



CHESTER STUDENTS' UNION

CONSTITUTION

PASSED BY UNION COUNCIL 18TH FEBRUARY 2008

MISSION: *“To enhance the student experience”*
www.chestersu.com

This document is available in a variety of formats. For more information contact the President on (01244) 513398 or email csupres@chester.ac.uk

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ARTICLE 1: NAME, STATUS AND DEFINITIONS

1.1 Name and Status

- 1.1.1 The name of the organisation shall be CHESTER STUDENTS' UNION (hereinafter referred to as 'the Union' or 'CSU').
- 1.1.2 The Union is an unincorporated association of members, formed as a result of their participation in any educational course with the University of Chester (hereinafter referred to as 'the University') to further the aims and objectives below.
- 1.1.3 The Union is a separate entity from the University itself, although its continued existence, its Constitution, its charitable status and its operations are all derived from the University.
- 1.1.4 Union activities and the administration thereof are financed in part by a block grant given by the University to assist in and contribute towards paying for the essential services that are provided by the Union. All trading surpluses from the Union's commercial activity and prudent investment of the Union's resources will also contribute to the services provided by the Union.
- 1.1.5 The Union comprises two sites: Chester Students' Union Chester Campus and Chester Students' Union Warrington Campus.
- 1.1.6 The official address of the Union for these sites is as follows:

Chester Students' Union
Parkgate Road,
Chester
CH1 4BJ

Chester Students' Union
Warrington Campus
Crab Lane
Warrington, WA2 0DB

1.2 DEFINITIONS AND INTERPRETATION

- 1.2.1 Chester Students' Union is defined as and comprises Chester Campus and Warrington Campus Offices, Retail and Licensed Premises.
- 1.2.2 A simple majority means 50% plus one vote of those present voting in favour of the motion placed before them.
- 1.2.3 The Union academic year shall run from 1 September to 31 August in the following year.
- 1.2.4 The Union Financial Year shall run from 1 August to 31 July in the following year.
- 1.2.5 The official term of office for all Union Representatives shall run from 1 July to 30 June in the following year. Union Council shall hand over at

its last meeting of the academic year. The outgoing Sabbatical Representatives shall remain for a handover period as appropriate.

- 1.2.6 A CSU Club means a group of students who participate in a particular sporting activity.
- 1.2.7 A CSU Society means a group of students who participate in a particular non-sporting activity.
- 1.2.8 A CSU Forum means a group of students who participate in a particular activity whose terms of reference may not be consistent with the CSU Equal Opportunities Statement.
- 1.2.9 The term 'campus-specific' denotes a campus-based committee, body, group or person (as the context may require) which shall consider matters and make decisions in respect of that campus and/or the students based at that campus. Campus-specificity does not preclude wider consideration of the interests of the Union as a whole.
- 1.2.10 The term 'global' denotes a single specific committee, body, group or person which shall consider matters and make decisions in respect of the Union as a whole.
- 1.2.11 Executive Representatives means the holders of Executive posts as defined in Appendix B.
- 1.2.12 Non-Executive Representatives means the holders Non-Executive posts as defined in Appendix B:
- 1.2.13 Sabbatical Representatives means the President and the Vice-Presidents as defined in Appendix B.
- 1.2.14 Representatives mean Executive Representatives, Non-Executive Representatives and Sabbatical Representatives.
- 1.2.15 Where time limits within which meetings must be convened to be held are specified in this Constitution, such time limits may be extended if it is not reasonably practicable for good cause to convene a meeting within the time specified, e.g. due to University vacations. Proceedings at such meetings shall not therefore be invalidated solely by reason of the fact that the meeting takes place outside such time limits.
- 1.2.16 The quorum specified for a meeting of a particular committee, group or body, if not a whole number, shall be rounded down to the nearest whole number.

ARTICLE 2: AIMS AND OBJECTIVES

2.1 PRIMARY AIM:

2.1.1 To represent the students of University of Chester locally, nationally and internationally and proactively to enhance the quality of their experience at the University.

2.2 PRIMARY OBJECTIVES

2.2.1 To promote, maintain and protect the educational, social, spiritual, cultural, physical and general interests of its members.

2.2.2 To act as a channel of communication between the student body and the authorities of the University and to take responsibility for the organisation of student representation on University bodies.

2.2.3 To provide for the general welfare of the student body and to represent individual members as requested.

2.2.4 To provide, through its various clubs, societies and forums, intellectual, spiritual, social and physical recreation for its members.

2.2.5 To promote the above aims with respect to students as an organised student sector in society. This may be in liaison and co-operation with other lawful groups in educational institutions and external organisations of society.

2.3 PURSUIT OF AIMS:

2.3.1 These aims and objectives shall be pursued according to the Equal Opportunities Statement.

ARTICLE 3: MEMBERSHIP

3.1 CATEGORIES

3.1.1 **FULL:** All registered students of the University and Union Sabbatical Representatives shall be full members of the Union, unless they choose to opt out of membership in the manner laid down below.

3.1.2 **LIFE:** Past students of the University may become Life members of the Students' Union by making a request to that effect, by payment of the appropriate fee and with the approval of the relevant campus-specific Executive Committee.

3.1.3 Members of other NUS affiliated institutions may use CSU Commercial Services.

3.1.4 **HONORARY LIFE:** Honorary life membership will automatically be offered to the Vice Chancellor and Pro Vice Chancellors and, subject to approval by Union Council by secret ballot, to all past Sabbatical Representatives of the Union. Any other person, student or non-student,

is eligible for nomination, via the Steering Committee, at Annual General Meeting.

3.2 RIGHTS

3.2.1 FULL: Membership entitles the student to the following rights, subject to the terms of this Constitution:

3.2.1.1 To vote in any election organised by the Union;

3.2.1.2 To stand in any such election, and to propose or second any nominee in such election;

3.2.1.3 To attend, vote and speak at a General Meeting;

3.2.1.4 To propose or second any motion put forward to a General Meeting;

3.2.1.5 To join any club, society or forum affiliated to the Union;

3.2.1.6 To make use of any facility and services provided by the Union, so long as such use is lawful.

3.2.2 LIFE AND HONARARY LIFE: Members are entitled to:

3.2.2.1 Join any club, society or forum affiliated to the Union in a non-representational capacity;

3.2.2.2 Make use of any trading facility provided by the Union.

3.3 TERMS & CONDITIONS

3.3.1 SUBSCRIPTIONS & CHARGES:

3.3.1.1 Full and Honorary Life members shall not pay any subscription to be a member of the Union.

3.3.1.2 Life members shall pay a subscription, as determined by the Union Council and specified on the application form.

3.3.1.3 All members may, from time to time, be subject to charges determined by the Union Council to use Union facilities.

3.3.2 MEMBERSHIP CARDS

3.3.2.1 All members will be issued with the appropriate Membership Card after completing a web based declaration to uphold and abide by the Constitution and rules of the Union.

3.4 SUSPENSION

3.4.1 If any FULL member takes action which is found by a Membership Disciplinary Panel to be Misconduct, the Membership Disciplinary Panel may, for any period of time, deprive that member of some or all of their rights of membership; however CSU will never deprive a member of the right of representation conferred by the Education Act 1994.

3.4.2 If any LIFE or HONORARY LIFE member takes action which is found by a Membership Disciplinary Panel to be Misconduct, the Membership Disciplinary Panel may, for any period of time, deprive that member of some or all of their rights of membership.

3.5 WITHDRAWAL

3.5.1 Students may exercise their right to leave membership of the Union by writing to the President of the Union and copy to the University's Director of Registry Services, indicating their wish not to be a member of the Union. Registry Services will maintain a register of all students who have exercised this right.

3.6 RIGHTS OF NON-MEMBERS

3.6.1 Registered students may opt out of Union membership and will not be unfairly disadvantaged with regard to provision of services or otherwise, by reason of having done so.

3.6.2 The Union will endeavour to offer guidance to registered students who are non-members as appropriate. Where the issues are such that they cannot be dealt with in the Union, direction shall be given to the relevant University department or recognised organisation.

3.6.3 Relevant problems will be dealt with according to importance, irrespective of member or non-member status.

3.6.4 Non-members of the Union must be signed in to any Union event, or relevant facility, by a current Chester Students' Union card-holding member and the appropriate charge for this operation shall be applicable according to the standard procedures.

3.6.5 When a limited amount of tickets are available, members may be given preference.

3.6.6 Non-members may only join any club, society or forum affiliated to the Union in a non representational capacity. They shall pay the appropriate

subscription fee as specified by the Union Finance Committee and join the Union as a Life member.

3.6.7 Non-members shall not be eligible to vote or stand for appointment as an Executive Representative in the Union.

3.6.8 LIFE AND HONORARY LIFE: These members may withdraw their membership at any time in writing, with the forfeit of all rights and any subscription paid.

ARTICLE 4: GENERAL MEETINGS AND REFERENDA

4.1 General Meetings

4.1.1 **AUTHORITY:** General Meeting shall be the supreme governing body of the Union and as such may overrule decisions of Union Council, except in relation to staffing issues. Decisions of a General Meeting shall be implemented by the appropriate Union committee.

4.1.2 **CHAIRPERSON:** Shall be the Union Council Chairperson or their nominee, at all General Meetings.

4.1.3 **VICE CHAIRPERSON:** Shall be elected at the first Union Council meeting of the academic year and shall not be an Executive Representative.

4.1.4 **MEMBERSHIP:** All Full members of the Union shall be eligible to attend, speak and vote in all General Meetings.

4.1.5 **SECRETARY:** Shall be the Union Administrator. The Secretary will have no voting rights.

4.1.6 **PROCEDURE:** The procedure for all General Meetings shall be as laid down in the Standing Orders (See Appendix A).

4.1.7 **MINUTES:** The President shall ensure that the minutes of all General Meetings are taken and such minutes shall be submitted for approval as a true and accurate record to the next AGM.

4.1.8 **QUORUM:** The quorum shall be a number equal to one fifth of the membership eligible to attend, speak and vote at General Meetings or 100 members, whichever is the smaller. If at any time a sufficient number of members to form a quorum is not present at an Annual General Meeting, the meeting shall stand adjourned and a special meeting shall be summoned to be held as soon as conveniently possible thereafter and the members present at such special meeting shall constitute a quorum. In all other circumstances if a meeting is inquorate the members present may choose to hear and comment upon any item

of business, but any decision must stand deferred until the next quorate meeting.

4.1.9 **RESOLUTIONS:** Once a matter has been decided at a General Meeting, it may not be reopened at the same General Meeting, but may be the submitted for consideration to a subsequent General Meeting in accordance with this Constitution.

4.1.10 **EXCLUSION:** No member of a General Meeting may be prevented from exercising their rights to attend, speak or vote, except in accordance with procedures laid down in the Standing Orders.

4.1.11 **DISORDER:** In the event of disorder, the Chairperson may at their sole discretion adjourn or close the meeting.

4.2 ANNUAL GENERAL MEETING (AGM)

4.2.1 An AGM of the Union shall be held at an appropriate venue before the end of each academic year after elections of Executive Representatives in respect of the following academic year.

4.2.2 The administration of the AGM shall be undertaken by the CSU Steering Committee.

4.2.3 The AGM shall receive and approve reports from the Union Council, its Standing Committees, all Executive Representatives, the RAG Chairperson, the financial statements prepared by the external auditor, the Honorary Life Members list, and shall discuss items submitted to the agenda approved by the Chairperson.

4.2.4 The serving Union Executive Committee shall be available for questions at the AGM.

4.2.5 Written questions, submitted to Steering Committee, are to be invited at the beginning of the meeting

4.2.6 The AGM shall formally receive the incoming Union Council Representatives and Executive Committee for the next academic year.

4.3 EXTRAORDINARY GENERAL MEETING (EGM)

4.3.1 An EGM shall be convened to be held within twenty eight days of the receipt of a written request for an EGM from the Executive Committee or the Union Council or signed by one hundred full members of the Union and given to the Union Council Chairperson.

4.3.2 A request for an EGM must state the matter(s) to be considered.

4.3.3 The Union Council Chairperson shall convene the EGM following the request.

4.3.4 An EGM may be convened to consider the matter(s) stated in more than one request for an EGM but no business shall be conducted at an EGM except the matter(s) stated in the request or requests for which the meeting was convened.

4.4 REFERENDA

4.4.1 A referendum may be called by any full member ('the proposer') presenting the Union President with a proposal for a matter to be submitted to a referendum which identifies and is signed by the proposer and by not less than one hundred other full members.

4.4.2 Only one question may be put to any referendum, and the same question may not be put more than once in any academic year.

4.4.3 On receipt of a proposal, the Union President shall agree with the proposer the wording of the question to be submitted to referendum. The question must be phrased in such a way that no preference as to the answer is indicated and must be agreeable to the proposer. In the event of an insoluble dispute between the Union President and the proposer regarding the question, the Returning Officer shall adjudicate. The Returning Officer's decision shall be final.

4.4.4 Within 28 days of the proposal being put, a referendum shall be held across all University sites, in order that all full members have the opportunity to vote.

4.4.5 In the event of full members not being able to access the Polling Station then a system of voting by proxy would operate.

4.4.6 The referendum shall be overseen by the Returning Officer, using the election rules as a guide to the rules for its operation. See Appendix J.

ARTICLE 5: ARTICLE 5: UNION COUNCIL

5.1 MEMBERSHIP

5.1.1 There shall be a Union Council consisting of:

5.1.1.1 All Executive Representatives; and

5.1.1.2 Members eligible and elected to represent the campus-specific constituent groups of the student body as defined in Appendix B:

5.1.2 Subject to paragraph 5.1.3, each of the above campus-specific constituent groups shall be entitled to elect one or more campus-specific Union Councillors, proportionate to the number of students in that campus-specific constituent group according to the following formula:

5.1.2.1 If the number of students is between 100 and 500 students: one Union Councillor.

- 5.1.2.2 If the number of students exceeds 500 students: one Union Councillor for every 500 students or part thereof in excess of 249 students.
- 5.1.3 If the number of students in the campus-specific constituent group is less than 100, there shall be no entitlement to elect a Union Councillor unless the campus-specific constituent group exceeds 100 when aggregated with the number of students in the same constituent group at the other campus (which must be below 100). In such a case, the constituent group shall be deemed to exceed 100, with the consequence that the constituent group shall be entitled to elect one Union Councillor, who shall serve on a global basis.
- 5.1.4 To be eligible for election as a Union Councillor as a representative of such a constituent group, a student must herself or himself be a member of that group and no member may act as representative for more than one constituent group.

5.2 FUNCTION AND AUTHORITY

- 5.2.1 Union Council shall be a representative student body responsible for overseeing all Union affairs. This will be achieved by receiving regular reports from all Union Council Representatives and Executive Committee members, receiving the minutes of its Sub-Committees and of the Executive Committee, receiving reports from the student representatives on University committees and discussing items submitted for inclusion on agendas at meetings, which shall be subject to the approval of the Chairperson.
- 5.2.2 Union Council shall be concerned generally with all matters relating to the services and facilities provided by the Union and shall promote its aims and objectives. This will be achieved by:
- 5.2.2.1 Considering recommendations of the global Executive Committee for approval.
- 5.2.2.2 Creating policy as the need arises. All new policy decisions will be reviewed at Union Council after three years, when a decision will be taken whether the policy should continue, or should lapse.
- 5.2.3 Union Council has no power or authority to discuss or decide issues relating to Staff management responsibilities and undertakings.
- 5.2.4 Union Council decisions may be overruled only by a General Meeting.
- 5.2.5 Union Council may overrule decisions of Executive Committee, except in relation to staffing issues.
- 5.2.6 Union Council shall have the power to appoint sub-committees and working parties and to seek and obtain advice from such persons as it may, from time to time, deem necessary.

- 5.2.7 **CHAIRPERSON:** Shall be the Union Chairperson or their nominee.
- 5.2.8 **VICE CHAIRPERSON:** Shall be elected at the first Union Council meeting of the academic year and shall not be an Executive Representative.
- 5.2.9 **SECRETARY:** Shall be the Union Administrator. The Secretary will have no voting rights.

5.3 MEETINGS

- 5.3.1.1 **FREQUENCY:** Union Council meetings shall be convened to be held within twenty eight days of the previous meeting at the most appropriate venue.
- 5.3.1.2 At the end of each meeting, Union Council will ensure that the date proposed for the next meeting is suitable and documented.
- 5.3.1.3 **NOTICE:** Shall be given by the Union Administrator, at least seven working days prior to the date of the meeting. The Chairperson and Secretary shall be responsible for publishing an agenda no less than two working days before the meeting.
- 5.3.1.4 **MINUTES:** The Chairperson and Union Administrator shall ensure that the minutes of all Union Council meetings are kept and such minutes shall be submitted for approval as a true and accurate record to the next Union Council meeting.
- 5.3.1.5 **QUORUM:** The quorum shall be 40 per cent of the total number of Union Council members. If at any time a sufficient number of Members to form a quorum is not present, the meeting shall stand adjourned and a special meeting shall be summoned to be held as soon as conveniently possible. The Union Council members present may choose to hear and comment upon any item of business, but any decision must stand deferred until the next quorate meeting.
- 5.3.1.6 Upon invitation or request, the Vice Chancellor, General Manager, other Union Staff members and/or such other persons as the Union Council may resolve to invite may attend a Union Council meeting, with speaking rights only.

5.4 EXTRAORDINARY MEETINGS

- 5.4.1 An Extraordinary Meeting of Union Council shall be convened by the Chairperson or at the written request given to the Chairperson of a simple majority of the global Executive Committee or a simple majority of Union Council membership.
- 5.4.2 A request for an Extraordinary Meeting of Union Council must state the matter(s) to be considered.

5.4.3 The Chairperson shall convene the Extraordinary Meeting of Union Council to be held within seven working days of the receipt of the request, by written notice stating the business to be considered.

5.4.4 No business shall be conducted at an Extraordinary Meeting of Union Council except the matter(s) stated in the request or requests for which the meeting was convened.

ARTICLE 6: STANDING COMMITTEES

6.1 EXECUTIVE COMMITTEE - GLOBAL

6.1.1 **MEMBERSHIP:** There shall be a global Executive Committee consisting of the members of both campus-specific Executive Committees. Upon invitation or request, Union staff members may attend with speaking rights only.

6.1.2 FUNCTIONS AND AUTHORITY:

6.1.2.1 To act as Trustees of the Charity;

6.1.2.2 Through the President, to be responsible for the safeguarding, accounting for and proper use of all Union funds;

6.1.2.3 To manage the day-to-day business of the Union, with responsibility for all administration and finance;

6.1.2.4 To act as employer of all Union staff and to set the policy framework for the employment of such staff, whilst delegating day-to-day responsibility for management of staff and operational personnel issues to the General Manager,

6.1.2.5 To advise, make recommendations and reports to Union Council;

6.1.2.6 To implement Union Council policy;

6.1.2.7 To receive reports from and to consider the advice, and recommendations of each campus-specific Executive Committee;

6.1.2.8 To receive minutes of all sub committees.

6.1.3 Executive Committee decisions may be overruled by Union Council except in relation to staffing issues.

6.1.4 If it shall be necessary to make a decision on the day-to-day operation of the Union which ought properly to be made by the Executive Committee, but:

6.1.4.1 It will not be possible within a reasonable time to convene a quorate meeting of the Executive Committee; and

- 6.1.4.2 The President, or in his or her absence, the Vice President reasonably believes that delay in making a decision until a quorate meeting of the Executive Committee can be convened will not be in the best interests of the Union,
- 6.1.4.3 Then the President, or in his or her absence, the Vice President are authorised to make such decisions within the bounds of this Constitution. Such decisions will be reported back at the first appropriate Executive Committee Meeting.
- 6.1.5 **CHAIR:** Shall be the President or their nominee.
- 6.1.6 **SECRETARY:** Shall be the Union Administrator. The Secretary will have no voting rights.
- 6.1.7 **FREQUENCY OF MEETINGS:** Subject to the provisions below for extraordinary meetings, to be held every four weeks at an appropriate venue.
- 6.1.8 **NOTICE OF MEETINGS:** At least three working days' notice of meetings of the Executive Committee shall be given by the Union Administrator.
- 6.1.9 **ATTENDANCE AT MEETINGS:** Upon invitation or request, the General Manager, Deputy General Manager and/or other Union staff members may attend, with speaking rights only.
- 6.1.10 **QUORACY AT MEETINGS:** The quorum shall be 40 per cent of the total number of Executive Committee members. If at any time a sufficient number of Members to form a quorum is not present the meeting shall stand adjourned and a special meeting shall be summoned to be held as soon as conveniently possible. The Executive Committee members present may choose to hear and comment upon any item of business, but any decision must stand deferred until the next quorate meeting.
- 6.1.11 **MINUTES:** The Chairperson and Administrator shall ensure that the minutes of all Executive Committee meetings are kept and such minutes shall be submitted for approval as a true and accurate record to the next Executive Committee meeting.
- 6.1.12 **DUTIES OF MEMBERS:** It is the responsibility of each individual member of the Executive Committee to carry out their duties as detailed in the Duties of Representatives as set out in Appendix B and to inform the President in writing if they are unable to fulfil their duties.
- 6.1.13 **EXTRAORDINARY MEETINGS**
- 6.1.14 An Extraordinary Meeting of the Executive Committee shall be convened on the written request of the Chairperson or of a simple majority of its membership.
- 6.1.15 A request for an Extraordinary Meeting of the Executive Committee must state the matter to be considered.

6.1.16 The Chairperson shall convene the Extraordinary Meeting to be held within three working days of the receipt of the request.

6.1.17 No business shall be conducted at an Extraordinary General Meeting except the matter stated in the request or requests for which the meeting was convened.

6.2 EXECUTIVE COMMITTEE – CAMPUS-SPECIFIC

6.2.1 There shall be campus-specific Executive Committees which shall be sub-committees of the global Executive Committee.

6.2.2 **MEMBERSHIP:** Shall be as defined in Appendix B:

6.2.3 FUNCTIONS, AUTHORITY AND DELEGATION:

6.2.3.1 To advise, report, make recommendations and submit motions to the global Executive Committee,

6.2.3.2 To implement global Executive Committee decisions,

6.2.3.3 To receive, for the purpose of information only, the advice, reports and recommendations to the global Finance Committee.

6.2.3.4 Where necessary, to deal with emergency business of the Union within the bounds of the Constitution.

6.2.4 **CHAIRPERSON:** Shall be the President or their nominee.

6.2.5 **SECRETARY – CHESTER CAMPUS:** Shall be the Union Administrator. The Secretary will have no voting rights.

6.2.6 **SECRETARY – WARRINGTON CAMPUS:** Shall be the Warrington Administrative Assistant. The Secretary will have no voting rights.

6.2.7 **NOTICE OF AND FREQUENCY OF MEETINGS:** Notice of meetings of a campus-specific Executive Committee shall be given by the Union Administrator, at least three working days prior to the meeting. The Chairperson shall provide information for the Union Administrator who shall be responsible for publishing an agenda no less than one working day before the meeting. Executive Committee meetings shall be convened to be held within seven working days of the previous meeting. At the end of each meeting, the Executive Committee will ensure that the date proposed for the next meeting is suitable and documented.

6.2.8 **ATTENDANCE AT MEETINGS:** Upon invitation or request, the General Manager, Deputy General Manager and/or other Union staff members may attend, with speaking rights only.

6.2.9 **MINUTES:** The Chairperson and Secretary shall ensure that the minutes of all Executive Committee meetings are kept and such minutes shall be

submitted for approval as a true and accurate record to the next meeting.

6.2.10 **QUORUM:** The quorum shall be 40 per cent of the total number of members. If at any time a sufficient number of members to form a quorum is not present the meeting shall stand adjourned and a special meeting shall be summoned to be held as soon as conveniently possible. The members present may choose to hear and comment upon any item of business, but any decision must stand deferred until the next quorate meeting.

6.3 FINANCE COMMITTEE – GLOBAL

6.3.1 There shall be a global Finance Committee which shall be a sub-committee of the global Executive Committee.

6.3.2 MEMBERSHIP:

6.3.2.1 Shall be as defined in Appendix B.

6.3.2.2 Upon invitation or request, appropriate Union staff will attend with speaking rights only.

6.3.3 FUNCTIONS:

6.3.3.1 To advise, report and make recommendations to the global Executive Committee in respect of all financial concerns of the Union;

6.3.3.2 To ensure that the financial procedures and regulations of the Union are implemented;

6.3.3.3 To oversee the financial management of the Union as a whole, being specifically responsible for reviewing the audit reports, the audit management letter recommendations, and the management accounts;

6.3.3.4 To exercise delegated authority to incur expenditure up to the Committee's limit specified in, and in accordance with, the financial procedures and regulations of the Union and in accordance with the budget as defined in appendix D.

6.3.4 **CHAIR:** Shall be the President or their nominee.

6.3.5 **SECRETARY:** Shall be the Union Administrator. The Secretary shall have no voting rights.

6.3.6 **NOTICE AND FREQUENCY OF MEETINGS:** At least three working days' notice of meetings shall be given by the Secretary. Meetings shall be held at least once every two weeks during term time. At the end of each meeting, members shall ensure that the date proposed for the next

meeting is suitable and documented. During vacations, the committee shall meet as necessary.

6.3.7 BUDGET

6.3.7.1 The Finance Committee shall draw up a budget in respect of a Union Financial Year and present it to the Global Executive Committee.

6.3.7.2 The Finance Committee will review the budget on a quarterly basis. Any redistribution of funds deemed necessary must be approved by Global Executive Committee.

6.3.7.3 The Global Executive Committee must ratify all additional expenditure that exceeds the appropriate budget.

6.3.8 ANNUAL AUDIT

6.3.8.1 The Finance Committee shall appoint a qualified external auditor to audit all Union accounts in respect of each Union Financial Year.

6.3.8.2 The audited accounts shall be presented for approval at the Union's AGM and, on acceptance, be presented to the University Council, together with a copy of the Annual Audit Report.

6.3.8.3 All recommendations from Internal Auditors that are appointed from time to time by the Union or the University shall be implemented in full, and a statement of compliance agreed by the Union and the Auditors shall be made available to the University Council.

6.3.8.4 **MINUTES:** The Chairperson and Secretary shall ensure that the minutes of all Finance Committee meetings are kept and such minutes shall be submitted for approval as a true and accurate record to the next Finance Committee.

6.3.8.5 **QUORUM:** The quorum shall be 40 per cent of the total number of Committee members. If at any time a sufficient number of Members to form a quorum is not present the meeting shall stand adjourned and a special meeting shall be summoned as soon as conveniently possible. The Committee members present may choose to hear and comment upon any item of business, but any decision must stand deferred until the next quorate meeting.

6.4 STEERING COMMITTEE - GLOBAL

6.4.1 There shall be a Steering Committee which shall be a sub-committee of Union Council.

6.4.2 MEMBERSHIP:

6.4.2.1 Shall be as defined in Appendix B.

6.4.2.2 Any member of the Steering Committee who becomes a candidate for election shall cease to act as a member of the Steering Committee and shall be replaced until declaration of the outcome of the election by a person nominated by the Returning Officer. If the candidate is not elected s/he shall resume membership of the Steering Committee and the candidate's replacement shall stand down. If the candidate is elected, the replacement shall continue to serve as a member of the Steering Committee until the end of the academic year.

6.4.3 FUNCTION:

6.4.3.1 To administer all Union General Meetings and Elections

6.4.3.2 Ensure that all Union affairs abide by the Constitution,

6.4.3.3 Oversee the continual review of the Constitution for suitability,

6.4.3.4 Ensure the proper running and administration of all Union elections of Representatives and Committees,

6.4.3.5 Advise, report and make recommendations as appropriate to Union Council.

6.4.4 **CHAIRPERSON:** Shall be the Returning Officer.

6.4.5 **SECRETARY:** Shall be the Union Administrator and shall have no voting rights.

6.4.6 **FREQUENCY:** Shall be as deemed necessary by the returning officer and the President.

6.5 MEMBERSHIP DISCIPLINARY PANEL – Campus Specific

6.4.7 A Membership Disciplinary Panel shall be convened as and when necessary to discharge its functions.

6.4.8 The Membership Disciplinary Panel shall be convened and operate in accordance with the Membership Disciplinary Policy Appendix G.

6.5 MEMBERSHIP DISCIPLINARY APPEAL PANEL

6.5.1 A Membership Disciplinary Appeal Panel shall be convened as and when necessary to discharge its functions.

6.5.2 The Membership Disciplinary Panel shall be convened and operate in accordance with the Membership Disciplinary Policy Appendix G

6.6 STUDENT ACTIVITIES SUB COMMITTEE

6.6.1 There shall be a global Student Activities Sub Committee which shall be a sub-committee of the global Executive Committee.

6.6.2 MEMBERSHIP:

6.6.2.1 Shall be as defined in Appendix B.

6.6.2.2 The Deputy General Manager, Membership Services and Director of Sport shall be entitled to attend and speak at meetings but shall not be entitled to vote. Upon invitation or request, members of University Staff involved with student activities may attend with speaking rights only.

6.6.3 FUNCTION

6.6.3.1 To foster and develop student activities within the Union.

6.6.3.2 To receive reports from the Club and Society Representative and Club, Society and Forum Committees, discussing any related issues.

6.6.3.3 To advise, report and make recommendations to the global Executive Committee.

6.6.3.4 **CHAIR:** Shall be the President or their nominee.

6.6.4 **SECRETARY:** Shall be the Student Activities Administrator, who shall also be the Committee Returning Officer in relation to Colours and awards. The Secretary will have no voting rights.

6.6.5 **FREQUENCY OF MEETINGS:** Should meet at least four times a year or more frequently if necessary.

6.6.6 **QUORUM:** The quorum shall be 40 per cent of the total number of Committee members. If at any time a sufficient number of members to form a quorum is not present, the meeting shall stand adjourned and a special meeting shall be summoned to be held as soon as conveniently possible. The Committee members present may choose to hear and comment upon any item of business, but any decision must stand deferred until the next quorate meeting.

6.6.7 **AGM:** The AGM will be held in the second half of the academic year at which the sub committee will ratify the Club Colours and Society and Forum Awards.

ARTICLE 7: WORKING GROUPS - GLOBAL

7.1.1 There shall be the following global working groups which shall report to the global Executive Committee.

7.2 STUDENT ACTIVITIES WORKING GROUP

7.2.1 MEMBERSHIP:

7.2.1.1 Shall be the President, Vice Presidents and Club and Society Representatives. The Deputy General Manager Non-Commercial Services and Student Activities Administrator shall be ex officio.

7.2.2 **FUNCTION:** To facilitate and ensure Club, Society and Forum representation and administration including Colours, Grant Requests, Kit and Equipment.

7.2.3 **CHAIR:** Shall be the President or their nominee.

7.2.4 **SECRETARY:** Shall be the Student Activities Administrator when required.

7.2.5 **FREQUENCY OF MEETINGS:** As and when required.

7.3 FRESHERS' WEEK WORKING GROUP

7.3.1 MEMBERSHIP:

7.3.1.1 The membership shall be the President and Vice Presidents. The General Manager, Deputy General Manager Commercial Services, Deputy General Manager Non Commercial Services shall be ex officio with other relevant staff being invited as necessary.

7.3.1.2 The nature of this committee requires this group to meet during the summer vacation when many Executive members are unavailable. Relevant members will be contacted for their opinions as necessary.

7.3.2 **FUNCTION:** To co-ordinate the events for the annual Freshers' Week.

7.3.3 **CHAIR:** Shall be the President or their nominee.

7.3.4 **SECRETARY:** Shall be the Union Administrator.

ARTICLE 8: RESIGNATION AND MOTIONS OF NO CONFIDENCE

8.1 RESIGNATIONS

8.1.1 Any Representative who wishes to resign may do so in writing given to the Returning Officer, who shall in turn inform Union Council at its next meeting.

8.1.2 Any Representative (other than a Sabbatical Representative) who fails to attend three consecutive Executive Committee meetings or Union

Council meetings, without apologies submitted prior to the meeting, shall be deemed to have resigned with effect from the end of the third of such meetings.

8.1.3 The Union Chairperson shall bring all resignations to the attention of Union Council at its next meeting.

8.1.4 In order to fill the vacancy created by the resignation, the Union Chairperson may either invite the incoming Representative to commence their term of office with immediate effect or where appropriate ask the Returning Officer and Steering Committee to arrange a by-election within a reasonable time scale.

8.2 MOTION OF NO CONFIDENCE

8.2.1 A motion of no confidence may be proposed and determined in accordance with paragraphs 8.2.2-8.2.8 in a Union Councillor or an Executive Representative who in either case has been found by a Membership Disciplinary Panel to have committed a breach of the Code of Conduct and, if such finding is appealed against, such appeal has been unsuccessful. Such a Union Councillor or Executive Representative is referred to in the remainder of this section as 'the Respondent'.

8.2.2 Any elected Union Representative or a proposer and fifty seconders who are full members of the Union (in writing signed by the proposer and each seconder and given to the Returning Officer) may request a Membership Disciplinary Panel to investigate an alleged breach of the Code of Conduct. If the Membership Disciplinary Panel finds that there has been such a breach, the Respondent may appeal against that finding in accordance with the Membership Disciplinary Procedures. In the event that there is no appeal, the Membership Disciplinary Panel shall report its findings as an agenda item to the next meeting of Union Council and shall recommend as part of its report that Union Council consider a motion of no confidence in the Respondent. If the Respondent has appealed against the Membership Disciplinary Panel's findings and the appeal is unsuccessful, the Membership Disciplinary Appeal Panel shall report its findings as an agenda item to the next meeting of Union Council and shall recommend as part of its report that Union Council consider a motion of no confidence in the Respondent.

8.2.3 The motion of no confidence in the Respondent must be considered at a quorate meeting of Union Council but need not be proposed and seconded at the meeting. The motion, to be passed, requires a simple majority of the members present and voting on the motion to vote in favour. A motion of no confidence shall not be tabled as an amendment or at an emergency or extraordinary meeting.

8.2.4 During consideration of a motion of no confidence, the Returning Officer of the Students' Union shall act as Chair of the Union Council meeting.

- 8.2.5 The Chair of the Membership Disciplinary Panel or the Membership Disciplinary Appeal Panel (as the case may be) shall report and explain the Panel's findings to the meeting of Union Council.
- 8.2.6 The Respondent or their representative may speak at the meeting of Union Council to show why the passing of a motion of no confidence would not be appropriate in the circumstances.
- 8.2.7 The vote on a motion of no confidence shall be by secret ballot, administered by the Steering Committee.
- 8.2.8 If the motion of no confidence is passed, the Respondent shall immediately cease to hold office and not be eligible to stand for election to a post with the Union in the future.
- 8.2.9 In respect of the vacancy so created, the Union Chairperson shall either invite the incoming Representative to commence their term of office with immediate effect or where appropriate ask the Returning Officer and Steering Committee to arrange a by-election within a reasonable time scale. In the meantime, the remaining members of the Executive Committee shall share the responsibilities of the post until the vacancy is filled.

ARTICLE 9: CLUBS AND SOCIETIES

- 9.1.1 All Clubs and Societies shall abide by their own constitutions in the form set out in Appendices H and I.
- 9.1.2 Clubs and societies shall be governed by the policies and procedures defined in Appendix H.

ARTICLE 10: RAISE AND GIVE (RAG)

- 10.1.1 RAG shall have its own constitution in the form set out in Appendix I. Legal guidance shall be sought where appropriate, particularly in areas of public liability.
- 10.1.2 The RAG Committee is responsible for all RAG activities.

ARTICLE 11: ELECTIONS AND OFFICES

- 11.1.1 All Union elections shall be regulated by the Elections Regulations in the form set out in Appendix J, which shall be appended to this Constitution. Failure to comply with the Election Regulations shall result in the election being declared null and void by the Returning Officer.
- 11.1.2 All Union elections shall be run by the Returning Officer, who shall be the Union General Manager or any other appropriate individual with the relevant knowledge and experience of Students' Union elections, as determined by Union Council. The Returning Officer shall be assisted by the Steering Committee.

- 11.1.3 The decision of the Returning Officer shall be final and binding in all elections.
- 11.1.4 The single transferable vote (STV) system shall be used when the election is for more than one post in one election and for all Union Council posts. The simple majority voting system shall be used in all other cases.
- 11.1.5 The Director of Registry Services shall monitor all Union elections to ensure that they are conducted in accordance with the election regulations. The Returning Officer of their respective campus must advise the Head of Registry Services of all forthcoming elections and make available any reports that he/she feels are necessary to ensure the monitoring is comprehensive.
- 11.1.6 Appointment to the Union offices specified in Appendix B shall be by election in a secret ballot in which all members are entitled to vote.
- 11.1.7 A person shall not hold Sabbatical office, or paid elected office, in the Union for more than two years in total.

ARTICLE 12: REPRESENTATION AND AFFILIATION

12.1 NATIONAL UNION OF STUDENTS

- 12.1.1 The Union is affiliated to the National Union of Students (NUS). Union Council must confirm this affiliation each academic year.
- 12.1.2 Once every three years a referendum shall be held to determine the Union's continued membership of NUS, notwithstanding the right of members (100 students in total) to call for a referendum in any year should it be desired.
- 12.1.3 The President shall be the main channel of communication between the student body and NUS.
- 12.1.4 The Union shall be represented at NUS National Conference by the President and President Elect as delegates. Observers may be sent as representatives at the Executive Committee's discretion.
- 12.1.5 Representation at other NUS Conferences, Conventions and Courses shall be at the discretion of Union Council. If this is found to be necessary, appropriate representatives shall be elected from either Union Council, the appropriate Standing Committee or by open election. Representatives shall only attend conferences relevant to their office.

12.2 OTHER EXTERNAL AFFILIATIONS:

- 12.2.1 External affiliations, including all details of fees, subscriptions and donations shall be agreed and reviewed at the start of each academic year by the Global Executive Committee. A two thirds majority is

required to pass all votes on affiliation. A list of affiliations shall be made available to all members on request.

12.3 UNIVERSITY COMMITTEES

12.3.1 University Committees on which Union representation is required and the nature of such representation shall be as specified by the University each academic year. All details shall be confirmed to the Union as soon as Committee structures are finalised for the coming academic year.

12.3.2 Where available the President and Vice Presidents shall attend all relevant meetings. Where this is not possible, the appropriate Union Representative shall attend in their place. In the case of the prolonged absence of the President (in excess of 30 consecutive days), the Vice Presidents shall assume the post of Acting President and take over the duties of the President as laid down in the Job Descriptions.

ARTICLE 13: COMPLAINTS

13.1.1 Any member with a complaint regarding the Union, its Representatives, the interpretation of the Constitution or any other Union matter, may make an official complaint in writing to the relevant campus-specific Vice-President, who shall reply within seven days.

13.1.2 If the result of the Vice-President's action is not satisfactory to the complainant, they should address their complaint to the President, who shall reply within fourteen days .

13.1.3 If the complainant remains dissatisfied, then the Vice-Chancellor (or nominee) or other independent person appointed by the University Council shall investigate and report on the complaint.

13.1.4 Complaints shall be dealt with promptly and fairly and where a complaint is upheld there shall be an effective remedy.

ARTICLE 14: CONSTITUTION REVISION AND AMENDMENT

14.1 PROPOSALS AND AMENDMENTS

14.1.1 Any proposal for an amendment to the Constitution should be given to the Union Administrator, who shall send copies to all Union Councillors no less than fourteen days before the next meeting of Union Council.

14.1.2 At Union Council, proposals and any amendments shall be minuted and debated. Amendments shall then be voted upon.

14.1.3 If there are no amendments, or if all amendments are defeated, the original proposal shall stand. The proposal or amendment will then go through the correct procedure to be passed through the University Council as follows:

14.1.3.1 Senior Management Team will receive the proposal/amendment

14.1.3.2 Finance & General Purposes Committee

14.1.3.3 Policy Committee

14.1.4 Any proposal for amendment to the Constitution and any amendments to proposals agreed during the debating cycle shall finally require the approval of the University Council, who shall approve the proposal, whereupon all previous Union Constitutions shall be revoked, or refer the proposal back to Union Council with suggestions for final amendment.

14.1.5 Any final amendments shall then be voted upon at the next meeting of Union Council. If all final amendments are defeated, the original proposal shall be submitted for further discussion to the University Senior Management Team.

14.1.6 If a majority passes any final amendments to the proposal, the amended proposal shall proceed to the minutes of the next Council Meeting for agreement. If agreed, the proposal shall then be approved and all previous Union Constitutions shall be revoked.

14.2 QUINQUENNIAL REVIEW:

14.2.1 The Constitution shall be submitted to the University Council for review at least every five years.

14.2.2 **AVAILABILITY:** Once amended, full copies of the Constitution shall be made available to all members on request, and also sent to the University Vice Chancellor and Head of Registry Services.

14.2.3 **CHARITABLE STATUS:** The Union shall not act in such a way, nor seek to pass any amendment to this Constitution, which may cause the Union to cease to be a Charity.

ARTICLE 15: DISSOLUTION

15.1.1 In the event of the dissolution of the Union, property remaining after the settlement of all proper debts and liabilities shall not be distributed among the members, but shall be given to such purpose(s) as shall benefit all students of the University, as the Executive Committee, subject to the prior approval of the University Council, shall determine.

ARTICLE 16: ARTICLE 16: INDEMNITY OF REPRESENTATIVES

16.1.1 **INDEMNITY:** Every Representative, appointee, or member of Staff of the Union shall be entitled to be indemnified out of the assets of the Union, against all losses or liabilities which they may sustain or incur in or about

the execution of office or otherwise in relation thereto, provided they have acted lawfully, with due care and prudence and *intra vires*.

16.1.2 **SECURITY AGAINST LOSS:** No Representative, appointee, or member of Staff of the Union shall be liable for any loss, damage, or misfortune which may happen to be incurred by the Union in the execution of duties of office or in relation thereto, provided they have acted lawfully, with due care and prudence and *intra vires*.

16.1.3 This indemnification does not affect the liability of Representatives, appointees, or members of staff for the consequences of any criminally negligent or illegal act on their part.

ARTICLE 17: REVOCATION

17.1.1 All previous Chester Students' Union Constitutions are hereby expressly revoked.