ensure that medical students are aware of issues relevant to them.

- e. Promote good relations and integration between the sites on which medical students study.
 - f. Consider minutes of the meetings of the Pre-Clinical and Clinical Sub-Committees.
2. Authority
- a. The RUMS Executive Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. The RUMS Executive Committee will report to the Executive Committee by submission of the minutes of each meeting of the Committee.

I.a Clinical Sub-Committee

Membership

Chair	Clinical President
Secretary	A Clinical Vice-President All other Clinical Vice-Presidents Clinical Year Representatives

Subject to any general or particular direction that may be given from time to time by the RUMS Executive Committee, the Clinical Sub-Committee is charged to:

- 1. General
 - a. Represent phase 2 & 3 medical students in matters relating to the Clinical curriculum.
 - b. Represent phase 2 & 3 medical students in matters relating to student welfare.
 - c. Represent phase 2 & 3 medical students in matters relating to the RUMS Union Society.
- 2. Authority
 - a. The Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. The Sub-Committee will report to RUMS Executive Committee by submission of the minutes of each meeting of the Committee.

I.b Pre-Clinical Committee

Membership

Chair	Pre-Clinical President
Secretary	Pre-Clinical Vice-President Pre-Clinical Year Representatives

Subject to any general or particular direction that may be given from time to time by the RUMS Executive, the Pre-Clinical Sub-Committee is charged to:

- 1. General
 - a. Represent phase 1 medical students in matters relating to the Pre-Clinical curriculum.
 - b. Represent phase 1 medical students in matters relating to student welfare.
 - c. Represent phase 1 medical students in matters relating to the RUMS Union Society
- 2. Authority
 - a. Pre-Clinical Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council
 - b. Pre-Clinical Sub-Committee will report to RUMS Executive Committee by submission of the minutes of each meeting of the Committee

J. Services Committee

Membership

Chair	Communications & Services Officer
Secretary	Finance Manager
Members	All other Sabbatical Officers Environment & Ethics Officer Promotions and Entertainments Officer Volunteering Officer 4 elected student members of the Union 2 students elected by and from Union Council 2 students elected by and from Finance Committee
In attendance	Senior Treasurer with responsibility for Financial matters Promotions and Marketing Manager Membership Services Manager Sports & Recreation Manager Other Union staff as determined by the agenda
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Union Council, Services Committee is charged by Council to:

1. Finance
 - a. Commercial Services
 - i. Consider and recommend to Union Finance Committee the Annual Income & Expenditure budget for the coming year for the Union's designated trading services on advice from appropriate committees and senior managers.
 - ii. Consider and recommend to Union Finance Committee the tariff for the coming year for the Union's designated trading services.
 - iii. Consider and recommend to the Finance Committee the level of funding required for the Union's Trading Services Reserve.
 - iv. Ensure that each of the Union's designated trading services delivers the targeted financial contribution in accordance with budgets approved by the Finance Committee.
 - v. Consider and report thereon to Union Finance Committee statements on actual Income and Expenditure throughout the year and projected outturn compared with Annual Budget.
 - vi. Recommend to Union Finance Committee the adoption of Financial Statements for the preceding financial year.
 - vii. Develop and recommend to Union Finance Committee long-term forecasts of Income and Expenditure in respect of the Union's designated trading services.
 - b. Membership Services
 - i. Consider and report thereon to Union Finance Committee statements on actual Income and Expenditure throughout the year and projected outturn compared with Annual Budget.
2. Service Delivery
 - a. Commercial Services
 - i. Ensure that each of the Union's designated trading services delivers the targeted levels of customer satisfaction.
 - ii. Ensure effective co-ordination both between the Union's designated trading services and with other Union activities.
 - b. Membership Services
 - i. Approve and monitor annual key performance indicators to ensure that each of the Union's membership services is meeting the needs to UCL Union members.
 - c. All Union Services
 - i. Identify opportunities for new/alternative services in line with changing student/customer profiles and refer proposals to Strategic Planning Committee for agreement
 - ii. Ensure the effective co-ordination of the Union's services with other Union activities and campaigns.
 - iii. Receive, if requested, reports on market research related to the Union's services and agree appropriate action in light of responses.

3. Statutory Requirements
 - a. Commercial Services
 - i. Ensure that the statutory requirements relating to the sale of goods/services and the provision of entertainments by the designated trading services are met.

4. Assets
 - a. Commercial Services
 - i. Ensure the maintenance and ongoing development of the premises, equipment, furniture and fittings of the Union's designated trading services within the context of the revenues generated by these services.
 - ii. Ensure in respect of the Union's designated trading services that appropriate security arrangements are in place to safeguard the assets and premises.
 - iii. Ensure in respect of the Union's designated trading services that appropriate security arrangements are in place to safeguard both patrons of Union services and the staff employed in those services.

5. Marketing & Sponsorship
 - a. All Union Services
 - i. Oversee the development of a marketing plan for the Union's services.
 - ii. Oversee the development of beneficial sponsorship for the Union and its constituent Clubs & Societies and in this context to consider sponsorship applications and make recommendations as appropriate to Finance Committee.

6. Authority
 - a. All Union Services
 - i. Services Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - ii. Services Committee will report to UCL Union Finance Committee by submission of the minutes of each meeting of the Committee.
 - iii. Services Committee decisions with financial implications must be ratified by Finance Committee prior to implementation.
 - iv. Services Committee will submit reports and recommendations to Strategic Planning Committee on key developments to the Union's services.

K. Societies Board

Membership

Chair	Student Activities Officer
Secretary	Societies Officer Clubs & Societies Officer RUMS Sports and Societies Officer One representative from each General Society
In attendance	Union staff as required by the agenda
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council, Societies Board is charged to:

1. Governance
 - a. Coordinate the activity of the Union's Societies.
 - b. Arbitrate in any dispute between Societies or within individual Societies.
 - c. Elect the Societies Officer in accordance with the Standing Orders for Elections.
 - d. Elect three representatives to Activities Board, eight representatives to Societies Colours Sub-Committee and one to Union Colours Committee.
 - e. Consider reports of Societies Colours Sub-Committee.

2. General
 - a. Make recommendations to Activities Board on the affiliation of new Societies.
 - b. Provide a forum for the Societies to share information and to raise matters of concern.
 - c. Make recommendations to Activities Board on matters pertaining to the Societies.
 - d. Ensure the maintenance and ongoing development of the premises, equipment, furniture and fittings assigned to the Union's designated societies.

- e. Assist the Societies Officer in compiling and publicising a regular schedule of events and activities organised by the Societies.
 - f. Receive reports from the Student Activities Officer and Societies Officer on matters pertaining to Societies.
3. Authority
- a. Societies Board will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Societies Board will report to Activities Board by submission of the minutes of each meeting of the Board.

L. Sports Board

Membership

Chair	Student Activities Officer
Secretary	Sports Officer Clubs & Societies Officer Medical & Postgraduate Students' Officer RUMS Sports and Societies Officer One representative from each Sports Club
In attendance	Union staff as required by the agenda
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council, Sports Board is charged to:

1. Governance
 - a. Coordinate the activity of the Union's Sports Clubs.
 - b. Arbitrate in any dispute between Clubs or within individual Clubs.
 - c. Consider reports of Sports Colours Sub-Committee.
 - d. Elect the Sports Officer in accordance with the Standing Orders for Elections.
 - e. Elect three representatives to Activities Board.
 - f. Elect eight representatives to Sports Colours Sub-Committee and one to Union Colours Committee.
 - g. Elect six representatives to the Sports Grounds Committee.
2. General
 - a. Make recommendations to Activities Board on the affiliation of new Sports Clubs.
 - b. Provide a forum for the Sports Clubs to share information and to raise matters of concern.
 - c. Make recommendations to Activities Board on matters pertaining to the Sports Clubs
 - d. Direct the allocation of the indoor sports facilities available to Clubs and Societies and to make recommendations to Activities Board thereon.
 - e. Ensure the maintenance and ongoing development of the premises, equipment, furniture and fittings assigned to the Union's designated Sports Clubs.
 - f. Assist the Sports Officer in compiling and publicising a regular schedule of events and activities organised by the Sports Clubs.
 - g. Receive reports from the Student Activities Officer and Sports Officer on matters pertaining to Sports Clubs.
3. Authority
 - a. Sports Board will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Sports Board will report to Activities Board by submission of the minutes of each meeting of the Board.

M. Sports Grounds Committee

Membership

Chair	Finance & Democracy Officer
Secretary	Sports & Recreation Manager

	Student Activities Officer
	Medical & Postgraduate Students' Officer
	Sports Officer
	RUMS Sports & Societies Officer
	6 representatives elected by and from Sports Board
In attendance	1 Senior Treasurer
	Chair of the Sports Grounds Development Committee
	1 representative from the Property Maintenance, Estates & Facilities, UCL Estates Surveyor, UCL
	One member appointed by College Council
	Shenley Grounds Manager
	Shenley Pavilion Manager
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Union Council, the Sports Grounds Committee is charged to:

1. Finance
 - a. Consider and recommend to Union Finance Committee the Annual Income & Expenditure budget for the coming year for the Grounds & Pavilion on advice from appropriate committees and senior managers.
 - b. Consider and recommend to Union Finance Committee the tariff for the coming year for the Grounds & Pavilion.
 - c. Consider and recommend to the Finance Committee the level of funding required for the Grounds & Pavilion Reserve.
 - d. Ensure that the Grounds and Pavilion deliver the targeted financial contribution in accordance with budgets approved by the Finance Committee.
 - e. Consider and report thereon to Union Finance Committee statements on actual Income and Expenditure throughout the year and projected outturn compared with Annual Budget.
 - f. Recommend to Union Finance Committee the adoption of Financial Statements for the preceding financial year.
 - g. Develop and recommend to Union Finance Committee long-term forecasts of Income and Expenditure in respect of the Grounds and Pavilion.
2. Service Delivery
 - a. Ensure that the Grounds and Pavilion deliver the targeted levels of customer satisfaction.
 - b. Identify opportunities for the new/alternative services in line with changing customer profiles.
 - c. Ensure effective co-ordination between Grounds and Pavilion activities.
 - d. Ensure effective day today management of contracts to provide Grounds and/or Pavilion services.
3. Statutory Requirements
 - a. Ensure the statutory requirements relating to provision of the Grounds and Pavilion services are met.
4. Assets
 - a. Ensuring that appropriate security arrangements are in place to safeguard Grounds & Pavilion assets and premises.
 - b. Ensure the maintenance and ongoing development of the playing and other surfaces, fences, premises, equipment, furniture and fittings of the Grounds and Pavilion in line with the division of responsibility between the Union and UCL Estates & Facilities.
5. Authority
 - a. Sports Grounds Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Sports Grounds Committee will liaise with the UCL Sports Grounds Development Committee and refer matters for the consideration of the Committee as appropriate.
 - c. Sports Grounds Committee will report to UCL Union Finance Committee by submission of the minutes of each meeting of the Committee.

N. SSEES Executive Committee

Membership

Chair	SSEES Site President
Secretary	SSEES Vice-President
	SSEES Treasurer
	SSEES Welfare Officer
	SSEES Publicity Officer
	SSEES Postgraduate Officer
	SSEES Entertainments Officer
	One representative from the Masaryk Society
	One representative from the SSEES Athletic Football Club
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council, the SSEES Site Committee is charged to:

1. General
 - a. Coordinate academic, social, sporting, representation and welfare activities on behalf of SSEES students.
 - b. Provide a forum for issues relating to SSEES students.
 - c. Coordinate concerns relating to SSEES students and ensure that these are raised at the relevant Union/College committees.
 - d. Ensure that SSEES students are aware of issues relevant to them.
 - e. Promote good relations and integration between the UCL & SSEES.
2. Authority
 - a. The SSEES Executive will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. The SSEES Executive will report to the Executive Committee by submission of the minutes of each meeting of the Committee.

O. Strategic Planning Committee

Membership

Chair	Finance & Democracy Officer
Secretary	Communications & Services Officer
Members	All other Sabbatical Officers
	All other Executive Officers
	3 students elected by and from Council
In attendance	Senior Treasurer with responsibility for legal matters
	1 Lay Member of Finance Committee
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council, Strategic Planning Committee is charged to:

1. Develop the Union's Strategic Plan.
2. Consider issues raised in any Union or College Committee that might impact the Union's Strategic Plan.
3. Communicate the Strategic Plan to the Standing Committees of the Union in order to direct the work of these committees.
4. Monitor the implementation of the Strategic plan, in this context receiving reports as appropriate from Standing Committees of the Union and reporting matters of concern to Union Council.
5. Authority
 - a. Strategic Planning Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Strategic Planning Committee will report to Council by submission of the minutes of each meeting of the Strategic Planning Committee.

P. Student Affairs Committee

Membership

Chair (joint)	Education Officer and Welfare Officer
Secretary	Academic Affairs Officer
	All other Sabbatical Officers
	Clubs & Societies Officer
	C&EO Officer
	E&E Officer
	BME Students' Officer
	Disabled Students' Officer
	LGBT Officer
	P&E Officer
	Clinical Vice-President (Archway)
	Clinical Vice-President (Bloomsbury)
	Clinical Vice-President (Hampstead)
	Clinical President
	Pre-Clinical President
	Pre-Clinical Vice-President
	Part-Time Students' Officer
	Women's Officer
	International Students' Officer
	Mature Students' Officer
	PGA President
	PGA Vice-President
	SSEES Site President
	6 members elected by and from Council
In attendance	Union staff as required by the agenda
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council, Student Affairs Committee is charged to:

1. Governance
 - a. Elect students to the following College Committees:
 - i. Committee for Equal Opportunities;
 - ii. Disability Committee;
 - iii. Joint Staff Student Committee;
 - iv. Academic Board;
 - v. Discipline Committee;
 - vi. Faculty Boards;
 - vii. Quality Management and Enhancement Committee;
 - viii. Other relevant College Committees as determined by Union Council.
 - b. Elect one student to Union Colours Committee.
 - c. Consider the minutes of the Hall Reps Sub-Committee.
2. General
 - a. Provide a forum where issues relating to academic matters and matters relating to student welfare can be raised.
 - b. Consider academic, academic support and student welfare issues raised at Union and/or College committees and make recommendations to Council as appropriate.
 - c. Develop awareness of student welfare related issues and coordinate information and training as appropriate.
 - d. Monitor the provision and usage of student welfare services within the College and make recommendations to Council as appropriate.
 - e. Monitor the provision of academic support facilities and make recommendations to Council as appropriate.
 - f. Monitor Union and College progress on equal opportunities and make recommendations to Council as appropriate.
 - g. Monitor the Union's ethical and environmental performance and make recommendations to Union Council and other standing committees.
 - h. Coordinate the campaigning activity of the Union.
 - i. Coordinate and oversee the actions of the welfare groups.
3. Authority

- a. Student Affairs Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
- b. Student Affairs Committee will report to Council by submission of the minutes of each meeting of the Committee.

P.a. Hall Reps Sub-Committee

Membership

Chair	Welfare Officer
Secretary	C&EO Officer Hall Reps
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Council, the Hall Reps Sub-Committee is charged to:

1. Elect students to the following College Committees:
 - a. Student Accommodation Committee;
 - b. Student Accommodation Fees Sub-Committee.
2. General
 - a. Provide a forum for issues relating to student accommodation.
 - b. Coordinate student concerns relating to student accommodation and ensure that these are raised at the relevant College committees.
 - c. Report matters of concern to Student Affairs Committee.
3. Authority
 - a. The Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. The Sub-Committee will report to Student Affairs Committee by submission of the minutes of each meeting of the Sub-Committee.

R. Union Colours Committee

Membership

Chair	Student Activities Officer
Secretary	Communications & Services Officer
Members	All Executive Officers Arts Officer Societies Officer Sports Officer BME Students' Officer Disabled Students' Officer International Students' Officer Lesbian, Gay, Bisexual and Trans Officer Mature Students' Officer Volunteering Officer Women's Officer One student elected by and from Arts Board One student elected by and from Societies Board One student elected by and from Sports Board One student elected by and from Student Affairs Committee One student elected by and from Council
In attendance	Student Activity & Development Coordinator
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by Union Council, Union Colours Committee is charged to:

4. Governance
 - a. Coordinate all matters relating to the awarding of of Union and Volunteering Colours and other Awards.

- b. Consider the guidelines and procedures for the award of Colours.
 - c. To consider reports of it's Sub-Committees (Arts Colours, Sports Colours and Societies Colours)
 - d. To ratify decisions made in the Sub-Committees (Arts Colours, Sports Colours and Societies Colours)
5. Authority
- a. Union Colours Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Union Colours Committee will report to the Executive Committee by submission of the minutes of each meeting of the Committee.
 - c. Union Colours Committee will consider all appeals made to Arts/Societies/Sports Sub-Committees, and Union Colours Committee
 - d. To consider criteria changes for Arts/Sports/Societies/Volunteering/Union colours and ensure the criteria are equivalent.

R.a. Arts Colours Sub-Committee

Membership

Chair	Student Activities Officer
Secretary	Arts Officer
Members	Communications & Services Officer Clubs & Societies Officer Societies Officer 8 representatives elected by and from Arts Board
In attendance	Union staff as required by the agenda
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by the Executive Committee, the Sports Colours Sub-Committee is charged to:

- 6. Governance
 - a. Coordinate all matters relating to the awarding of Arts Colours and other Arts Awards.
 - b. Consider the guidelines Arts procedures for the award of Arts Colours.
 - c. Report as required to Sports Board.
 - d. Make recommendations as appropriate to Union Colours Committee.
- 7. Authority
 - a. Arts Colours Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Arts Colours Sub-Committee will report to the Union Colours Committee by submission of the minutes of each meeting of the Sub-Committee.

R.b. Societies Colours Sub-Committee

Membership

Chair	Student Activities Officer
Secretary	Societies Officer
Members	Communications & Services Officer Clubs & Societies Officer 8 representatives elected by and from Societies Board
In attendance	Union staff as required by the agenda
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by the Executive Committee, the Sports Colours Sub-Committee is charged to:

- 1. Governance
 - a. Coordinate all matters relating to the awarding of Societies Colours and other Societies Awards.
 - b. Consider the guidelines and procedures for the award of Societies Colours.
 - c. Report as required to Societies Board.

- d. Make recommendations as appropriate to Union Colours Committee.
2. Authority
 - a. Societies Colours Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Societies Colours Sub-Committee will report to the Union Colours Committee by submission of the minutes of each meeting of the Sub-Committee.

R.c. Sports Colours Sub-Committee

Membership

Chair	Student Activities Officer
Secretary	Sports Officer
Members	Communications & Services Officer Clubs & Societies Officer
	8 representatives elected by and from Sports Board
In attendance	Union staff as required by the agenda
Assessor	General Manager

Subject to any general or particular direction that may be given from time to time by the Executive Committee, the Sports Colours Sub-Committee is charged to:

1. Governance
 - a. Coordinate all matters relating to the awarding of Sports Colours and other Sports Awards.
 - b. Consider the guidelines and procedures for the award of Sports Colours.
 - c. Report as required to Sports Board.
 - d. Make recommendations as appropriate to Union Colours Committee.
2. Authority
 - a. Sports Colours Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
 - b. Sports Colours Sub-Committee will report to the Union Colours Committee by submission of the minutes of each meeting of the Sub-Committee.

Section 6 – Job Descriptions

I. Executive Officers: General Duties

- A. The Executive shall be collectively responsible for overseeing the day to day activity of the Union, ensuring that motions of the Council, General Meetings or referenda are implemented, and undertaking any project work as may be seen necessary.
- B. All Executive Officers shall:
 1. maintain and uphold the Constitution and Standing Orders of UCL Union;
 2. implement and adhere to all Union policy and mandates;
 3. attend:
 - a. General Meetings;
 - b. Union Council;
 - c. Executive meetings; and
 - d. all committees as stated in their job descriptions unless there is reasonable cause for absence.
 4. generally liaise with each other in the day-to-day running of the Union;
 5. be responsible for conducting the affairs of the Union in between meetings of the Executive, Union Council and any standing committees and shall report to those groups accordingly;
 6. make recommendations to Union Council or any standing committee should they wish to;
 7. maintain accurate papers for all committees they are on;
 8. be on duty in the Union when necessary as agreed by the Executive; and
 9. provide written material for the Annual Reports and Union Handbook.
 10. in the event of a sabbatical position becoming vacant, liaise with the rest of the executive to ensure that the duties of the relevant post are covered as far as possible.

II. Sabbatical Officers: General Duties

- A. All Sabbatical Officers shall carry out the duties laid down for all Executive Officers and:
 1. attend all meetings with the Provost;
 2. act as cheque signatories for the Union;
 3. be generally available to students to answer queries or deal with problems that arise according to their areas of responsibility;
 4. meet at least weekly with the Union General Manager and generally liaise with each other in the day-to-day running of the Union.
 5. shall be the trustees of the Union
- B. Sabbatical Officers shall be jointly responsible for the following areas of Union activity, which encompass several or all of the portfolios. In each instance the officer with overall responsibility will be as specified below.
 1. Affiliations – Finance & Democracy Officer
 2. Establishment – Finance & Democracy Officer
 3. Strategic Planning – Finance & Democracy Officer
 4. Mergers – Medical & Postgraduate Students' Officer
 5. Campaigns – Education Officer
 6. Union Space – Finance & Democracy Officer
- C. Sabbatical Officers shall be ex-officio ULU Council representatives and should attend meetings with UL Sabbatical Officers as they see fit.
- D. Sabbatical Officers may run for election as delegates to NUS Conference.

III. Communications and Services Officer

A. General

1. The Communications and Services Officer will be ultimately responsible for all forms of Union publicity.
2. The Communications and Services Officer will strive to perpetuate widespread understanding of the Union's activities, developments and achievements.
3. The Communication and Services Officer will be concerned with the provision of high level customer satisfaction for the Union's Commercial Services.

B. Committees

1. The Communications and Services Officer will chair the following Union Committees:
 - a. Services;
 - b. Media Management.
2. The Communications and Services Officer will serve as secretary to the following Union Committees:
 - a. Union Colours;

- b. Strategic Planning.
- 3. The Communications and Services Officer will serve on the following Union Committees:
 - a. Activities Board;
 - b. Establishment;
 - c. Finance;
 - d. Strategic Planning;
 - e. Union Colours;
 - f. Student Affairs.
- 4. The Communications & Services Officer will on the following Union Sub-Committees:
 - a. Arts Colours;
 - b. Societies Colours;
 - c. Sports Colours.
- 5. The Communications & Services Officer will be in attendance at the following College Committee as a student observer:
 - a. Safety Committee.
- C. Communications**
 - 1. The Communications and Services Officer will ensure that students are informed of decisions made at College and Union Committees.
 - 2. The Communications and Services Officer will liaise with external media and promote an understanding and appreciation of the activities of the Union and those of individual students.
 - 3. The Communications and Services Officer will promote the Union's services, Societies and achievements to students, the UCL Development Office and alumni of UCL.
 - 4. The Communications and Services Officer will hold overall editorial control of the Union website.
 - 5. The Communications and Services Officer will oversee the promotion of Union services to Members.
 - 6. The Communications and Services Officer will hold ultimate responsibility for the production of annual and termly event schedules.
 - 7. The Communications and Services Officer will endorse all entertainment publicity.
- D. Society Publications and Publicity**
 - 1. The Communications and Services Officer will ensure that material used or produced by any Society does not contravene:
 - a. legal requirements;
 - b. the Constitution;
 - c. the Standing Orders;
 - d. Policy;
 - e. any Union Regulations.
 - 2. The Communications and Services Officer will be the legal publisher/manager of all Union publications and broadcasts.
 - 3. The Communications and Services Officer will assist Union media societies with production, distribution and advertising of their publications and broadcasts.
 - 4. The Communications and Services Officer will chair the Media Complaints Procedure.
- E. Annual Publications**
 - 1. The Communications and Services Officer will be ultimately responsible for the production of an annual handbook for incoming students.
 - 2. The Communications and Services Officer will be ultimately responsible for the production of an annual report.
 - 3. The Communications and Services Officer will be ultimately responsible for the production of an annual sports review.
- F. External Representation**
 - 1. The Communications and Services Officer will be the reactive respondent to external media on matters relating to the Union.
- G. Services**
 - 1. The Communications and Services Officer will ensure provision of an appropriate level of service at all instances where there is a Student-Staff interface.
 - 2. The Communications and Services Officer will ensure non-grant-aided services run smoothly and in line with Policy.
 - 3. The Communications and Services Officer will review the efficiency, effectiveness and economy of Union service provision at least once each year.
 - 4. The Communications and Services Officer will ensure the ethical and environmental soundness of services in conjunction with the Environment and Ethics Officer.
 - 5. The Communications and Services Officer will monitor complaints about Union services.

6. The Communications and Services Officer will oversee the development and adaptation of the Union's service provision as determined by the Services Committee.
7. The Communications and Services Officer will be legal chair of the Union Bar Club.

H. Entertainment and Events

1. The Communications and Services Officer will oversee the development and implementation of the Union's entertainments policy.
2. The Communications and Services Officer will hold ultimate responsibility for all Union events.
3. The Communications and Services Officer will give help and advice to Societies' events.
4. The Communications and Services Officer will oversee venue bookings.
5. The Communications and Services Officer will oversee Union event security and door policy.

IV. Education Officer

A. General

1. The Education Officer will be an advocate for the provision of a safe, comfortable and sound academic experience for students.

B. Meetings

1. The Education Officer will Chair the following Union Committees:
 - a. Student Affairs.
2. The Education Officer will serve on the following Union Committees:
 - a. Establishment;
 - b. Finance;
 - c. Services;
 - d. Union Colours;
 - e. Strategic Planning.
3. Education Officer will serve on the following College Committees:
 - a. Academic Committee;
 - b. Academic Board;
 - c. College Council;
 - d. Discipline Review Body;
 - e. Honorary Degrees and Fellowships Committee;
 - f. Joint Staff Student Committee;
 - g. Library Committee;
 - h. Lunch Hour Lectures Committee;
 - i. Quality Management and Enhancement Committee;
 - j. Information Strategy Committee.
 - k. Any Sub-Committees of the above that may be convened from time to time.
4. The Education Officer will serve on the following College Sub-Committees:
 - a. Programme Planning and Development Executive Sub-Committee
 - b. Widening Participation Sub-Committee.
5. The Education Officer will serve as a member of the Council of the Friends' Trust and of the UCL Futures Disbursement Committee.

C. Education and Academic Affairs

1. The Education Officer will keep the College informed about student opinion on academic affairs.
2. The Education Officer will ensure student representation in the development of all curricula.

D. External Representation

1. The Education Officer will provide assistance in individual student representation to the College and the University.
2. The Education Officer will attend ULU Education and Welfare Network and any equivalent bodies.
3. The Education Officer will attend meetings of the Aldwych Group or its equivalent.
4. The Education Officer will serve as delegation leader for all NUS Conferences that they are entitled to attend; the Education Officer may waive their right to attend non-policy-making conferences.
5. The Education Officer will be the reactive respondent to external media on matters related to Education.

V. Finance and Democracy Officer

A. General

1. The Finance and Democracy Officer will endeavour to promote democratic involvement of Members in all Union activities.

2. The Finance and Democracy Officer will ensure the smooth management of the assets and infrastructure of the Union.
3. The Finance and Democracy Officer will have a broad overview of all aspects of the Union's financial situation.

B. Meetings

1. The Finance and Democracy Officer will Chair the following Union Committees:
 - a. Elections;
 - b. Establishment;
 - c. Finance;
 - d. Sports Grounds;
 - e. Strategic Planning.
2. The Finance and Democracy Officer will chair the following Union Sub-Committee:
 - a. Finance Sub-Committee.
3. The Finance and Democracy Officer will serve on the following Union Committees:
 - a. Activities Board;
 - b. Services;
 - c. Union Colours;
 - d. Student Affairs.
4. The Finance and Democracy Officer will serve as secretary to the following Union Committees:
 - a. Governance.
5. The Finance and Democracy Officer will serve on the following College Committees:
 - a. College Council ;
 - b. Governance Committee;
 - c. Joint Committee for the UCL Bloomsbury (Theatre);
 - d. Sports Grounds Development;
 - e. Honorary Degrees and Fellowships Committee.
6. The Finance and Democracy Officer will serve on the following College Sub-Committee:
 - a. Facilities Sub-Committee;
7. The Finance and Democracy Officer will be in attendance at the following College Committee as a student observer:
 - a. College Finance Committee.
8. The Finance and Democracy Officer will attend meetings of the Aldwych Group or its equivalent.
9. The Finance and Democracy Officer will be a director of the Somers Town Community Sports Centre Ltd.

C. Officer Training

1. The Finance and Democracy Officer will, in conjunction with the Membership Services Manager, ensure the provision of training to give elected representatives the skills they require to work efficiently and effectively within the Union.

D. Affiliations

1. The Finance and Democracy Officer will oversee an ongoing review of the Union's external affiliations.
2. The Finance and Democracy Officer will coordinate the issue of NUS and ULU membership cards to all eligible students.
3. The Finance and Democracy Officer will liaise with ULU, NUS and other external bodies on matters of general student concern.

E. Finance

1. The Finance and Democracy Officer will oversee the preparation of first and revised estimates allocating the Union's block grant to various areas of the Union based on submissions made by Committees and Societies.
2. The Finance and Democracy Officer will endeavour to ensure compliance with financial regulations.
3. The Finance and Democracy Officer will oversee the negotiation and payment of the Union grant.
4. The Finance and Democracy Officer will ensure the maintenance of a schedule for the allocation of reserves for equipment repair and replacement.
5. The Finance and Democracy Officer will ensure adequate presentation of financial information to students and Standing Committees.
6. The Finance and Democracy Officer will monitor the Union's insurance policy.
7. The Finance and Democracy Officer will monitor the Union's investments.
8. The Finance and Democracy Officer will coordinate Union applications for external grants.
9. The Finance and Democracy Officer will ensure that grant funds available to various Union groups are appropriately publicised.

10. The Finance and Democracy Officer will oversee the accounting arrangements for grant-funded expenditure.
11. The Finance and Democracy Officer will negotiate the fees of external affiliations.
12. The Finance and Democracy Officer will ensure that expenditure is in accordance with the estimates.
13. The Finance and Democracy Officer will ensure that financial regulations, as outlined in the Standing Orders are adhered to.
14. The Finance and Democracy Officer will authorise Union expenditure, including order forms, petty cash forms and any other forms relating to finance.
15. The Finance and Democracy Officer will review policy relating to Finance and Financial regulations.

F. Sponsorship

1. The Finance and Democracy Officer will be responsible for the Union's acquisition of sponsorship revenue.
2. The Finance and Democracy Officer will coordinate all applications for sponsorship.

G. Infrastructure & Safety

1. The Finance and Democracy Officer will coordinate the development of the Union's physical, financial and technological infrastructure.
2. The Finance and Democracy Officer will ensure that there are adequate security arrangements in Union buildings.
3. The Finance and Democracy Officer will coordinate future physical developments.
4. The Finance and Democracy Officer will assess the Union's space requirements and to negotiate future Union space.
5. The Finance and Democracy Officer will ensure that the use of the space available to the Union is maximised.
6. The Finance and Democracy Officer will ensure that the Union's Health and Safety policy is reviewed on an annual basis.

H. Staffing

1. The Finance and Democracy Officer will ensure that adequate arrangements are made for the appointment of Staff.
2. The Finance and Democracy Officer will ensure that the interests of Union Staff are well looked after.
3. The Finance and Democracy Officer will participate in conjunction with the General Manager, in any disciplinary matters involving members of Union staff.

VI. Medical and Postgraduate Students' Officer

A. General

1. Medical and Postgraduate Students' Officer will represent the interests of medical and postgraduate students at all levels and ensure an environment which supports and provides for the needs of medical and postgraduate students.

B. Meetings

1. The Medical & Postgraduate Students' Officer will chair the following Union committees;
 - a. RUMS Executive;
 - b. PGA Executive.
2. The Medical and Postgraduate Students' Officer will serve on the following Union Committees:
 - a. Activities Board;
 - b. Elections;
 - c. Establishment;
 - d. Finance;
 - e. Services;
 - f. Union Colours;
 - g. Sports Board;
 - h. Sports Grounds;
 - i. Strategic Planning;
 - j. Student Affairs.
3. The Medical and Postgraduate Students' Officer will serve on all other Medical and Graduate School Committees concerned with academic or welfare issues that affect medical or postgraduate students as determined by the RUMS or Postgraduate Association Executive Committees.
4. The Medical and Postgraduate Students' Officer will serve on the following College Committees:
 - a. Academic Board;
 - b. Academic Committee;

- c. Joint Staff Student Committee;
- d. Sports Grounds Committee

C. Medical students

1. The Medical and Postgraduate Students' Officer will ensure that medical students are informed of information relevant to them in their capacity as medical students, and, in particular, of relevant decisions by the Medical School and the College;
2. The Medical and Postgraduate Students' Officer will liaise with the Pre-Clinical and Clinical Presidents to address the issues of medical students;
3. The Medical and Postgraduate Students' Officer will ensure effective communication between external Medical School sites and the Union;
4. The Medical and Postgraduate Students' Officer will ensure that the Medical School and the College are informed of the views of medical students;
5. The Medical and Postgraduate Students' Officer will assist in the individual representation of medical students to the Medical School and/or College;
6. The Medical and Postgraduate Students' Officer will ensure provision of an appropriate programme of entertainment for medical students;
7. The Medical and Postgraduate Students' Officer will ensure that medical students receive an adequate welfare provision from the Medical School and College;
8. The Medical and Postgraduate Students' Officer will represent, medical students to external organisations including ULU and the NUS;
9. The Medical and Postgraduate Students' Officer will to assist the Student Activities Officer in the effective training and operation of the RUMS clubs and societies;
10. The Medical and Postgraduate Students' Officer will to ensure the interests of RUMS clubs and societies are represented both internally and externally.

D. Postgraduate students

1. The Medical and Postgraduate Students' Officer will ensure that postgraduate students are informed of information relevant to them in their capacity as postgraduate students, and, in particular, of relevant decisions by the Graduate School and the College.
2. The Medical and Postgraduate Students' Officer will liaise with the Postgraduate President to address the issues of postgraduate students.
3. The Medical and Postgraduate Students' Officer will ensure effective communication between external sites of postgraduate study and the Union.
4. The Medical and Postgraduate Students' Officer will ensure that the Graduate School and the College are informed of the views of postgraduate students.
5. The Medical and Postgraduate Students' Officer will assist in the individual representation of postgraduate students to the Graduate School and/or College.
6. The Medical and Postgraduate Students' Officer will ensure provision of an appropriate programme of entertainment for postgraduate students.
7. The Medical and Postgraduate Students' Officer will ensure that postgraduate students receive an adequate welfare provision from the Graduate School and College.
8. The Medical and Postgraduate Students' Officer will represent Postgraduate students to external organisations including ULU and the NUS.

VII. Student Activities Officer

A. General

1. The Student Activities Officer will be primarily concerned with the non-academic development of students.
2. The Student Activities Officer will encourage the development of Societies; safeguarding the interests of Societies is an integral part of this role.

B. Meetings

1. The Student Activities Officer will Chair the following Union Committees:
 - a. Activities Board;
 - b. Arts Board;
 - c. Societies Board;
 - d. Sports Board;
 - e. Union Colours;
 - f. Sports Colours.
2. The Student Activities Officer will serve as secretary to the following Union Sub-Committees:
 - a. Arts Colours;
 - b. Societies Colours;
 - c. Sports Colours;
 - d. Theatre Users.
3. The Student Activities Officer will serve on the following Union Committees:

- a. Establishment;
 - b. Finance Committee;
 - c. Media Management;
 - d. Services;
 - e. Sports Grounds;
 - f. Strategic Planning;
 - g. Student Affairs.
4. The Student Activities Officer will serve on the following Sub-Committee:
 - a. Finance
 5. The Student Activities Officer will serve on the following College
 6. Committees:
 - a. Career Advisory Committee;
 - b. Sports Ground Development Committee;
 - c. Joint Committee for the UCL Bloomsbury (Theatre);
 - d. Expeditions and Travel Committee.
- C. Clubs and Societies**
1. The Student Activities Officer will ensure the effective administration of all Societies and be first point of contact for Societies within the Union.
 2. The Student Activities Officer will represent Societies' needs to the relevant Officers.
 3. The Student Activities Officer will ensure that the relevant duties, regulations and procedures are explained to Society officers by coordinating handbooks and organising training sessions and events.
 4. The Student Activities Officer will coordinate the Freshers' Fayre, Refreshers' Fayre and similar events.
 5. The Student Activities Officer will oversee the allocation of space to Societies.
 6. The Student Activities Officer will initiate and coordinate other Society-related services for members of the Union as appropriate.
 7. The Student Activities Officer will ensure that Societies' achievements are acknowledged both internally and externally.
 8. The Student Activities Officer will develop a comprehensive training programme for Society officers.
- D. Student Activities**
1. The Student Activities Officer will coordinate extra-curricular activities, including key-skill activities.
 2. The Student Activities Officer will work with Staff and the College Careers Department to coordinate a strong career development programme.
 3. The Student Activities Officer will develop and coordinate both internal and external volunteer programmes.
 4. The Student Activities Officer will develop and coordinate accreditation systems that reward students for their achievements and efforts.
- E. External Representation**
1. The Student Activities Officer will represent Societies to external bodies.
 2. The Student Activities Officer will represent and develop the future of Student sport at the Union to external bodies including BUCS and ULU.
 3. The Student Activities Officer will attend BUCS London Division meetings and ULU Intercollegiate Sports Committee.

VIII. Welfare Officer

A. General

1. The Welfare Officer will negotiate to ensure the academic and personal welfare of students both collectively and individually at UCL; liaising with the College and other organisations as appropriate.

B. Meetings

1. The Welfare Officer will Chair the following Sub-Committee:
 - a. Hall Reps
2. The Welfare Officer will serve on the following Union Committees:
 - a. Student Affairs;
 - b. Services;
 - c. Finance;
 - d. Union Colours;
 - e. Establishment.
3. The Welfare Officer will serve on the following College Committees:
 - a. Committee for Equal Opportunities;
 - b. Disability Committee;

- c. Student Accommodation Committee;
 - d. Student Awards and Hardship Funds Committee;
 - e. Student Welfare Coordinating Committee.
 - f. Safety Committee.
 - g. Any Sub-Committees of the above that may be convened from time to time.
4. The Welfare Officer will serve on the following College Sub-Committee:
- a. Fees Sub-Committee.

C. Welfare

- 1. The Welfare Officer will initiate and coordinate welfare provisions as appropriate.
- 2. The Welfare Officer will liaise with College on issues of student welfare, support, and equal opportunities.
- 3. The Welfare Officer will assist the Communications and Services Officer in the production of welfare publications.
- 4. The Welfare Officer will represent the Union as one of the Fund Managers of the College Day Nursery Student Hardship Fund.
- 5. The Welfare Officer will oversee a biennial accommodation survey in conjunction with College Residences Office.
- 6. The Welfare Officer will oversee an annual hardship survey focusing on different parts of the Student population as they see fit.

D. International students

- 1. The Welfare Officer will represent international students collectively and individually to the Union, the International Office and the College.

IX. Non-Sabbatical Officers : General Duties

- A. All Non-Sabbatical Executive Officers shall carry out the duties laid down for all Executive Officers and:
- 1. deal with problems that arise according to their areas of responsibility and hold regular surgeries to make themselves available to students to answer queries;
 - 2. promote the Union and encourage involvement from within their area or constituency.

X. Acting Sabbatical Officers

- A. shall undertake all general non-sabbatical duties as listed above.
- B. shall undertake as far as possible the specific duties as listed above for the relevant sabbatical officer.

XI. Academic Affairs Officer

A. The Aims of the officer are:

- 1. To be responsible for representing the students in academic issues within the Union and College in co-operation with the Education Officer. They will ensure all students are aware of College issues which will affect their education.

B. Committees:

- 1. to serve as Secretary to the following Union committees:
 - a. Student Affairs.
- 2. to serve on the following Union committees:
 - a. Union Colours;
 - b. Strategic Planning.
- 3. to serve on the following College committees:
 - a. Academic Board;
 - b. Joint Staff Student Committee;
 - c. Undergraduate Education Executive.

C. Responsibilities:

- 1. to liaise with the Council Members and encourage involvement in Union matters;
- 2. to co-ordinate and run campaigns relating to academic matters at UCL in association with the Campaigns and Equal Opportunities Officer;
- 3. to bring any welfare related academic matters or campaigns to the attention of Student Affairs Committee;
- 4. to meet at least fortnightly with the Education Officer.

XII. Campaigns and Equal Opportunities Officer

A. The Aims of the officer are:

- 1. To be responsible for representing the views of students on welfare issues, both individually and collectively. They will take the leading role in all welfare campaigns in the Union and ensure that UCL Union provides equal opportunity for all students. They will

represent the needs of student Interest groups on the Executive Committee along with the Education Officer and Welfare Officer.

B. Committees:

1. to serve as Secretary to the following Union Sub-Committee:
 - a. Hall Reps;
2. to serve on the following Union committees:
 - a. Union Colours;
 - b. Strategic Planning;
 - c. Student Affairs.
3. to serve on the following College committees:
 - a. Committee for Equal Opportunities;
 - b. Student Welfare Co-ordinating Committee.

C. Responsibilities:

1. to co-ordinate all campaigns relating to the welfare of students at UCL;
2. to ensure that UCL Union operates at all times in a manner consistent with its Statement of Equal Opportunities;
3. to liaise with the relevant Executive Officers to ensure that the publicity for campaigns and other welfare issues is sufficient and is displayed at all sites;
4. to represent the interests of students facing potential discrimination within the Union;
5. to meet at least fortnightly with the Education Officer and Welfare Officer;
6. Will represent the needs of student interests groups by meeting the Womens, Disabled, BME, LGBT, Mature and International Students' Officers along with the Education Officer and Welfare Officer at least on a termly basis.

XIII. Clinical President

A. The Aims of the officer are:

1. To be responsible for bringing the views of clinical medical students to the attention of the appropriate Union and College Officers and ensuring these students are aware of all issues within UCL Union and in the college affecting them. This officer shall be a clinical medical student.

B. Committees:

1. to Chair the following Union Sub-Committees:
 - a. Clinical.
2. to serve on the following Union committees:
 - a. RUMS Executive;
 - b. Union Colours;
 - c. Strategic Planning;
 - d. Student Affairs.
3. to serve on any Medical School committees as agreed by the RUMS Executive.

C. Responsibilities:

1. to assist the Medical & Postgraduate Students' Officer in their duties;
2. to be responsible for overseeing all affairs affecting clinical students;
3. to act as the clinical medical students' representative as appropriate;
4. to meet at least fortnightly with the Medical & Postgraduate Students' Officer.

XIV. Clubs & Societies Officer

A. The Aims of the officer are:

1. To be responsible for the non-academic development of the students by encouraging club and society activities. They will cooperate with the Student Activities Officer in representing these areas within the Union and to College.

B. Committees:

1. to serve as Secretary to the following Union committees:
 - a. Activities Board;
2. to serve on the following Union committees:
 - a. Arts Board;
 - b. Union Colours;
 - c. Societies Board;
 - d. Sports Board;
 - e. Sports Colours;
 - f. Strategic Planning;
 - g. Student Affairs.
3. to serve on the following Union Sub-Committee:
 - a. Arts Colours;
 - b. Finance;

- c. Societies Colours;
- d. Sports Colours.

C. Responsibilities:

1. to help co-ordinate the club and society aspects of the Arts Festival, Freshers Fayre, Re-Freshers Fayre and other similar events;
2. to encourage the development of clubs and societies at UCL;
3. to assist the Student Activities Officer in the administration of the clubs and societies of the Union;
4. to be responsible for the dissemination of relevant information to all clubs and societies;
5. to organise an annual inter-society sports tournament for all non-sports designated Societies;
6. to assist the Student Activities Officer with the co-ordination of student development initiatives;
7. to meet at least fortnightly with the Student Activities Officer;
8. to organise an annual inter-society non-sport event for members of all societies;
9. to encourage clubs & societies to be inclusive and work within UCLU equal opportunities policy.

XV. Environment and Ethics Officer

A. The Aims of the officer are:

1. To be responsible for ensuring that UCL Union operates in as ethically and ecologically sound a manner as possible. This officer will proactively investigate and research methods of improving UCL Union's operation in this respect.

B. Committees:

1. to serve on the following Union committees:
 - a. Services;
 - b. Union Colours;
 - c. Strategic Planning;
 - d. Student Affairs.

C. Responsibilities:

1. to oversee environmental and ethical matters concerning the Union;
2. to be proactive in efforts to improve the environmental and ethical performance of the Union;
3. to co-ordinate and run campaigns relating to environmental and ethical matters in association with the Campaigns and Equal Opportunities Officer;
4. to meet at least fortnightly with the Communications & Services Officer.

XVI. General Secretary

A. The Aims of the officer are:

1. To ensure that the Union runs in a fair and democratic manner and oversee the running of Union elections.

B. Committees:

1. to Chair all:
 - a. General Meetings;
 - b. meetings of Union Council;
 - c. meetings of the Executive;
 - d. meetings of Governance Committee.
2. to serve as Secretary to the following Union committees:
 - a. Elections.
3. to serve on the following Union committees:
 - a. Union Colours;
 - b. Strategic Planning.

C. Responsibilities:

1. to ensure the democratic and constitutional running of the Union;
2. to be Returning Officer of the Union.

XVII. Postgraduate Association President

A. The Aims of the officer are:

1. To be responsible for bringing the views of postgraduate students to the appropriate UCL Union and College and ensuring these students are aware of all issues within UCL Union and the College affecting them, particularly academic and welfare issues. They will facilitate the development of a postgraduate student community by providing regular activities and events for these students. This officer shall be a postgraduate student.

B. Committees:

1. to serve as secretary to the following Union Committees:
 - a. Postgraduate Association Executive Committee.
2. to serve on the following Union committees:
 - a. Union Colours;
 - b. Strategic Planning;
 - c. Student Affairs.
3. to serve on any appropriate College committees.

C. Responsibilities:

1. To coordinate with UCL Union entertainments for postgraduate students.
2. To coordinate with UCL Union in communicating to postgraduate students.
3. To hold regular meetings with the Graduate School to ensure that the views of postgraduate students are represented.
4. To meet regularly with the UCL Union sabbatical officer responsible for postgraduate students.
5. To represent postgraduate students externally to organisations such as the NUS and the National Postgraduate Committee.

XVIII. Pre-Clinical President

A. The Aims of the officer are:

1. To be responsible for bringing the views of pre-clinical medical students to the attention of the appropriate Union and College Officers and ensuring these students are aware of all issues within UCL Union and in the college affecting them. This officer shall be a pre-clinical medical student.

B. Committees:

1. to Chair the following Union Sub-Committees:
 - a. Pre-Clinical.
2. to serve on the following Union Committees:
 - a. RUMS Executive;
 - b. Union Colours;
 - c. Strategic Planning;
 - d. Student Affairs.
3. to serve on any Medical School Committees as agreed by the RUMS Executive.

C. Responsibilities:

1. to assist the Medical & Postgraduate Students' Officer in their duties.
2. to be responsible for overseeing all affairs affecting pre-clinical students.
3. to act as the pre-clinical medical students' site representative as appropriate.
4. to meet at least fortnightly with the Medical & Postgraduate Students' Officer.

XIX. Promotions and Entertainments Officer

A. The Aims of the officer are:

1. To ensure that all students are kept aware of the Union's activities and events, this will require close liaison with the Communications & Services Officer. To ensure the Union has a varied and exciting entertainments programme and that all events are adequately promoted.

B. Committees:

1. to serve as Secretary to the following Union committees:
 - a. Media Management.
2. to serve on the following Union committees:
 - a. Activities Board;
 - b. Services;
 - c. Union Colours;
 - d. Strategic Planning;
 - e. Student Affairs.

C. Responsibilities:

1. to seek proactively content for Union publications;
2. to work alongside the Communications & Services Officer and all other members of the Executive to ensure that all areas of the Union are promoted to their full potential, including overseeing the distribution of all Union publications;
3. to co-ordinate and oversee the running of all Union entertainments;
4. to meet at least fortnightly with the Communications & Services Officer.

XX. SSEES Site President

A. The Aims of the officer are:

1. To be responsible for bringing the views of students of the School to the attention of the SSEES Executive Committee, and the appropriate Union, College and School Officers and ensuring these students are aware of all issues within UCL Union and the College affecting them. This officer shall be a student based at SSEES.

B. Committees:

1. to Chair the following Union committees:
 - a. SSEES Site Committee.
2. to serve on the following Union Committees:
 - a. Union Colours;
 - b. Strategic Planning;
 - c. Student Affairs.
3. to serve on any SSEES Committees as agreed by the SSEES Site Committee.

C. Responsibilities:

1. to be responsible for overseeing all student affairs at SSEES;
2. to act as the SSEES site representative as appropriate.

XXI. Non-Executive Officers: General

- A. Non-Executive Officers shall:
1. take a leading role in the running of the committees on which they sit;
 2. liaise with the Executive officers;
 3. carry out the duties laid down for Council members;
 4. be elected in accordance with the standing orders for elections, except for the Arts, Societies and Sports Officers, who shall be elected by the Arts, Societies and Sports Boards respectively;
 5. be removed, if necessary, in accordance with the no-confidence procedures for non-sabbatical members of Council or the standing orders relating to non-attendance.
- B. Student interest groups will be: BME students, Disabled students, International students, LGBT students and Mature students.

XXII. Arts Officer

- A. shall be a non-executive officer elected by Arts Board;
- B. shall be Chair of Theatre Users Sub-Committee;
- C. shall be Secretary to Arts Board and Arts Colours Sub-Committee;
- D. shall help co-ordinate the arts festival, Freshers' Fayre and Re-Freshers' Fayre;
- E. shall encourage the development of the arts societies at UCL;
- F. shall submit content relating to arts societies to the Union's news publications;
- G. shall attend Council, Activities Board, Union Colours Committee and Finance Sub-Committee;
- H. shall assist the Student Activities Officer in the administration and co-ordination of the arts societies of the Union;
- I. shall be responsible for the dissemination of relevant information to all Arts Societies;
- J. shall attend the college Joint Committee for the UCL Bloomsbury (Theatre).

XXIII. Black and Minority Ethnic Students' Officer

- A. shall be a non-executive officer;
- B. shall be the president of the Black and Minority Ethnic (BME) Students' group;
- C. shall self-define as black and/or minority ethnic (BME) student;
- D. shall attend Student Affairs Committee and be responsible for bringing any matters or campaigns relating BME students to the attention of this committee.
- E. shall represent the interests of students facing potential racial discrimination within the Union;
- F. shall attend Union Council and Social Colours Committee.
- G. shall liaise where appropriate with the NUS Black Students' Campaign.
- H. shall be ex-officio delegate on behalf of UCL Union to NUS Black Students' Conference and NUS Anti-Racism, Anti-Fascism Conference.

XXIV. Disabled Students' Officer

- A. shall be a non-executive officer;
- B. shall be the president of the Disabled Students' group;
- C. shall self define as disabled;
- D. shall attend Student Affairs Committee and be responsible for bringing any matters or campaigns relating to disabled students to the attention of this committee;
- E. shall represent interests of disabled students within the Union;
- F. Shall attend the College Disability Committee.
- G. shall attend Union Council and Union Colours Committee.
- H. shall be ex-officio delegate on behalf of UCL Union to NUS Disabled Students' Conference.

- I. shall liaise on behalf of UCL Union with the NUS Disabled Students' campaign.

XXV. International Students' Officer

- A. shall be a non-executive officer;
- B. shall be the president of the International Students' group;
- C. shall be a student whose normal place of residence is outside the UK;
- D. shall represent the interests of international students within the Union;
- E. shall attend Union Council and Union Colours Committee;
- F. shall attend Student Affairs Committee and be responsible for bringing any campaigns relating to international students to the attention of this committee;
- G. shall help and advise in the running of International Student Orientation Programmes;
- H. shall attend College Fees Committee.

XXVI. Lesbian, Gay, Bisexual and Trans Students' Officer

- A. shall be a non-executive Officer;
- B. shall be the president of the Lesbian, Gay, Bisexual and Trans Students' group;
- C. shall self define as Lesbian, Gay, Bisexual or Trans;
- D. shall be elected by the Lesbian, Gay Bisexual and Trans Society;
- E. shall represent the interests of Lesbian Gay Bisexual and Trans students within the Union.
- F. shall attend Student Affairs Committee and be responsible for bringing any matters or campaigns relating to lesbian, gay, bisexual or trans students to the attention of this committee;
- G. shall attend Union Council and Union Colours Committee;
- H. shall liaise on behalf of UCL Union with the NUS Lesbian, Gay, Bisexual and Trans Campaign;
- I. shall attend NUS Lesbian, Gay, Bisexual and Trans Students' Conference alongside 3 delegates elected by the Lesbian, Gay Bisexual and Trans Society.

XXVII. Mature Students' Officer

- A. shall be a non-executive officer;
- B. shall be a student who entered UCL after the age of 21;
- C. shall represent the interests of mature students in the Union;
- D. shall attend Student Affairs Committee and be responsible for bringing any campaigns relating to mature students to the attention of this committee;
- E. shall attend Union Council and Union Colours Committee;
- F. shall liaise on behalf of the Union with the Mature Students Union of Great Britain.

XXVIII. Part-Time Students' Officer

- A. shall be a non-executive officer;
- B. shall be a registered part-time student;
- C. shall represent the interests of part-time students within the Union;
- D. shall attend Union Council and Student Affairs Committee;
- E. shall attend the college Joint Staff-Students Committee.

XXIX. Postgraduate Association Vice President

- A. The aims of the officer are:
 - 1. To be responsible for bringing the views of postgraduate students to the appropriate UCL Union and College and ensuring these students are aware of all issues within UCL Union and the College affecting them, particularly academic and welfare issues. They will facilitate the development of a postgraduate student community by providing regular activities and events for these students. This officer shall be a postgraduate student.
- B. Committees
 - 1. To serve on the following Union committees:
 - a. PGA Executive;
 - b. Union Council;
 - c. Student Affairs.
 - 2. In the absence of the President, to serve on the following Union committees:
 - a. UCL Union Executive;
 - b. Union Colours;
 - c. Strategic Planning.
 - 3. In the absence of the President, to serve on any appropriate College committees.
- C. Responsibilities:
 - 1. In the absence of the President, to hold regular meetings with the Graduate School to ensure that the views of postgraduate students are represented.

2. In the absence of the President, to meet regularly with the UCL Union sabbatical officer responsible for postgraduate students.
3. In the absence of the President, to represent postgraduate students externally to organisations such as the NUS and the NPC.

XXX. Postgraduate Association Entertainments Officer

- A. The aims of the officer are:
 1. To be responsible for bringing the views of postgraduate students to the appropriate UCL Union and College and ensuring these students are aware of all issues within UCL Union and the College affecting them. They will facilitate the development of a postgraduate student community by providing regular activities and events for these students. This officer shall be a postgraduate student.
- B. Committees
 1. To serve on the following Union committees:
 - a. PGA Executive;
 - b. Union Council.
- C. Responsibilities
 1. To liaise with UCL Union's Entertainments Department regarding entertainments for the postgraduate student community.
 2. To organise entertainments for the postgraduate student community in conjunction with the PGA Executive Committee.

XXXI. Postgraduate Association Publicity Officer

- A. The aims of the officer are:
 1. To be responsible for bringing the views of postgraduate students to the appropriate UCL Union and College and ensuring these students are aware of all issues within UCL Union and the College affecting them. They will facilitate the development of a postgraduate student community by providing regular activities and events for these students. This officer shall be a postgraduate student.
- B. Committees
 1. To serve on the following Union committees:
 - a. PGA Executive;
 - b. Media Management;
 - c. Union Council.
- C. Responsibilities
 1. To liaise with UCL Union's Marketing Department regarding publicity for the postgraduate student community;
 2. To organise publicity with and for the PGA.

XXXII. Societies Officer

- A. shall be a non-executive officer elected by Societies Board;
- B. shall be Secretary to Societies Board and Societies Colours Sub-Committee;
- C. shall help co-ordinate Freshers' and Re-Freshers' Fayre;
- D. shall encourage the development of the societies at UCL;
- E. shall submit content relating to societies to the Union's news publication ;
- F. shall attend Activities Board, Union Colours Committee, Finance Sub-Committee, Arts Colours Sub-Committee and Union Council;
- G. shall assist the Student Activities Officer in the administration and co-ordination of the societies of the Union;
- H. shall be responsible for the dissemination of relevant information to all societies.
- I. shall be a member of Theatre Users Sub-Committee of Arts Board.

XXXIII. Sports Officer

- A. shall be a non-executive officer elected by Sports Board;
- B. shall be Secretary to Sports Board and Sports Colours Sub-Committee;
- C. shall help co-ordinate Freshers' and Re-Freshers' Fayre;
- D. shall encourage the development of the sports clubs at UCL;
- E. shall submit content relating to sports clubs to the Union's news publications;
- F. shall attend Union Council, Activities Board, Finance Sub-Committee, Sports Grounds Committee and Union Colours Committee;
- G. shall assist the Student Activities Officer in the administration of the sports clubs of the Union;
- H. shall be responsible for the dissemination of relevant information to all sports clubs;
- I. shall attend BUCS London Division meetings and ULU Intercollegiate Sports Committee;

- J. shall be aware of the British Universities & Colleges Sport (BUCS) rules and regulations and attend BUCS conferences with the Student Activities Officer as necessary.

XXXIV. SSEES Vice President

- A. The aims of the officer are:
1. To be responsible for bringing the views of students of the School to the attention of the SSEES Executive Committee, and the appropriate Union, College and School Officers and ensuring these students are aware of all issues within UCL Union and the College affecting them. This officer shall be a student based at SSEES.
- B. Committees:
1. to serve as Secretary to the following Union committees:
 - a. SSEES Executive Committee.
 2. to serve on the following Union Committees:
 - a. UCL Union Council.
 3. to serve on any SSEES Committees as agreed by the SSEES Executive Committee.
- C. Responsibilities:
1. to assist the SSEES President in their duties relating to SSEES;
 2. to act as the SSEES site representative as appropriate.

XXXV. Volunteering Officer

- A. Shall be a non-executive officer
- B. Shall represent the views of students involved in volunteering.
- C. Shall be the lead officer on all volunteering promotion campaigns in the Union.
- D. Shall attend Union Council, Services Committee, Union Colours Committee and VSU Steering Committee
- E. Shall encourage the development of volunteering at UCL
- F. Shall meet regularly with the Student Activities Officer.

XXXVI. Women's Officer

- A. shall be a non-executive officer;
- B. shall be the president of the Women Students' group;
- C. shall self-define as a woman;
- D. shall represent the interests of women students within the Union;
- E. shall attend Student Affairs Committee and be responsible for bringing any matters of campaigns relating to women to the attention of this committee;
- F. shall be ex-officio delegate to NUS Women's Conference;
- G. shall attend Union Council and Union Colours Committee.

XXXVII. Council Members: General Duties

- A. maintain and uphold the Constitution and Standing Orders of UCL Union;
- B. implement and adhere to all Union policy and mandates;
- C. attend:
 1. General Meetings
 2. Union Council meetings;
 3. all other meetings (e.g. executive and/or standing committees) as outlined in their job descriptions; unless there is reasonable cause for absence;
- D. deal with problems that arise according to their areas of responsibility;
- E. make recommendations to Union Council, the Executive or any standing committee should they wish to;
- F. promote the Union and encourage involvement from within their area or constituency; provide written material for the Union Handbook as and when required.

XXXVIII. Faculty Reps

- A. shall be Council Members;
- B. shall raise awareness of issues affecting their Faculty within the Union and issues affecting the Union within their Faculty;
- C. shall attend the Faculty Board;
- D. shall attend Union Council;
- E. shall meet regularly with other Faculty reps to discuss areas of common interest.

XXXIX. Postgraduate Faculty Reps

- A. shall be Council Members;
- B. shall raise awareness of issues affecting their Faculty within the Union and issues affecting the Union within their Faculty;

- C. shall attend the Faculty Board;
- D. shall attend Union Council;
- E. shall meet regularly with other Faculty reps to discuss areas of common interest.

XL. Hall Reps

- A. shall represent the interests of all students within their hall within the Union and College;
- B. attend Union Council and Hall Reps Sub-Committee;
- C. attend College Student Accommodation Committee;
- D. encourage students within their hall to become involved in the Union.

XLI. Senior Treasurers

- A. There shall be four, non-voting senior treasurers as outlined below:
 - 1. one Senior Treasurer shall have responsibility for legal matters;
 - 2. one Senior treasurer shall have responsibility for taxation and accounting matters;
 - 3. two Senior Treasurers shall be without portfolio.
- B. Senior Treasurers shall be invited to attend Council, Finance Committee, Establishment Committee and any other Standing Committees specific to their responsibilities.
- C. Union Council shall decide, on electing the Senior Treasurers, which responsibilities each shall have and may specify additional responsibilities at their discretion.
- D. Any member of UCL staff (except UCL Union staff) may stand to become a Senior Treasurer, subject to the constitution, with the exception of registered students of University College London.
- E. Senior Treasurers shall be elected in accordance with the standing orders for elections.

Section 7 – Elections

I. Administration

- A. Elections Committee shall be responsible for the organisation of all Union elections.
- B. Elections Committee shall be elected in accordance with the regulations set out in the Constitution.
- C. The Finance & Democracy Officer shall keep all details of elections as outlined below:
 1. Information for Candidates Packs to be kept until 24 hours after the result is declared;
 2. Nomination contracts - originals to be kept for the duration of the term of office being contested;
 3. Ballot forms - to be kept for the duration of the term of office being contested;
 4. Manifestos - one copy of each candidate's manifesto to be kept indefinitely;
 5. Publicity materials - an example of each form of publicity to be kept until 24 hours after the result is declared.
- D. The General Secretary shall serve as Returning Officer

II. Types of Election

- A. Elections shall be of two classes:
 1. General Union Elections, which shall be effected by a secret ballot in which all Union members are eligible to vote;
 2. Sectional Elections, which shall be effected by a secret ballot in which all Union members of the section concerned are eligible to vote.
- B. The election of the following shall be by General Union Election:
 1. all members of the Executive
 2. all Non-Executive officers except:
 - a. Lesbian Gay Bisexual and Trans Students Officer who shall be elected by the Lesbian, Gay, Bisexual and Trans Society;
 - b. Mature Students' Officer who shall be elected by mature students;
 - c. Women's Officer who shall be elected by women students, and
 - d. Arts, Societies and Sports Officers, who shall be elected by the Arts, Societies and Sports Boards respectively;
 - e. Faculty Reps who shall be elected by their Faculty.In the event of the Lesbian Gay Bisexual and Trans Society not functioning, or formally signifying to the Finance & Democracy Officer their inability to elect their Officer, the posts of Lesbian, Gay, Bisexual and Trans students' Officer shall be elected by General Union Election, as in A.1 above.
 3. delegates and observers for each of the NUS Conferences.
 4. members of Elections, Finance, Governance, Services, and Student Affairs Committees.
- C. The election of the following shall be by Sectional elections:
 1. The members of Council noted in B2 above.
 2. Faculty Representatives who shall be elected by students of their faculty as outlined below.
 3. Hall Representatives who shall be elected from their halls as defined by that hall.
 4. Student members of College Committees who shall be elected by the Union Committee delegated with the responsibility.
 5. The election of the four Senior Treasurers shall take place at Union Council. Senior Treasurers shall be elected two at a time at two year intervals.
 6. Members of the Postgraduate Association Executive Committee, who shall be elected by postgraduate students.
 7. Members of the RUMS Executive, who shall be elected by medical students.
 8. Members of the SSEES Site Committee, who shall be elected by SSEES students.

III. Constituency Allocations

- A. It is recognised that the balance of students within faculties of University College London will shift from year to year, but it is intended that each student should have roughly the same access to a faculty representative. These procedures should be interpreted with that objective in mind. Faculties with just Postgraduates students shall have a Postgraduate Faculty rep, Faculties with Undergraduates shall also have a Faculty representative and a first year Faculty Representative.
- B. Each academic year prior to the end of the third term, the Elections Committee shall allocate the 36 Faculty Representative posts on Union Council as follows:
 1. A statistics report shall be requested from the Registrar's Division by the Finance & Democracy Officer outlining current enrolment by department and the number of first year undergraduate students in each faculty.

2. the approximate number of students each faculty rep should represent will be calculated by dividing the total number of students by 36.
3. The Faculty reps (open and postgraduate) should then be assigned.
4. The allocations shall be presented to Union Council for their approval. If the Council does not approve the allocation, Elections Committee will be responsible for re-assessing the allocation and presenting the revised allocation to a specially called meeting of Union Council within two weeks of Council's decision. If the second proposal is not accepted by Council, the Executive shall be responsible for the allocation decision.

IV. Term of Office

- A. The term of office for Executive Officers shall be 1 August until 31 July. Sabbatical officers may not stand for re-election. The term of office of an Acting Sabbatical Officer elected in place of another shall expire on the date when their predecessor's term of office would have expired had they not vacated the post.
- B. The term of office for Faculty Reps elected in the first term shall be from the time of their elections until the last day of the final term.
- C. The term for Hall Representatives shall be from the first day of the first term, or time of election, until July 31st.
- D. The term of office for Senior Treasurers shall be four years.
- E. The term of office for all other posts shall be from the first day of the academic year following their election until the last day of the final term. Members of Council and other office holders elected to vacant posts during the academic year shall take office immediately and serve until the last day of the final term.

V. Nominations

- A. No candidate may be proposed or seconded by the holder of the post to which they seek election, by a Sabbatical Officer or a member of Elections Committee or Governance Committee.
- B. Only members of the Union may propose or second a candidate.
- C. Candidates in sectional elections may only be nominated by students who are eligible to vote in that sectional election.
- D. No member of Elections Committee may stand for any post unless they have resigned from Elections Committee by the end of the Autumn term in the year they wish to stand.
- E. The elections timetable shall be as follows
 1. Faculty Reps and NUS Delegates shall be elected at the beginning of the Autumn term;
 2. Sabbatical, Executive and the Non-Executive officers not mentioned above shall be elected in the second term preceding their term of office.
 3. By-elections for positions not filled shall be held at the next set of scheduled elections or at the discretion of elections committee.
- F. Eligibility to hold any Union post is conditional upon a student being in good academic standing in accordance with the following conditions at the time of taking up the post.
 1. For Sabbatical Posts:
 - a. a student in any year, apart from the final year, must be academically eligible to proceed to the next year of his/her programme of study immediately following his/her term of office.
 - b. a student in his/her final year must graduate successfully at the end of the session in which he/she is elected and, at the time of taking up office, must have been accepted for enrolment as an affiliate student in an appropriate College department.
 2. For other Union posts:
 - a. A student will be eligible to take up the post only if he/she has satisfactorily completed his/her studies in the year in which he/she was elected and is eligible to enrol for the following year to continue his/her programme of study.
- G. A candidate for Sabbatical Office who fails to meet the requirements of paragraph F, above, is deemed to have withdrawn their candidature. If the defeated candidates remain eligible, Elections Committee shall ascertain whether the remaining candidates are willing to enter a recount. A recount will take place of those original candidates eligible and willing to participate.
- H. In the event that the holder of any non-Sabbatical position fails to meet the requirements of paragraph F, a by-election shall take place in accordance with the timetable set down by Elections Committee.
- I. No person may stand for more than one Council post in any one set of Union elections.
- J. Non-Sabbatical members of Council and Standing Committee members may stand for re-election.
- K. Nomination forms and contracts shall be readily available to potential candidates.

- L. All of the following should be made available for downloading from the Union website: a copy of the Standing Orders for Elections, an Information for Candidates pack, the Nominations form and contract, a copy of the Staff-Student Protocol or equivalent policy of Establishment Committee and a copy of the Standing Orders relating to the post they are standing for.
- M. Each candidate must place their completed nomination forms and signed contracts in the ballot box designated by Elections Committee for that purpose before the close of nominations.
- N. A formal verification of candidate eligibility and Declaration of Nominations will take place after the close of nominations, which all candidates or their named representative are encouraged to attend.
- O. Elections shall be held at a reasonable time after the Declaration of Nominations, to be decided by Elections Committee.
- P. Should no nominations be received for a particular post or posts by the Close of Nominations, Elections Committee may immediately re-open nominations for those posts for up to an additional week.

VI. Publicity

- A. Notice of all elections shall be posted on the official notice board and at other Union sites at least 7 days before the close of nominations. This notice will specify exactly which posts are up for election, and any other information specified by Elections Committee.
- B. Hustings:
 - 1. Candidates in General Union Elections shall be given the opportunity to address a meeting open to all members of the Union.
 - 2. This meeting shall take place between the Declaration of Nominations and the opening of voting.
 - 3. Additional meetings may be held around College and in Halls of Residence at the discretion of Elections Committee.
 - 4. The General Secretary shall chair these meetings. In their absence, a member of Elections Committee shall take the Chair.
 - 5. Each candidate shall be given an equal amount of time to speak.
 - 6. Questions may be submitted in writing by any member of the floor according to procedures set by the Elections Committee.
- C. The number of posters and details of other forms of allowed publicity shall be determined by Elections Committee. Candidates shall be informed of these rules in the on-line Information for Candidates Pack.
- D. Manifestos:
 - 1. Candidates must produce a manifesto to be distributed by Elections Committee. Elections Committee may exclude any candidate for Sabbatical or Executive positions who does not submit a manifesto.
 - 2. It shall be the duty of the candidate to make sure their manifesto does not contravene the Standing Orders. The candidate may request that Elections Committee rule on whether their manifesto contravenes the Standing Orders prior to the elections.
 - 3. Manifestos shall not bear the names of anyone other than those of the candidate, their proposer and their seconders.
 - 4. The cost of producing manifestos shall be borne by the Union.
- E. The proof copy of all issues of the student newspapers published between the Declaration of Nominations and the declaration of the results must be checked by the Finance & Democracy Officer and the General Secretary for fairness.
- F. It shall be an offence:
 - 1. for any campaigning to be done within the vicinity of the ballot boxes - the limit to be defined by Elections Committee and given in the Information for Candidates Pack;
 - 2. for any person to utter a statement that is untrue to the benefit or detriment of any candidate;
 - 3. for any person, other than members of Elections Committee, to interfere with any publicity related to the elections;
 - 4. for any person to breach section 11, I, B of the Standing Orders which require that matters relating to the responsibilities, conditions of employment, performance or conduct of individual members of staff shall not be discussed except by the Establishment Committee. The Elections Committee shall ensure that no form of publicity contains any such statement.

VII. Campaign Costs

- A. A maximum amount which may be spent by candidates on their campaigns shall be set by Elections Committee if necessary. This will be included in the Information to Candidates Pack.

- B. When requested, the candidate must supply a full financial account of their campaign to the Finance & Democracy Officer by the time specified by Elections Committee.
- C. Any supplies given free of charge must be accounted for by including an approximate commercial costing of the materials received.
- D. Elections Committee may decide to disqualify any candidate who exceeds the maximum amount allowed for a campaign.

VIII. Voting in Elections

- A. General
 - 1. Elections Committee shall decide where to place ballot boxes. Candidates will be informed at the Declaration of Nominations.
 - 2. Candidates, or their proposer and seconders, may not supervise any ballot box.
 - 3. Ballot box supervisors must check voters' ID cards and Union membership lists .
 - 4. The Single or Alternative Transferable Voting system will be used for all elections.
 - 5. Any member who is unable to vote on polling day may ask the Finance & Democracy Officer for permission to cast a premature vote. The Finance & Democracy Officer will provide a sealed ballot box for this purpose.
- B. Voting in General Union Elections
 - 1. All members of the Union may vote.
 - 2. Re-Open Nominations shall be included as a candidate on all ballot forms.
- C. Voting in Sectional Elections
 - 1. Only members of the Section concerned may vote in the respective Constituency election.
 - 2. In the case of Faculty representative elections, if there is only one declared candidate for the post, the Elections Committee shall declare them elected and no balloting shall take place.
 - 3. Re-open Nominations shall be included as a candidate in all other sectional elections.

IX. The Count

- A. Each candidate or their named representative may attend the count but may not interrupt the count process.
- B. Candidates or their named representatives must be asked if they are satisfied at every stage of the count.
- C. Complaints about the conduct of the count must be made before the declaration of the result.
- D. The count shall take place in front of at least two members of Elections Committee in addition to the General Secretary or the Finance & Democracy Officer.

X. Discipline

- A. Any complaints about the election or any candidate standing in the election must be made within 30 minutes of the close of voting.
- B. Elections Committee reserves the right to disqualify any candidate, invalidate an election, censure any person or refer the matter to a Union disciplinary committee should any of the rules relating to elections be broken subject to this action being reported to Union Council as outlined in the Constitution.
- C. Candidates shall be entitled to make representations to the appropriate body on their behalf.

XI. By Elections

- A. Any vacancy, other than that of a Sabbatical Officer, that arises during the year should be reported by the Finance & Democracy Officer to the next meeting of Elections Committee. A by election will then be held with the next scheduled set of elections. Elections Committee shall have the discretion to bring forward a by election in cases of urgency.
- B. In the event of a vacancy for a Sabbatical position occurring before the start of the academic year, a by election should be held within the first four weeks of the new academic year.
- C. If a vacancy occurs in a Sabbatical Office after the start of the academic year but prior to the Sabbatical Elections for the following year, a by-election shall take place within four weeks to elect a non-Sabbatical Acting Officer.

XII. Resignation

- A. Written notification of resignation by either a candidate or an elected member must be given to the Finance & Democracy Officer.
- B. Should any elected member wish to reconsider their resignation, written notification must be given to the Finance & Democracy Officer within a week after the original notification.
- C. A candidate may not re-consider their resignation.

Section 8 – Contracts & No Confidence Motions

I. Contract For Sabbatical Officers

A. General

1. At the time of the Declaration of Nominations for Sabbatical Elections, each candidate will be issued with two copies of the Contract for Sabbatical Officers as set out in below.
2. Before handing the Contract to the Candidate, the Finance & Democracy Officer shall add the title of the post and attach the relevant job description from the Standing Orders.

B. Parties to Contract

1. This contract is made between UCL Union of 25 Gordon Street, London acting through its General Manager (the duty authorised agent for and on behalf of the Union) of the one part, and the elected Sabbatical Officer of the other part.

C. Employer

1. The employer is University College London, who has delegated to the Union the authority to elect its officers.

D. Job Title and Duration of Contract

1. This contract is for the post of: _____ Officer
2. The period of office is:
 - a. From 1st August in the year of election to 31st July in the following year.
 - b. In the month of July, the Sabbatical Elect will be employed by the Union for the purposes of training.

E. Remuneration

1. Salary
 - a. The officer will be paid an annual gross salary determined by the College which will be subject to confirmation and alteration from time to time by the College authorities. The salary will be paid for the 13 months of employment.
2. Expenses
 - a. There will be an expenses account, the size of which will be determined by Union Council and the Union Finances committee at the time of setting budgets for the following year. Officers will be able to claim out of pocket expenses incurred in the proper conduct of their duties subject to the production of V.A.T. receipts and confirmation by the rest of the Union Executive.

F. Duties of the Elected Officer

1. Hours of Work
 - a. The officer shall be required to work a minimum of 35 hours in each week excluding one hour each day for lunch. The officer will normally be expected to be engaged in Union activities for 7 hours each day between the hours of 9am and 6pm, Monday to Friday. The officer shall make arrangements to vary hours worked if circumstances demand that the officer work outside of those hours. This might apply to officers who have formal meetings and functions to attend outside normal working hours.
2. Job Description
 - a. The officer will be required, to the best of their ability, to carry out the duties of the office to which elected as described in the Standing Orders.
 - b. The officer will be required individually and collectively with the rest of the Executive, to ensure that all mandates from a GM or a meeting of Union Council or Executive concerning Union Policy and activity are adhered to and implemented within a reasonable time scale.
 - c. The officer will be required to produce written reports to Union Council, detailing activities undertaken in implementing the above and any other reports as may reasonably be required by a GM or a meeting of Union Council.

G. Holidays

1. The officer will be entitled to 22 days holiday during the period of contract (i.e. 13 months) in addition to Bank and Public holidays and periods when the College is shut.
2. Holidays shall not be taken during normal term time or during the period of Sabbatical training without agreement in advance by the rest of the Union Executive.
3. The General Manager shall keep the records of holidays taken.
4. Any unassigned or unauthorised absences will be counted as holiday without prejudice to the right of the Union to take disciplinary action if it feels it to be necessary.
5. The holiday record will be available to any member of the Union for inspection.
6. The Union Executive will be collectively responsible for ensuring adequate cover for the signing of Union cheques during periods of Sabbatical holiday and absence.
7. The Union Executive may agree, in advance, or retrospectively, to extraordinary leave in exceptional circumstances. This will not count towards holiday entitlement.

- H. Sickness
 - 1. In the event of incapacity for work due to illness:
 - a. the officer will be required to notify the Union on the first day of such an absence;
 - b. after 3 consecutive days of absence the officer will be required to produce a self certificate for illness;
 - c. after 7 consecutive days of absence the officer will be required to produce a doctors certificate.
 - 2. Payment for sick leave will be in accordance with College regulations and current legislation.
- I. Other organisations
 - 1. External Office or Employment
 - a. The Officer shall not engage in any other activity whether paid or unpaid during normal working hours except when agreed in advance by the Union Executive.
 - b. The Officer shall not engage in any paid employment within the Union except those duties for which they are employed as a Sabbatical officer.
 - 2. Trade Unions
 - a. The officer is free to belong to a Trade Union.
- J. Notice
 - 1. The contract may be terminated early by:
 - a. the officer giving one months notice in writing to the Union Council;
 - b. the Union without notice upon the passing of a vote of "No Confidence" in the officer in accordance with the provisions of the standing orders. In this case, payment of one month's salary will be made in lieu of notice.
 - 2. No payment in lieu of notice will be paid if the officer has committed any criminal or civil offence against or on behalf of the Union or where the officer is guilty of gross misconduct, as defined in the disciplinary procedure.
- K. Training
 - 1. The officer will be given the maximum opportunity to attend training and other courses which may be offered with the approval of the rest of the Executive. The retiring Sabbatical Officers in conjunction with the Union's General Manager will be responsible for drawing up a training programme for Sabbatical Officers-Elect.
- L. Declaration of Interest
 - 1. On undertaking employment with the union, officers shall declare any relevant relationship with any firm, organisation or individual with which the Union has dealings. Declaration of interest shall be seen as a continual process so that interests are declared as the Union makes new contracts and begins new dealings.

Signed by the officer: _____ Date: _____

Signed by the General Manager of UCL
Union as the duly authorised agent _____ Date _____

II. No Confidence Procedure For Sabbatical Officers

- A. Procedure
 - 1. No-confidence motions may be submitted to Union Council or to a General Meeting. A no-confidence motion must specify in which of these forums it is to be debated.
 - 2. Two emergency meetings of Union Council or two EGMs, as specified by the motion, shall be called on receipt of a no-confidence motion.
 - 3. These meetings shall be separated by at least a week.
 - 4. No-confidence motions require at least one proposer and 50 seconders, all of whom must be Union members, and who must sign the motion along with stating their department.
 - 5. Sabbatical officers may only be no-confidenced if the Sabbatical Contract has been broken or if they are guilty of gross misconduct.
 - 6. The no-confidence motion must state how and when the contract was broken or what gross misconduct has taken place.
 - 7. The Governance Committee must rule out any motion which does not conform to the rules above.
 - 8. The motion must be displayed on the official notice board for seven days prior to the first meeting.
 - 9. The motion must be passed by a two-thirds majority at the two consecutive meetings.
- B. Appeal

1. Once a motion of no-confidence has been passed at the first meeting, the officer in question will immediately be suspended from duty.
2. If the officer wishes to appeal they must give notice in writing to the General Secretary within 48 hours of the first vote.
3. If no appeal is lodged the officer will be deemed to have been dismissed once the motion is passed at the second meeting.
4. If an appeal is lodged, an Appeal Committee will be formed and will:
 - a. consist of two senior treasurers and a sabbatical officer from another University of London school or college;
 - b. rule on whether the contract was broken or if gross misconduct took place. They can not express any other opinion on the matter;
 - c. meet prior to the second meeting.
5. Should the appeal be successful, the officer shall return to duties and Governance Committee shall be bound to rule the motion out of order.
6. If the appeal is unsuccessful, the officer will remain suspended until the second Council or EGM.
7. If the motion is passed for a second time the officer will be deemed to have been dismissed with immediate effect.
8. If the motion is not passed for a second time, the officer shall return to duties as normal.

III. Nominations Contract

- A. All students wishing to stand for any Union election must sign this contract and return it with their nomination forms. No student who has not signed the contract by the declaration of nominations will be declared a candidate.
- B. I, the undersigned, have read and understood all the regulations pertaining to elections contained within the Standing Orders and Information for Candidates Pack. Specifically, I promise:
 1. to follow the publicity, campaigning and general rules as laid out in the Standing Orders for Elections and Information for Candidate packs - both of which I have read;
 2. to do everything in my power to make sure no one campaigning on my behalf contravenes any of the rule relating to elections;
 3. to submit a budget of election expenses if required to do so by Elections Committee;
 4. not to campaign within the area of the ballot box as set by Elections Committee;
 5. not to interfere with any publicity relating to the elections.
- C. I understand that Elections Committee may take any action they see fit against me should I or any of my supporters break the rules relating to elections on the understanding that I will be allowed to present my case to Elections Committee
- D. If elected, I understand that:
 1. should I fail to fulfil my job as outlined in the Standing Orders - a copy of which I have read - I may be no-confidenced and dismissed from the post.
 2. the standing orders provide that I may be deemed to have resigned should I fail to attend two consecutive meetings of Council or any Union Committee as required by my job description.
 3. if I exercise my right not to be a member of UCL Union, I will automatically lose my post.
 4. to the best of my knowledge, I will be a registered student studying at University College London for the entire term of my office. If I am a sabbatical candidate, I will have to arrange to be registered as an affiliate student.
 5. should I ever wish to resign I will give written notice to the Finance & Democracy Officer.

Signed: _____

Department: _____

Date: _____

IV. No Confidence Procedure for Non-Sabbatical Officers of Council

- A. Procedure
 1. no confidence motions must be submitted to a meeting of Union Council
 2. no confidence motions require at least one proposer and twenty-five seconders, at least fifteen of whom must be Council members
 3. on receipt of a no confidence motion an Emergency Council Meeting shall be called

4. non-sabbatical members of Council may only be no confidence if they have failed to fulfil the duties of their post as outlined in the Standing Orders , or if they are guilty of gross misconduct
 5. the no confidence motion must state exactly which part of their job the officer has failed to fulfil
 6. Governance Committee must rule out of order any motion which does not conform to the rules above
 7. the motion must be displayed on the official notice board for fourteen days prior to the Emergency Council Meeting
 8. the motion must be passed by a two-thirds majority at the Emergency Council Meeting
- B. Appeal
1. once a motion of no confidence has been passed at the Emergency Council Meeting the officer in question will immediately be suspended from duty
 2. if the officer wishes to appeal, they must give notice in writing to the Finance & Democracy Officer within 48 hours of the vote
 3. if no appeal is lodged the officer will be deemed to have been dismissed
 4. if an appeal is lodged an Appeal Committee will be formed and will:
 - a. consist of two people elected by and from Council and an officer of another London school or college union
 - b. rule on whether the officer failed to fulfil the job description that is given in the Standing Orders or if they are guilty of gross misconduct. They cannot express any other opinion on the matter.
 5. should the appeal be successful the officer shall return to duty and Governance Committee shall be bound to rule the motion out of order
 6. this procedure need not be used to dismiss Council Members for non-attendance.

V. **Motions of Censure**

- A. Procedure
1. Where officers of Council have failed to fulfil the duties of their post as outlined in the standing orders, but their conduct is not sufficiently serious to warrant a motion of no confidence, a motion of censure may be submitted to Union Council;
 2. Motions of censure require at least one proposer and twenty-five seconders, at least fifteen of whom must be Council members;
 3. On receipt of a motion of censure an Emergency Council Meeting shall be called;
 4. The motion of censure must state exactly which part of their job the officer has failed to fulfil;
 5. Governance Committee must rule out of order any motion which does not conform to the rules above;
 6. The motion must be displayed on the official notice board for fourteen days prior to the Emergency Council Meeting;
 7. The motion must be passed by a two-thirds majority at the Emergency Council Meeting.

Section 9 – General Meetings

I. General

- A. Every student member of the Union shall be entitled to attend General Meetings.
- B. There shall be three types of General Meetings: the Annual General Meeting (AGM), the Welcoming General Meeting (WGM) and Extraordinary General Meetings (EGM).
- C. Sectional Meetings, as outlined in the Constitution, may be called for by a petition of 25 members of the Section concerned and shall be subject to the same rules as a GM except that quorum shall be as outlined in the Constitution.
- D. Only student members may vote at a General Meeting.
- E. General Meetings shall take precedence over all meetings of societies wherever they are held.
- F. Quorum for a General Meeting shall be 1% of the Union membership.
- G. No question once decided at a meeting may be reopened at the same meeting.
- H. Proof of Union membership may be required to vote or speak at a GM.
- I. Speaking rights may be granted to non-members of the Union if a two-thirds majority of the meeting agree it.
- J. Policy passed at a GM shall overrule that passed at Council or Committee level except in the case of Establishment Committee.

II. Timing and Notice

- A. An AGM shall be held once per annum in the first or second term.
- B. Governance Committee shall decide the time and place of the AGM with the proviso that it should not be held in the first or last week of the term.
- C. Notice of at least one week for a AGM will be given on the official notice board. The date of the AGM shall be publicised at least six weeks before the meeting.
- D. The agenda for the AGM shall be displayed on the official notice board at least four days beforehand.
- E. A WGM shall be held once per annum in the second or third week of the first term.
- F. Governance Committee shall decide the time and place for the WGM .
- G. The Date of the WGM shall be publicised from the first day of the first term on the official notice board and elsewhere as appropriate.
- H. An EGM may be called by any of the following:
 1. the General Secretary;
 2. a motion of the Executive;
 3. a motion of Union Council;
 4. a member of the Executive on receipt of a written request from 2% of the student members of the Union;
 5. a member of the Executive on receipt of a notice of appeal against a decision of a Discipline Committee;
 6. the submission of a no-confidence motion;
 7. as a result of an inquorate referendum.
- I. An EGM must be held within seven days of receiving the request to hold it.
- J. Notice of at least three days for an EGM shall be given on the official notice board.
- K. The agenda and motion to be discussed must be displayed a minimum of 24 hours in advance on the Official Union Notice Board.

III. Minutes

- A. Minutes shall be taken by the General Manager or their appointee.
- B. A copy of the draft minutes of General Meetings and the motions passed must be displayed by the Finance & Democracy Officer within 10 working days of the meeting on the Official Union Notice Board.
- C. The Communications & Services Officer shall be responsible for conveying all decisions made at General Meetings to the membership by:
 1. including a summary of the business of each General Meeting in at least one issue of any regular Union news sheet;
 2. submitting details to the Editor of the student paper;
 3. any other means as outlined by Council from time to time.

IV. The Order of Business

- A. The order of business of the Annual General Meeting shall be as follows:
 1. Announcements - any student member of the Union may make an announcement;

2. Minutes of the Previous AGM and any EGMs to have taken place since the last AGM. Corrections may be made and the minutes accepted by a simple majority before moving onto the next item of business;
 3. Matters Arising;
 4. Acceptance of the Agenda - alterations to the agenda may be made here.
 - a. Each alteration, including the addition of any Emergency Motion, must have a proposer. There will be one speech in favour and one against, then the meeting shall move straight to the vote. A simple majority is required to accept an alteration.
 - b. After five minutes, no new alterations may be proposed and the Chair shall move to the vote on any current alteration as soon as possible.
 5. Report to the Membership, in a format to be determined by the Council, but which must include the annual accounts of the previous year;
 6. Questions to Officers - all members of Council, sabbatical or non-sabbatical, may be questioned by the floor;
 7. Motions;
 8. Special Resolutions;
 9. Any Other Business.
- B. The order of business of the Welcoming General Meeting shall be as follows
1. Acceptance of the Agenda;
 2. Introduction to UCL Union;
The Executive shall give a presentation on the democratic structure of UCL Union and anything else relating to the Union as deemed necessary.
 3. Presentation of the Calendar;
 - a. This shall include the dates of all planned meetings of the Executive, Union Council and its standing committees as recommended to the last statutory meeting of Council in the previous term.
 - b. This shall also include the year diary planned by Activities Board in the last meeting of the Spring term.
 - c. The General Secretary shall give a verbal report on items contained in the Calendar.
 4. Acceptance of the Calendar;
 5. Motions;
 6. Special Resolutions;
 7. Any Other Business.
- C. The order of business of an Extraordinary General Meeting shall be as follows:
1. Acceptance of the Agenda;
 2. Motion(s);
 3. Any Other Business.

V. Chair

- A. The chair of the meeting shall be the General Secretary. In the absence of the General Secretary, any member of Governance Committee may take the Chair. In their absence a member of the Executive shall take the chair.
- B. The duties of the Chair shall be as follows:
 1. to keep the meeting in order;
 2. to interpret and make rulings on the Constitution and Standing Orders;
 3. to rule on points of order;
 4. to see that remarks are relevant to the business at hand;
 5. to provide information relevant to the business or procedure of the UGM;
 6. to ensure the general smooth running of the meeting;
 7. to have the casting vote should the house be equally divided. Other than this the Chair may not vote in any debate.
- C. The Chair:
 1. shall be heard in silence;
 2. may expel any member from the meeting if that person refuses to obey the chair;
 3. may not participate in any debate;
 4. may vacate the chair in order to participate in the debate;
 5. shall announce at the beginning of each meeting at what time the meeting will be adjourned if there is still business to be discussed.

VI. Members of the Floor

- A. Only members of the Union shall be considered members of the floor.
- B. Members of the floor shall be entitled to:
 1. propose or second any motion or amendment;
 2. speak on any motion or amendment;

3. vote on any item of debate;
4. raise a point of order;
5. move any procedural motion;
6. call for a quorum count;
7. call for a recount;
8. request a ruling from the chair;
9. request that a guest speaker address the meeting.

VII. Debating Procedure and Voting

- A. Only one motion or amendment shall be debated at any one time.
- B. The debating procedure shall be as outlined for Union Council, except that a request for a recount, and procedural motions of No Confidence in the Chair or to challenge the must be supported by 25 members of the floor. A request for a card vote or a division of the House may also be made, which must be supported by 25 members of the floor.
- C. If necessary, tellers may be appointed from Governance Committee and Elections Committee by the Chair to assist in counting the vote.

VIII. Motions, Amendments and Lapsing Policy

- A. The procedures and requirements for motions, amendments and lapsing policy shall be the same as those laid down for Union Council.
- B. Copies of motions shall be displayed on the official notice board before the meeting at which they are to be discussed for the same duration as would be required were they to be discussed at Union Council.
- C. Special Resolutions
 1. Special Resolutions must be used to amend the Constitution or Standing Orders of the Union;
 2. Fourteen days notice is required for special resolutions except for the Welcoming General Meeting, where they must be received by the Finance & Democracy Officer before the end of the previous term;
 3. Special Resolutions must be passed by two General Meetings separated by at least two term weeks but by not more than a term month or by a single Referendum;
 4. As required by the Education Act 1994, all changes to the Constitution must be forwarded to College Council for their approval, prior to those changes taking effect.

Section 10 – Financial Regulations

I. General

- A. The control of Union finance shall be vested in the Finance Committee. A resolution of Finance Committee may only be rescinded by another resolution of the Committee or by a motion to a General Meeting.
- B. The Finance Committee shall consider policy decisions of the Executive, Union Council and other Union Committees in as much as they affect finance.
- C. Finance Committee decisions shall have full status as Union policy unless referred back at the subsequent Union Council meeting.
- D. In the event of a Finance Committee recommendation being referred back a second time by Union Council, Finance Committee shall recommend that item direct to a GM and that recommendation shall have full status as Union policy unless over-ruled or referred back by the GM for which it is tabled.
- E. The Finance Committee shall meet at least once between ordinary meetings of Union Council, and shall consider:
 - 1. all matters involving finance of the Union,
 - 2. any expenditure matters not previously sanctioned;
 - 3. any expenditure from reserves.
- F. In an emergency, the Finance & Democracy Officer shall exercise plenary powers in consultation with the other sabbatical officers with any such action being reported to the following Committee meeting.
- G. The Finance & Democracy Officer shall be responsible for the organisation of accounting procedures in conjunction with the designated member of staff.
- H. All Union committees, Clubs and Societies shall conduct themselves in accordance with the Financial Regulations of the Union below.
- I. The Finance Committee has the authority to prevent transactions of account holders where necessary to maintain financial control.
- J. There shall be a document detailing all financial regulations and operating procedures which shall be reviewed annually by the Finance Committee after the presentation of the Auditor's report.
- K. The Union shall not expend funds for activities outside its constitutional objects.
- L. The Union shall not make donations to any external organisation except where: a specific collection has been taken up for that purpose, a separate account has been set up for that purpose, all those making a donation are aware of the destination of their donation, and all reasonable costs associated with collecting the donations are charged against the account. (e.g. RAG donations). Notice of any such collection shall be published in the Union's annual report.

II. Accounts And Audit

- A. The Finance Committee is responsible for the presentation of audited financial statements for each financial year, which give a true and fair view of the state of affairs of the Union and of the surplus or deficit of the Union for that year. In discharging that responsibility the Finance Committee will:
 - 1. select suitable accounting policies and then apply them consistently;
 - 2. make judgements and estimates that are reasonable and prudent;
 - 3. state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
 - 4. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Union will continue to operate.
- B. The Finance Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Union. It is also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.
- C. As soon as possible after the 31st July in each year, the accounts shall be drawn up for the preceding financial year, running from 1st August to 31st July.
- D. An annual audit shall be conducted by a Registered Auditor approved by Finance Committee
- E. The accounts after audit shall be presented to Finance Committee together with the Auditor's report for approval.
- F. The approved accounts shall be reported to Union Council and to the AGM, and submitted to the College according to an agreed timetable.
- G. The Finance & Democracy Officer shall carry out an annual inspection of the financial transactions of all Clubs and Societies.

- H. An annual internal audit shall be organised on a schedule and for areas to be agreed by the Finance Committee.
- I. Whenever any matter arises which appears to involve financial irregularity, a report shall be submitted to Finance Committee by the chairperson of the committee involved and by the Finance & Democracy Officer.

III. Banking Arrangements

- A. The Finance Committee shall approve the opening and closing of bank accounts as necessary.
- B. There shall be a cheque-signing committee which shall consist of all Sabbatical Officers, the General Manager and the Finance Manager.
- C. Two signatures (one being a sabbatical officer and one being a member of staff) shall be mandatory on each cheque or other mandate for payment for expenditure under a limit designated by Finance Committee. Three signatures (two being sabbatical officers and one being a member of staff) shall be mandatory on each cheque or other mandate for payment in respect of expenditure over this limit.

IV. Ordering of Goods and Services and Payment of Accounts

- A. Official orders for any goods required or for work to be performed for any Committee, Club, Society or enterprise, shall be on the approved prescribed order form. No other order shall be recognised by the Union.
- B. All official orders and cheque requests must be signed by both the Finance & Democracy Officer and the designated member of staff, except that cheque requests relating to official orders that have already been authorised need only be signed by the designated member of staff. Order Forms relating to specific Sabbatical sections should be signed by the Finance & Democracy Officer in consultation with the relevant officers.
- C. Where certain goods are ordered regularly for the Union (e.g. stationary or beer), the supplier shall be initially approved and appointed persons may be given permission to place such regular orders.
- D. All invoices and accounts submitted for payment shall be on a cheque request form and contain a certifying signature by the appointed person of the Committee or Society or the appointed member of staff.
- E. The Finance & Democracy Officer may impose such checks as they consider necessary on orders and accounts for payments.
- F. Every effort shall be made to ensure that the Union receives its goods and services at the best possible price, including the use of competitive quotations where appropriate.

V. Payment Of Salaries And Wages

- A. Payment of all salaries and wages shall be at the level agreed by the Establishment Committee.
- B. Any variations must be authorised by the Finance & Democracy Officer and the General Manager.
- C. Arrangements for the disbursement of such must be made by the designated member of staff.

VI. Petty Cash Accounts

- A. Any Officer of the Union, or Treasurer of any Club or Society or other appointed person may be granted petty cash up to a designated limit on provision of receipts or grounds of emergency.
- B. The recipient of such petty cash shall be responsible for its custody, proper expenditure, and the recording thereof.

VII. Contracts

- A. All contracts made by the Union or in the name of the Union on behalf of the Union by a Committee, Society or Club of the Union shall be signed by the designated member of staff and the appropriate sabbatical officer, except that:
 - 1. Contracts for recurrent expenditure (e.g. electricity or maintenance of equipment) may be made by appointed persons, which shall be specified in the annual operating procedures.
 - 2. Contracts for the letting of Shenley Sports Grounds shall be signed by the Chairperson of the Sports Grounds Committee and the Union General Manager.
 - 3. Contracts for employment of staff shall be signed by the General Manager or designated member of staff.
- B. All contracts for capital works or equipment or which entail a recurrent expenditure shall be submitted to Finance Committee for their approval.

- C. All contracts involving initial expenditure in excess of a designated amount shall normally be submitted for tender and at least three estimates shall be submitted to the Finance Committee who shall decide which if any to accept.
- D. Any club or society entering into any form of sponsorship contract without the express agreement of the Union Services Committee risks disaffiliation from the Union

VIII. Income

- A. The Finance & Democracy Officer shall ensure adequate arrangements for:
 - 1. the proper recording of all sums due to the Union;
 - 2. the collection, custody, control, and prompt and proper accounting of all cash within the Union.
- B. Accounts for income due to the Union shall be rendered on the approved invoice form.
- C. Any sums due to the Union shall not be written off as irrecoverable except after Finance Committee has received a report thereon.
- D. The Union's income shall be as defined in the Union's Constitution.
- E. All money received on behalf of the Union or by an Officer of a Society or Club on behalf of the Society or Club shall be paid in within seven days of receipt to the designated member of staff.
- F. All sums received shall be paid into the Union bank account not less than once every two days.
- G. All receipt forms shall be approved by the Finance & Democracy Officer and ordered and controlled by the designated member of staff.

IX. Stocks And Stores

- A. A delivery note submitted by the supplier must be obtained in respect of every delivery of goods.
- B. All goods must be checked as to quantity received at the time of delivery and as regards compliance with specification as soon as possible thereafter.
- C. The Finance & Democracy Officer may arrange spot checks of stocks and stores as may be deemed necessary from time to time.
- D. Any surpluses or deficiencies revealed by stocktaking shall be reported to Services and Finance Committees in order that appropriate action can be taken.
- E. Stores and equipment considered to be surplus or obsolete, but carrying a book value of over the designated limit may not be sold or otherwise disposed of without the consent of the Finance & Democracy Officer who may refer the matter to Finance Committee.
- F. Each Society or Committee, having custody of stocks or equipment, shall be responsible for maintaining records of such and submitting an annual update to the Finance & Democracy Officer.

X. Insurance

- A. The Union shall maintain appropriate insurance cover, to include employers liability, public liability, interruption of business, fire/theft, and libel, as well as others which are considered prudent to safeguard the Union's assets.
- B. All insurance of the Union shall be under the direction and control of Finance Committee and administered by the designated member of staff.
- C. Committee Chairpersons and Society or Club Officers shall give prompt notification to the designated member of staff of new risks, additional property or equipment, or alterations in existing risks.
- D. Clubs, Societies and Committees shall advise without delay the designated member of staff of any loss or occurrence which may give rise to an insurance claim.

XI. Investments

- A. Finance Committee may make or vary investment of the funds of the Union as outlined by Union policy and shall inform Union Council of such.

XII. First and Revised Estimates

- A. The Finance & Democracy Officer shall prepare and submit for the ensuing financial year an estimate of expenditure and income to the Finance Committee, shown under the same headings as in the accounts.
- B. In drawing up these estimates, the Finance & Democracy Officer shall incorporate the estimates submitted by the Union Committees, Clubs and Societies.
- C. The Finance & Democracy Officer shall present the First Estimates to a joint meeting of Finance Committee and the Executive for approval.
 - 1. The General Secretary shall chair the joint meeting.

2. Any member of the Union may propose a change in the estimates as submitted by giving the account number and name from which they wish to take money, and the account number and name of the account where they wish the money to go.
 3. No money shall be moved unless it is moved to an existing account.
 4. Any proposal to create a new account at the First Estimates stage should be given in writing to the Finance & Democracy Officer at least 24 hours before the meeting.
 5. No proposal may change amounts allocated for Establishment costs.
 6. Finance Committee shall vote first on proposals and the Executive shall vote second, save the Finance & Democracy Officer who will only have the casting vote to be exercised if Finance Committee is equally divided.
 7. Any changes to the Estimates as submitted must be agreed by both Finance Committee and the Executive. Any proposal to alter the Estimates which is not agreed by both sides will fall.
 8. When there are no more proposals to alter the First Estimates, the Chair shall put the estimates to a vote. Finance Committee shall vote first. The Chair may not move to a vote on the estimates before those present have had the chance to move proposals for change.
 9. The Estimates approved by the joint meeting shall be reported to Union Council, and may be referred back by a two-thirds majority vote.
 10. In the event of an agreement not being reached at the joint meeting, a second meeting shall be scheduled not more than two weeks after the date of the first meeting.
 11. Should no agreement be forthcoming at the second meeting as to the acceptance of the First Estimates as a whole, the First Estimates as approved by Finance Committee shall be submitted to a Union Council for approval.
 12. Should the Council fail to agree the First Estimates, it shall be at the discretion of the Finance Committee as to whether they should be re-submitted to another meeting of Council.
 13. If the second Council called for this purpose also fails to approve the estimates approved by Finance Committee, the Finance & Democracy Officer shall be required to submit the First Estimates as approved by Finance Committee to College.
- D. The approved First Estimates shall be submitted to the appropriate College Officer together with an application for subvention according to the timetable required by UCL.
- E. The approval of the estimates shall constitute the annual budget and be deemed as authorisation to spend up to, but not exceeding, the amount of the budget under each heading. All proposals for expenditure in excess of, or not within, the budget shall be submitted to Finance Committee for consideration.
- F. The Finance & Democracy Officer shall revise the budget as necessary, according to the following:
1. The previous year's actual figures and the revised estimates for the current financial year shall be submitted together with a report thereon, by the Finance & Democracy Officer to Finance Committee no later than 31st January of each year;
 2. The total budget will not exceed the total agreed in the first Estimates, unless the Finance & Democracy Officer is able to negotiate a higher amount with College;
 3. The revised estimates must be reported to the Executive and to Union Council, but need not be approved by them.

Section 11 – Staffing

I. General

- A. The Union shall be empowered to appoint staff who shall be responsible to the Union Officers through an established management structure, although the Employer is University College London. The College delegates to the Union responsibility for appointments to Union posts, and the terms on which staff are employed to fill such posts.
- B. All matters related to the responsibilities, conditions of employment, performance or conduct of individual members of staff shall be the responsibility of the Establishment Committee and shall not be discussed in any other Committee, Council, General Meeting, or Referenda except as provided for elsewhere in these Standing Orders.
- C. Complaints about members of staff shall be referred to Sabbatical Officers, who will refer them through the management structure or to the Establishment Committee, as appropriate.
- D. Union Staff members shall not exercise a vote in any meeting organised under the auspices of the Union Constitution.
- E. Union Staff members may provide advice on their areas of expertise, but shall not publicly express their personal views on policy or decisions of the Union.
- F. Paragraphs D and E, above, apply to student casual staff only whilst they are on duty.

Section 12 – NUS Conferences

I. General

- A. The points below refer to any policy-making Conferences of the NUS.
- B. In the event that NUS Constitution, Standing Orders, Election Regulations or other policies contradict the Constitution and Standing Orders of the Union, the Constitution and Standing Orders of the Union shall take precedence.

II. Delegation Leader

- A. The Education Officer shall attend all NUS Conferences ex-officio and shall be the Delegation Leader.
- B. The Delegation Leader may wave his/her right to attend non-policy-making Conferences.
- C. The Delegation Leader shall call a Pre-Conference Delegation Meeting for the elected conference delegates that shall discuss:
 1. the procedure of NUS Conferences;
 2. the issues that are to be laid before the NUS Conference;
 3. any Union policy which relates to those issues.
- D. These meetings shall be reported to Union Council, in clearly worded minutes.
- E. There shall be a Deputy Delegation Leader. The Deputy Delegation Leader shall be the person receiving the most first preference votes in the delegation elections.
- F. The Delegation Leader, after consulting with delegates, shall prepare a report of the decisions taken at the Conference for presentation no later than the second Council meeting of the term following any conference.

III. NUS Conference Delegates

- A. Delegates shall attend all policy-making NUS Conferences.
- B. Delegates may wave their right to attend non-policy-making NUS Conferences.
- C. Delegates shall adhere, at all times, to the Constitution and Standing Orders of the Union and all Union Policy. Any failure to do so shall be reported to Union Council who may take any action it deems necessary.
- D. Delegates shall attend a Pre-Conference Delegation Meeting.
- E. Delegates who are not members of Union Council shall be obliged to attend the following meetings of Union Council as observers:
 1. all meetings where motions/amendments to NUS Conference are to be discussed;
 2. the meeting immediately preceding the NUS Conference;
 3. any meetings at which Conference reports are to be presented.
- F. Delegates shall be obliged to attend all GMs where motions/amendments to NUS Conference are to be discussed.
- G. All delegates shall submit a report to that Council. This report shall be submitted no later than the second Council meeting of the term following any conference. The report shall include a record of:
 1. voting for motions and amendments;
 2. all voting preferences in NUS National Executive Committee elections;
 3. first and second voting preferences in all other elections.

IV. Motions to NUS Conferences

- A. Ordinary Motions to NUS Conferences
 1. The Union shall submit at least one ordinary motion to the NUS Annual Conference.
 2. The deadline for the Union to submit ordinary motions to NUS Annual Conference shall be the first Friday in December, or as specified in the Standing Orders of the NUS.
 3. The Union may submit ordinary motions to NUS Conferences where the ordinary motion has been brought to the Union as one of the following:
 - a. as a motion for discussion at a GM or Council;
 - b. as a proposal for a referendum.
 4. The Executive shall not have the authority to submit ordinary motions to NUS Conferences on behalf of Council.
- B. Emergency Motions to NUS Conferences
 1. Emergency motion shall be as defined in the Standing Orders of the NUS.
 2. The deadline for the Union to submit emergency motions to NUS Conferences shall be 1pm three working days before the beginning of Conference, or as specified in the Standing Orders of the NUS.

3. The procedure for submitting emergency motions shall follow the procedure for submitting ordinary motions, except the Executive shall have the authority to submit emergency motions to NUS Conferences between Council meetings.
- C. Amendments to Motions to NUS Conferences
1. The deadline for the Union to submit amendments to ordinary motions to NUS Annual Conference shall be the second Friday in February, or as specified in the Standing Orders of the NUS.
 2. The procedure for submitting amendments shall follow the procedure for submitting ordinary motions, except the Executive shall have the authority to submit amendments to NUS Conferences between Council meetings.
- D. General
1. The General Secretary shall sign all motions and amendments before submission to NUS Conferences. In the absence of the General Secretary, a member of Executive may act as signatory to motions and amendments.

V. Voting

A. General

1. It is the responsibility of all members representing the Union at any NUS Conference to ensure that, whenever possible, the maximum number of votes allowed to the Union shall be cast.
2. In the event that delegates do not follow Union policy, the Delegate Leader shall request a card vote.

B. Requirements relating to Union Policy

1. The delegation shall speak and vote as a unanimous whole according to:
 - a. the Policy of the Union
 - b. any instructions from a General Meeting
 - c. any instructions from Council in that order of preference.
2. Governance Committee shall ensure that delegates receive a copy of all current Union policy and shall advise the delegation on how the policy relates to the issues to be discussed.

C. Exceptions to Voting Requirements

1. Any member may speak as he/she wishes provided he/she indicates that his/her speech is made in a personal capacity.
2. On motions, but not in elections, any member may abstain upon a matter of principle.
3. There shall be a free vote on procedural motions and on any motion where the delegation is not bound by the provisions of this section.

VI. NUS National Executive Committee Elections

A. The Union may vote as a unanimous whole for particular election candidates by one of the means:

1. There shall be a primary election held according to the Election Regulations of the Union, for positions on the NUS National Executive Committee. The delegation shall vote according to the results of the said primary election.
2. A motion shall be submitted to a GM or Council to endorse/not endorse a candidate for a position on the NUS National Executive Committee.

B. The Delegation Leader reserves the right to inspect ballot papers.

Section 13 – Complaints Procedures

I. Internal Procedures

- A. In the first instance, the complaint should be brought to any Sabbatical Officer, who shall reply within 14 days.
- B. In the case of a complaint against staff, the complaint shall be referred to the General Manager via a Sabbatical officer.
- C. If the student is not satisfied with the response received, the matter shall be referred to the appropriate Standing Committee.
- D. The Standing Committee shall respond within one day after their next regularly scheduled meeting.

II. External Procedure

- A. The student must first address complaints via the internal procedures above.
- B. If the student remains unsatisfied and believes they have been treated unfairly by the Union, they will be referred to the procedures established by the 'Code of Practice' between the College and the Union, copies of which are available from any sabbatical officer or the Union General Manager.

Section 14 – Disciplinary Procedures

I. Initiation of the Process

- A. The General Manager will convene a disciplinary hearing, within fourteen days where possible, following a report of behaviour that might be subject to disciplinary action.
- B. In extraordinary cases, an emergency meeting of the Union Sabbatical Officers may be called.
- C. Pending the disciplinary hearing any or all of the student's privileges as outlined in the Constitution and Standing Orders may be suspended by the Union Sabbatical Officers.
- D. Alleged offences will normally be handled by Summary Disciplinary procedures; where the alleged offence is of a serious nature, the Union Sabbatical Officers may request that the matter be handled by panel procedures.
- E. The Union General Manager shall inform the defendant in writing as to the handling of the case. At least one week's notice of the hearing shall be given from the time the letter is sent. The letter will state:
 1. the nature of the charges brought
 2. the Disciplinary Procedure currently accepted by the Union Council
 3. the availability of the General Manager to advise on procedures
 4. the opportunity for the defendant to bring a friend
 5. the opportunity for the defendant to bring witnesses.
 6. If the student fails to respond to initial correspondence before the hearing, or does not attend the hearing, then a further written notice will be sent. The suspension shall remain in force until the disciplinary process is concluded.

II. Summary Hearing Procedure

- A. At least two Union Sabbatical Officers shall hear Summary Hearings. Union Sabbatical Officers who are witnesses shall not hear the cases. One Sabbatical shall remain absent from Summary Hearings, to ensure that s/he is available in the event of appeal.
- B. The hearing shall be in private, however, the defendant may be accompanied by a friend who shall not have speaking rights.
- C. The Union Officers or the defendant may call witnesses as appropriate.
- D. The Summary Hearing process shall be as follows:
 1. A Union representative, appointed by the Union Sabbatical Officers, will state the charges brought against the defendant.
 2. The Union representative shall introduce evidence and witnesses as appropriate.
 3. The witnesses may be questioned by the defendant and by the panel, as appropriate.
 4. The defendant will introduce evidence and witnesses, as appropriate.
 5. The witnesses may be questioned by the Union representative and by the Panel, as appropriate.
 6. The Disciplinary Panel will then adjourn to closed session to determine the action to be taken.
 7. The defendant will be notified orally of the decision taken by the Panel, and of the right of appeal.
 8. A confidential record shall be kept of the hearings and, for such purposes, the Union General Manager or a person designated by the General Manager will be in attendance.
 9. If the Summary case is found to be proved, the Union Officers shall decide a penalty as detailed under section 4.
 10. A letter detailing the penalty will be sent to the defendant by the General Manager within three days of the hearing.
 11. A record of Summary cases shall remain in possession of the Union General Manager until three years after the student has left the university.
 12. The Union Officers shall report the conclusion of all Summary cases to the Union Sabbatical Officers.
 13. The defendant may appeal the Summary decision to Union Executive, as outlined below.
 14. The defendant can, at any time during the proceeding, request that Panel Procedures be used.

III. Disciplinary Panel Procedure

- A. The Disciplinary Panel shall be composed of two Senior Treasurers of the Union, one of whom should be the Senior Treasurer responsible for legal matters, and three representatives from other London students' unions.
- B. The Panel shall be chaired by the Senior Treasurer responsible for legal matters.

- C. The Panel Hearing shall be held within fourteen days of the Union Sabbatical Officer's decision to refer to the Panel.
- D. The defendant shall be notified, in writing, as detailed in Section 1E.
- E. Written statements shall be invited from the defendant, as well as from any witnesses.
- F. Any written statements should be distributed to the defendant and to Panel members as soon as is practical, prior to the hearing.
- G. The Union General Manager or a person designated by the General Manager shall serve as Secretary to the Panel, attending all meetings of the Panel, and recording its proceedings.
- H. If the defendant is absent from the hearing, the case shall be heard by the Panel, unless adequate reason for absence has been received. If the Panel determines that there is adequate reason, the hearing shall be rescheduled.
- I. A written statement from witnesses may be accepted in lieu of the witnesses presence. However, if the statement is challenged, the Panel may elect not to admit the written statement.
- J. The Panel Hearing process shall be as follows:
 - 1. A Union representative, appointed by the Union Sabbatical Officers, will state the charges brought against the defendant.
 - 2. The Union representative shall introduce evidence and witnesses as appropriate.
 - 3. The witnesses may be questioned by the defendant and by the panel, as appropriate.
 - 4. The defendant will introduce evidence and witnesses, as appropriate.
 - 5. The witnesses may be questioned by the Union representative and by the Panel, as appropriate.
 - 6. The Disciplinary Panel will then adjourn to close the session to determine the action to be taken.
 - 7. The defendant will be notified orally of the decision taken by the Panel, and of the right of appeal.
- K. The General Manager will write to all parties to advise them of the decision of the Disciplinary Panel. The decision will also be reported to the next available meeting of Executive.
- L. The notification of the Panel's decision shall include an attachment detailing the Appeals Procedure.

IV. Penalties

- A. Penalties available to the Disciplinary Panel and to Summary judgement are:
 - 1. oral warning;
 - 2. written warning;
 - 3. withdrawal of one or more privileges of Union membership;
 - 4. a public apology from the defendant to be publicised in any way the Panel sees fit;
 - 5. payment for damage repair / replacement;
 - 6. another appropriate penalty, such as community service;
- B. A combination of the above may be imposed;
- C. The panel may also refer the matter to the Dean of Students, or Head of Department.

V. Appeals Procedure

- A. The defendant has the right to appeal a Summary judgement or a Union Disciplinary Panel decision to the Union Executive, and to a General Meeting (Union Constitution, Clause V)
- B. The appeal to Union Executive must be made within two weeks of receipt of the written decision. Unless there are extraordinary circumstances, date of receipt is presumed to be the day following the date of posting of written confirmation of the Panel decision.
- C. The appeal must be made in writing and addressed to the Chair of Union Executive. It must state the grounds for appeal.
- D. The appeal will be placed on the Agenda for the next available Union Executive meeting and will be heard as 'Any Other Business'. It may be moved up the Agenda by a vote of the Executive.
- E. The Executive, meeting in closed session, will decide whether there are sufficient grounds for appeal. If there are sufficient grounds for appeal a closed meeting of the Executive will adopt the following Appeal Hearing Process:
 - 1. The appellant should be present to answer questions of Union Executive.
 - 2. The appellant may make an oral statement in addition to any previous written statement.
 - 3. The appeal will not be a repetition of the Disciplinary Panel, that is no witnesses will be called, unless there is additional evidence or information.
- F. The Executive can choose to:
 - 1. uphold the decision of the Panel
 - 2. overturn the decision of the Panel and replace it with another sanction
 - 3. return the case to the Disciplinary Panel with instructions about rehearing.

4. re-hear the case at a later date as a body of the whole, that is as Union Executive.
- G. If the appellant is dissatisfied with the decision of the Union Executive, a further appeal may be made to a Union General Meeting.
- H. A written notice of appeal should be delivered to the Finance & Democracy Officer who must call a Union General Meeting for that purpose.
- I. The UGM can choose to:
 1. uphold the decision of Executive
 2. overturn the decision of Executive

VI. Interpretation

- A. Any questions concerning interpretation of this procedure shall be referred to the Chair of Governance Committee.
- B. If the procedure is not followed, the defendant may refer the matter to the Chair of the Union Executive for a decision on whether it has prevented the defendant from having a fair hearing. If the defendant has been denied a fair hearing then the disciplinary decision shall be overturned.