

UNSU Bye-Laws

Amendments to these Bye-Laws shall only be made by a vote in favour of the proposed changes at one quorate Student Council meeting and one quorate meeting of the Board of Trustees.

1 Membership

1.1 Eligibility

The following categories of membership shall apply to members of the Union provided that they abide by the Constitution and Bye-Laws of the Union during the time of their membership.

Full Membership: All students shall have rights as full members of the Union as outlined in the Education Act 1994 and below in 1.3.

Sabbatical Officers shall be Full Members of the Union.

Associate Membership: All non-student employees of the Union and the University shall be entitled to be Associate Members of the Union.

Associate Members may not enjoy the rights and privileges of membership as listed between 1.3a) and 1.3f).

Former students of the University may also become Associate Members of the Union upon payment of a fee to be decided annually by the Executive Committee.

Affiliated Membership: Members of Students' Unions affiliated to NUS (UK) shall be admitted to Union facilities as Affiliated Members.

Affiliated Members may not enjoy the rights and privileges of membership as listed between 1.3a) and 1.3f).

Honorary Membership: Student Council shall have the power to grant Honorary Membership to individuals who have significantly aided the Union or the students of the University of Northampton and whose dedication deserves special reward and recognition. The Student Council shall decide this membership by a simple majority of those present and voting at a quorate meeting of Student Council based upon the recommendations of Zones.

Honorary Members may not enjoy the rights and privileges of membership as listed between 1.3a) and 1.3f).

1.2 **Opting out of membership**

Any student shall have the right to opt out of membership of the Union.

Students who exercise that right should not be unfairly disadvantaged with regard to the provision of services or otherwise by reason of their having opted out of the Union, and subsequently have all the same rights as Associate Members.

Appropriate forms are available for this purpose from the Union reception.

The opt-out shall be valid for the remainder of the academic year.

Exercising the right to opt-out confers no financial benefit to a student.

1.3 **Rights & Privileges of Membership**

Members of the Union have:

- a) The right to vote in all elections
- b) The right to propose or second any candidate in any Union election
- c) The right to stand for or hold office on Committees and to represent the student body
- d) The right to vote at Union meetings, subject to individual meeting regulations
- e) The right to speak at Union meetings
- f) The right to be officers of any constituent bodies and clubs and societies (subject to membership of that club or society)
- g) The right to be members of any constituent bodies and clubs and societies (subject to membership of that club or society)
- h) The right to use Union amenities subject to current conditions, regulations and Policy

2 Elections

2.1 **Positions**

There shall be a cross-campus ballot for the following positions:

President

Vice President, Student Experience

Vice President, Engagement and Participation

Part-time and Distance Students' Officer

Mature Students' Officer

International Students' Officer

Entertainment and Services Officer
Avenue Officer

Ethics and Environment Officer

Disabled Students' Officer

LGBT Officer

Black, Asian and Minority Ethnic Students' Officer

Women's Officer

RAG Officer

Activities Guild President

Moulton College Officer

Tresham College Officer

Milton Keynes College

Northampton College Officer

Delegates to the NUS National Conference

First-year Representatives (2 for each Zone)

There shall be Zone elections for positions on Student Council.

There shall be Course Representative elections for School Representative positions to sit in the Education Zone and on Student Council.

If no member stands for a major union office position, the Union shall reserve the right to co-opt a member into standing for election for that position.

2.2 Eligibility

Only full members of the Union are entitled to stand in elections and hold office.

Members cannot stand if they are, or have been, disqualified to act as a Officer; have any criminal convictions or imminent legal proceedings which, in the view of the Returning Officer, may result in them being unsuitable to be a Officer of the Students' Union. Members are obligated to disclose such information and must advise the Returning Officer of the circumstances before standing.

Members cannot stand if they have been sanctioned for gross misconduct by the Students' Union.

Students must relinquish any office immediately upon ceasing to be a full member of the Union, e.g. through intermission or termination of study.

The position of First-year Representative shall only be available to members of the Union who are in the first year of an undergraduate course at the university. Only first year students shall vote in this election.

The position of School Representative shall only be available to members of the Union who are Course Representatives. School Representatives shall only be elected to represent the School in which they study. Only Course Representatives from each School shall vote for their corresponding School Representative.

Candidates may run as part of slates on the condition that each member of the slate develops an individual manifesto relevant to the position for which they are running.

Candidates may stand for more than one position in any set of elections, save that they may not stand for more than one position on the Executive Committee. Candidates elected to one position on a committee or other body in the Union may be deemed to have withdrawn from other elections.

Members of the Union may nominate only one person for any specific position.

2.3 Election of delegation to NUS National Conference

The total number of delegates the Union is entitled to shall be determined by and from the most current Constitution of NUS (UK). The number of delegates to be elected shall be this number minus one.

Delegates shall be elected in a cross-campus ballot in the Autumn Term, and potentially in the Spring Term if the positions are still vacant at that time.

The President of the Union shall be the delegation leader for all NUS conferences including special or emergency conferences.

If the delegation from the most recent conference includes members of the Union who hold office within the NUS, those delegates who hold NUS office and are obliged to attend a special or extraordinary conference of the NUS in that capacity shall be replaced by full members of the Union selected by and from Student Council.

Members of the delegation who hold office within the National Union requiring attendance at special or extraordinary National Conferences will be replaced by members elected at the next meeting of Student Council. In the event of the delegation leader being replaced, that role shall be determined by Student Council.

2.4 Timetable

Elections for Sabbatical Officers and Part-time Officers shall take place in the Spring Term.

The election for the Postgraduate Students' Officer shall take place in the Autumn Term.

Elections for First-year Representatives and School Representatives shall take place in the Autumn Term.

In the event of the holder of a position resigning, or the post remaining or becoming vacant in any way, the Returning Officer shall have the power to call a bye-election at their discretion or invite other elected Officers to take on an additional role. Bye-elections shall be governed by these regulations.

Notice of all Union elections will be placed on the Union noticeboard and website at least 7 days before nominations open for the election. Such notice will include details of the dates and times when nominations open and close and where voting will take place as well as a list of all the posts to be filled.

Nominations will be open for a period of at least 7 days and will close at least 7 days before the election takes place. Notice of those candidates nominated will be displayed as soon as reasonably possible following the close of nominations.

Candidates shall be allowed at least 5 days to campaign before the election itself.

Any candidate wishing to withdraw from the election will notify the Returning Officer or the Democracy and Elections Committee in writing at least 3 days prior to the election.

The counting of votes will take place as soon as reasonably possible following the close of the ballot.

The Returning Officer will declare the time and location of the count before voting commences.

Any complaints relating to conduct prior to the count must be submitted before the count begins.

Any complaint relating to the conduct or validity of the count must be made within 5 days of the count taking place.

All election ballot papers shall be destroyed 4 weeks after the election has been completed.

2.5 **Supervision of Elections**

a) The Returning Officer

The Returning Officer shall be ultimately responsible for calling all Union elections, and for their free and fair running. The Returning Officer shall be responsible for enforcing these regulations.

The Returning Officer shall be jointly approved by Student Council and the Governing Council of the University.

The Returning Officer may not be a member of the student body of the University of Northampton nor a member of Union staff, but may be from NUS.

The Returning Officer will submit a report on the conduct of the elections to the Student Council and the University following each election. This report will state whether the election was conducted freely and fairly in line with the Election Regulations and if it was not, what steps should be taken to ensure future elections are free and fair.

b) Deputy Returning Officer

The Senior Staff Member of the Union shall act as the Deputy Returning Officer.

The Deputy Returning Officer shall be responsible for assisting the Returning Officer in carrying out their duties

2.6 Nominations

All candidates shall fully and correctly complete a nomination form to be eligible to stand.

Nominations for posts shall be valid only for candidates who complete and submit a nomination form prior to the close of nominations. Forms will be checked by the Deputy Returning Officer before the nomination is accepted.

Nomination forms submitted after the close of nominations shall not be valid.

2.7 Announcement of Candidates

The Returning Officer or Deputy shall publish the following on the Students' Union noticeboards and website as outlined above:

- The names of all candidates submitting valid nomination papers.

- The manifesto provided by each candidate.

- The date of the Election.

- The times and methods of which votes may be cast.

- The dates(s), time(s) and venue(s) of all Question Times (Hustings).

- Details of any invalid nomination paper, together with the reason for its invalidity.

2.8 Manifestos

All candidates must submit a five hundred word (maximum) manifesto which shall be displayed on the appropriate websites and noticeboards.

It is important that candidates' manifestos abide by Union regulations, that they emphasise the positives of their own campaign and do not negatively reflect other candidates' manifestos.

2.9 Question Time (Hustings)

There shall be the opportunity for Question Time in the week leading up to the start of voting to be called and chaired by the President, or nominated deputy, in which candidates shall have the opportunity to explain their manifestos to the members.

All candidates must attend Question Time at both campuses. Failure to do so, except on certain grounds specified by the Returning Officer, will result in disqualification.

All candidates for full-time and part-time positions shall deliver a speech at Question Time, to be followed by questions from the floor.

Question Time will take place at a venue(s) and time(s) as stated in the election timetable.

The candidates shall be allowed to refer to their opponents only in a factual manner.

Candidates should concentrate on issues and are not permitted to make derogatory or personal remarks about other candidates, University staff, Union staff or individual students.

Speeches should not refer to the direct content of other candidates' manifestos.

Anyone is permitted to attend the Question Time, but only members of the Union may ask questions of candidates.

Question Time will be chaired by the President (unless they are standing for re-election, in which case the Executive Committee shall nominate an alternative Officer not running for election), assisted by the Returning Officer or their deputy.

2.10 **Campaigning**

Nominees and supporters must adhere to the rules of the University and the rules of the Union and must not break the law.

Candidates or slates are responsible for the actions of supporters assisting in their campaign.

All Election Regulations apply to supporters as well as candidates.

It is the responsibility of the candidate(s) to ensure, as far as reasonably possible, that anyone assisting in their campaign read, fully understand, and abide by these regulations.

Candidates shall be informed of their campaign budget during the Candidates' Briefing.

Use of official websites, such as the Union website and clubs' and societies' websites, may not be used to promote any candidate.

2.11 **Canvassing**

It is the responsibility of candidates to ensure that they have the necessary authority and/or permission to canvass in University-owned accommodation.

Any complaints made by residents regarding the conduct of candidates during canvassing shall be dealt with by the Returning Officer.

Candidates shall not canvass in the clearly marked area designated for polling or enter the area except to cast their personal vote.

No candidate shall use Union meetings as a forum for campaigning, except for the election Question Times, if applicable.

No candidate or supporter shall use sporting fixtures or training sessions or society events as a method of campaigning.

2.12 **Other Methods of Campaigning**

All photocopying must be done at the Students' Union.

Posters and publicity must not up prior to the start of campaigning.

Campaigning materials must be removed on the last day of voting. Any costs incurred for removal of materials, damage to property or cleaning as a result of campaigning will be billed to candidates.

Candidates must recycle campaign material, where possible.

2.13 **Voting Process**

Voting stations will be set up on both campuses and locations will be detailed in the elections timetable.

Voting will be by Alternative Transferable Voting (ATV) for single vacancy elections and Single Transferable Voting (STV) for multi-vacancy elections in accordance with the rules for the operation of transferable voting systems as set by the Electoral Reform Society.

Students will also be able to vote by email.

2.14 **Interpretation**

The Returning Officer shall be solely responsible for the interpretation of these regulations. The ruling of the Returning Officer shall be final.

Requests for interpretation of these regulations or complaints about the conduct of candidates shall be made in the first instance to the Deputy Returning Officer in writing.

The Returning Officer, assisted by their assistants if necessary, shall investigate all complaints and make adjudication according to the seriousness and complexity of the complaint.

In the event of a candidate or slate being found to have broken one or more of these Regulations the Deputy Returning Officer shall have the power to:

- issue a verbal or written warning
- impose a fine on the campaign budget
- restrict the amount of publicity available to the candidate or slate

disqualify the candidate or to take other action as they see fit
In the event that a candidate wishes to appeal a decision of the Deputy Returning Officer, they must do so within 48 hours of the ruling or 1 hour before the start of balloting, whichever is sooner. They should address their appeal to the Returning Officer whose ruling is final.

All rulings made by the Returning Officer or the Deputy Returning Officer shall be posted on the elections noticeboard and the website. Candidates are expected to consult these regularly.

The University is satisfied that these regulations ensure the conduct of fair elections as required by the Education Act 1994. The Returning Officer is recognised by the University as the independent person to whom complaints should be referred to under the Code of Practice in relation to all matters concerning the conduct of elections. The Returning Officer shall submit a statement to the University's Registrar and Secretary following each election, stating whether the elections have been conducted fairly and properly in accordance with the Election Regulations.

Amendments to these regulations shall only be made by a vote in favour of a proposed change by Student Council meeting. All changes shall be agreed by Student Council prior to their taking effect.

3 Officers, Councillors and Trustees

Any Officer or Councillor should declare any conflict of interest as soon as it arises.

3.1 Sabbatical Officers

There shall be three Sabbatical Officers:

President

Vice President, Student Experience

Vice President, Engagement and Participation

Sabbatical Officers shall hold office following their election from 1st July to 30th June of the following year.

No person may hold sabbatical office for more than two years.

No person may hold consecutive sabbatical office except where they have already completed their course of study with the University.

A candidate may take a one-year sabbatical from their course of study to hold office, but where a candidate is in their final year of study, they must have completed their course of study by the beginning of the academic year in which they wish to take office.

No Trustee of the Union shall be entitled to take up a permanent staff position with the Union for a period of a year from the end of their term of office.

3.2 Elected Sabbatical Officers shall each:

Actively engage with the student body.

Act as a Trustee of the organisation.

Be a member of the Executive Committee and compile and present regular reports to it on their activities.

Attend all meetings required of the position.

Provide minutes from all meetings attended to be distributed to other Officers and made available to members.

Uphold current legislation.

Uphold the Constitution.

Facilitate Union campaigns.

Be responsible for delivering the elements of their election manifestos, as agreed with Student Council.

Discuss financial information with relevant staff members and ensure that financial reports are submitted to Student Council when required.

Be responsible for their individual adherence to Health and Safety regulations.

Attend all relevant training and briefing days.

Take part in the organised handover of responsibilities from existing to newly-elected Officers.

Behave in a professional manner at all times when representing the Union, both internally and externally.

Be accountable to Student Council in regards to time keeping, actions and general conduct.

Adhere to, and support, the Students' Union environmental policies and procedures.

3.3 **President**

The President shall be the figurehead of the Union, responsible for guiding the other Officers and delivering Union policy, as well as the Officer chiefly responsible for representing the student voice and managing the academic interests of members.

The President shall typically sit on the following University committees:

Academic Audit & Review Committee: surveys and monitors subject reviews, and reports to the Academic Quality & Standards Committee.

Academic Quality & Standards Committee: ensures academic quality is maintained throughout the University.

Academic Development Committee: recommends programme and partnership developments, and reviews and considers academic content and direction.

Governing Council: comprises Governors who possess the ultimate responsibility for the work of the University.

Honorary Awards Committee: recommends individuals to Governing Council for honorary awards.

Learning & Teaching Committee: ensures the relevance and effectiveness of the University's Learning and Teaching strategy.

Nominations Committee: reports to the Governing Council on any membership matters of the Council.

Senate: forms the highest academic Committee of the University, with devolved responsibility from the Governing Council to consider and approve (mainly) academic matters affecting the University.

Strategy and Review Committee: reports to the Governing Council on the strategic direction of the University.

Specific Duties

Leadership

Lead the team of elected officers and direct their focus towards fulfilling the Students' Union's function and objectives.

Take overall responsibility for the Union's strategic plan and its delivery, and, in partnership with Student Council and the Board of Trustees, set the direction of the Representation and Education sections.

Lead and manage the Education Zone.

Take responsibility for the financial management of the Students' Union.

Representation

Be the principal representative of the Students' Union to all parties, articulating the student voice to committees, to the University, and to external organisations and partners.

Be responsible for all external media interactions, in consultation with Marketing and External Relations, including facilitating Students' Union press releases.

Act as the critical friend of the University in delivering the opinion of the student body.

Take responsibility for implementing Union policy.

Receive and manage complaints against the Students' Union.

Education

Represent student interests in academic matters.

Be responsible for knowing internal and national academic issues, and reaction to them, including the position of the NUS.

Co-ordinate Change Campaigns on academic issues.

Maintain and develop the academic representation function of the Union.

Develop academic representation within the community by promoting University Open Days and liaising with Student Ambassadors.

Contribute to the Course Representative system by managing the democratic process of student representation.

Assist with the University's Quality Assurance Agency review.

Act as a friend when attending academic disciplinary panels.

Communication

Take responsibility for communicating Union policy to the student body.

Ensure that all Officers compile a report on their activities for each meeting of the Executive Committee and for wider circulation.

Compile regular reports on Executive Committee and general Union activities for each General Meeting of the Student Council and for wider circulation.

Compile an annual report on the activities of the Union, including any legally required information for submission to the Union Annual General Meeting and Board of Governors of the University, and take responsibility for completing the Students' Union's Service Level Agreement with the University.

Spend four days of the working week at Park Campus, and one day at Avenue Campus during term time.

3.4 Vice President, Student Experience

The Vice President, Student Experience shall support the President in achieving the Students' Union's objectives, and be the Officer chiefly responsible for understanding and improving members' student experience(s).

The Vice President, Student Experience shall typically sit on the following University bodies:

Bullying & Harassment Working Group: considers incident trends at the University.

The Environmental Working Group (receives papers): considers the environmental impact of different elements of the University.

Occupational Health & Safety Committee: considers and advises the Vice Chancellor on aspects of Occupational Health, Safety and Welfare Policy.

Student Experience Committee: considers academic processes and the provision of academic and pastoral support.

Specific Duties

Leadership

Deputise for the President in their absence.

Take the lead in understanding and representing the student experience(s) of the Students' Union's members.

Set the direction of the Student Experience section of the Students' Union's strategic plan and be responsible for the delivery of improvements as detailed in that section.

Manage and lead the Welfare Zone, Student Experience: Facilities Zone and Student Experience: Activities Guild.

Student Experience

Take responsibility for seeking institutional change when it is beneficial to the student experience by gaining and understanding student opinion and working with the appropriate departments of the University.

Be responsible for representing members in the area of welfare.

Represent the Students' Union's clubs and societies and ensure their success is celebrated.

Uphold the Activities Guild's policies and procedures.

Be responsible for representing those living in on-campus accommodation by establishing an effective Hall Representative system.

Be responsible for developing the Students' Union brand and corporate identity.

Be responsible for the production and distribution of all Students' Union publications, including online publications, as Chief Editor of the Squirrel and Editor of the Students' Union handbook.

Liaise with the Commercial Manager of the Students' Union to ensure the success of student events.

Strive to ensure that students are given opportunities to play an active role within the community, including volunteering opportunities.

Communicate the Students' Union's activities to the community with the Vice President, Engagement and Participation.

Assist the Student Activities Co-ordinator in organising the Freshers' and Refreshers' Fairs.

Communicate the Students' Union's activities to the community with the Vice President, Engagement and Participation.

Spend three days of the working week at Park Campus, and two days at Avenue Campus during term time.

3.5 **Vice President, Engagement and Participation**

The Vice President, Engagement and Participation shall support the President in achieving the Students' Union's objectives, and be the Officer chiefly responsible for developing engagement with the student body and encouraging members' involvement with the Students' Union.

The Vice President, Engagement and Participation shall typically sit on the following University bodies:

Equality & Diversity Action Committee: considers the University's Equality and Diversity policies and their implementation.

Partnerships Committee: considers the function of the University's educational partners and its collaborative provision.

Part-time Opportunities Task Force: considers provisions available to part-time students.

Student Experience Committee: considers academic processes and the provision of academic and pastoral support.

Widening Participation Committee: considers and informs the University's Widening Participation strategy.

Specific Duties

Leadership

Take the lead in engaging with the student body.

Set the direction of the Engagement and Participation sections of the Students' Union's strategic plan and be responsible for the delivery of improvements as detailed in those sections.

Manage and Chair the Partner Colleges Committee.

Engagement and Participation

Lead the Students' Union engagement with the student body and develop student participation in its core services.

Develop engagement with off-campus students, including those at the University's strategic Partner Colleges.

Promote the existence and results of student surveys.

Ensure student success is celebrated.

Facilitate effective communication between the Students' Union and Course Representatives.

Liaise effectively with Marketing and External Relations and relevant University personnel.

Communicate the Students' Union's activities to the community with the Vice President, Student Experience.

Spend three days of the working week at Park Campus, and two days at Avenue Campus during term time.

3.6 **Part-time Officers**

There shall be an Executive Committee consisting of the Officer Trustees and the Part-time Officers.

3.6.1 There shall be seventeen Part-time Officers:

Part-time and Distance Students' Officer

Mature Students' Officer

International Students' Officer

Postgraduate Students' Officer

Entertainment and Services Officer

Avenue Officer

Ethics and Environment Officer

Disabled Students' Officer

LGBT Officer

Black, Asian and Minority Ethnic Students' Officer

Women's Officer

RAG Officer

Milton Keynes College Officer

Moulton College Officer

Northampton College Officer

Tresham College Officer

Activities Guild President

3.6.2 Elected Part-time Officers shall each:

Be a member of the Executive Committee.

Be a member of Student Council.

Complete all reports and attend all meetings as required of the Executive Committee and Student Council.

Assist with the facilitation of campaigns.

Assist at Union events.

Uphold the Constitution.

Be responsible for carrying out achievable aspects of their election manifestos, as agreed with Student Council.

Behave in a professional manner at all times when representing the Union, both internally and externally.

Be accountable to Union members and other Officers in regards to time keeping, actions and general conduct.

Take part in the organised handover of responsibilities from existing to newly-elected Officers.

Be available to complete any other duties as required of the post that may help the Union achieve its objectives.

3.6.3 The Part-time and Distance Students' Officer shall:

Be responsible for collating and representing the views of part-time and distance students.

Hold events at the Students' Union for part-time and distance students.

Be a member of the Education Zone.

Assist the President in the facilitation of the Education Zone.

Complete all reports and attend all meetings as required of the Education Zone.

3.6.4 The Mature Students' Officer shall:

Be responsible for collating and representing the views of mature students.

Hold events at the Students' Union for mature students.

Be a member of the Education Zone and Welfare Zone.

Assist the President in the facilitation of the Education Zone and the Vice President, Student Experience in the facilitation of the Welfare Zone.

Complete all reports and attend all meetings as required of the Education Zone and Welfare Zone.

3.6.5 The International Students' Officer shall:

Be responsible for collating and representing the views of international students.

Hold events at the Students' Union for international students.

Be a member of the Education Zone and Welfare Zone.

Assist the President in the facilitation of the Education Zone and the Vice President, Student Experience in the facilitation of the Welfare Zone.

Complete all reports and attend all meetings as required of the Education Zone and Welfare Zone.

3.6.6 The Postgraduate Students' Officer shall:

- Hold office for 12 months from the point of election or until the autumn set of elections is held, whichever is earlier.
- Be responsible for collating and representing the views of postgraduate students.
- Hold events at the Students' Union for postgraduate students.
- Be a member of the Education Zone.
- Assist the President in the facilitation of the Education Zone.
- Complete all reports and attend all meetings as required of the Education Zone.

3.6.7 The Entertainment and Services Officer shall:

- Be responsible for collating and representing the views of students regarding the entertainment and services provided by the Students' Union.
- Be a member of the Student Experience: Facilities Zone.
- Assist the Vice President, Student Experience in the facilitation of the Student Experience: Facilities Zone.
- Be responsible for convening the Entertainments Forum.
- Complete all reports and attend all meetings as required of the Entertainments Forum and Student Experience: Facilities Zone.

3.6.8 The Avenue Officer shall:

- Be responsible for collating and representing the views of students based at Avenue Campus.
- Hold events at the Students' Union for Avenue students.
- Be a member of the Welfare Zone and Student Experience: Facilities Zone.
- Assist the Vice President, Student Experience in the facilitation of the Welfare Zone and Student Experience: Facilities Zone.
- Complete all reports and attend all meetings as required of the Welfare Zone and Student Experience: Facilities Zone.

3.6.9 The Ethics and Environment Officer will:

- Be responsible for collating and representing the views of students on the issues of ethics and the environment.
- Hold events at the Students' Union for on ethics and environment subjects, including managing a Go Green week.
- Be a member of the Welfare Zone and Student Experience: Facilities Zone.
- Assist the Vice President, Student Experience in the facilitation of the Welfare Zone and Commercial Zone.
- Sit on the University's Environmental Working Group.
- Complete all reports and attend all meetings as required of the Welfare Zone, Student Experience: Facilities Zone and Environmental Working Group.

3.6.10 The Disabled Students' Officer shall:

- Be responsible for collating and representing the views of disabled students.
- Hold events at the Students' Union to raise awareness of issues that affect disabled students.
- Be a member of the Welfare Zone.

Assist the Vice President, Student Experience in the facilitation of the Welfare Zone.

Complete all reports and attend all meetings as required of the Welfare Zone.

3.6.11 The LGBT Officer will:

Be responsible for collating and representing the views of lesbian, gay, bisexual and transgender students.

Hold events at the Students' Union to raise awareness of issues that affect lesbian, gay, bisexual and transgender students.

Be a member of the Welfare Zone.

Assist the Vice President, Student Experience in the facilitation of the Welfare Zone.

Complete all reports and attend all meetings as required of the Welfare Zone.

3.6.12 The Black, Asian and Minority Ethnic Students' Officer shall:

Be responsible for collating and representing the views of black, Asian and minority ethnic students.

Hold events at the Students' Union to raise awareness of issues that affect black, Asian and minority ethnic students.

Be a member of the Welfare Zone.

Assist the Vice President, Student Experience in the facilitation of the Welfare Zone.

Complete all reports and attend all meetings as required of the Welfare Zone.

3.6.13 The Women's Officer shall:

Be responsible for collating and representing the views of female students.

Hold events at the Students' Union to raise awareness of issues that affect female students.

Be a member of the Welfare Zone.

Assist the Vice President, Student Experience in the facilitation of the Welfare Zone.

Complete all reports and attend all meetings as required of the Welfare Zone.

3.6.14 The RAG Officer shall:

Be responsible for organising RAG events, including a RAG week.

Recruit and manage a team of volunteers in order to carry out RAG events.

Make recommendations to the Executive Committee on which charities to support.

Manage a stall at the Freshers' and Refreshers' Fairs.

Be a member of the Student Experience: Activities Guild.

Complete all reports and attend all meetings as required of the Student Experience: Activities Guild.

3.6.15 The Moulton College Officer shall:

Be responsible for collating and representing the view of students of the University based at Moulton College.

Hold events at the Students' Union to raise awareness of issues that affect students of the University based at Moulton College.
Be a member of the Partner Colleges Committee.

3.6.16 The Milton Keynes College Officer shall:

Be responsible for collating and representing the view of students of the University based at Milton Keynes College.
Hold events at the Students' Union to raise awareness of issues that affect students of the University based at Milton Keynes College.
Be a member of the Partner Colleges Committee.

3.6.17 The Northampton College Officer shall:

Be responsible for collating and representing the view of students of the University based at Northampton College.
Hold events at the Students' Union to raise awareness of issues that affect students of the University based at Northampton College.
Be a member of the Partner Colleges Committee.

3.6.18 The Tresham College Officer shall:

Be responsible for collating and representing the view of students of the University based at Tresham College.
Hold events at the Students' Union to raise awareness of issues that affect students of the University based at Tresham College.
Be a member of the Partner Colleges Committee.

3.6.19 The Activities Guild President shall:

Be responsible for collating and representing the views of members involved in Union-run sports and societies.
Be a member of the University's Sports Management Group.
Be a member of the Students' Union's Activities Guild Executive Committee.
Organise elections for the Activities Guild Executive Committee and chair subsequent meetings.
Co-ordinate Sports and Societies activities in partnership with their committees.
Attend all BUCS divisional meetings.
Be a point of contact for students interested in student activities.
Organise the Activities Guild Ball and other fundraising events with the Student Activities Co-ordinator, committees and Vice President, Student Experience.
Meet weekly with the Student Activities Co-ordinator.
Represent the Activities Guild to the University and external bodies.
Lead a team of Part-time Officers with the Vice President, Student Experience.
Work in partnership with the Student Activities Co-ordinator in order to obtain sponsorship for the Activities Guild.
Maintain the relevant sections of the Students' Union website and ensure blogs are completed once a month.
Volunteer an average of 10 hours per week in the Activities Office.

3.7 **Student Councillors**

Student Councillors shall sit on Student Council.

Councillors are subject to the Disciplinary Procedures outlined in these Bye-Laws.

The purpose of the role of Student Councillors is to analyse and critique the actions of the Union, Officers and Zones, and to ensure Union policy is implemented

Student Councillors shall:

- Inspect minutes and Officers' reports
- Evaluate Sabbatical and Part-time Officers' manifestos
- Consider the functionality of the Executive Committee
- Consider the behaviour of members
- Amend Bye-Laws

3.8 **Trustees**

The University of Northampton Students' Union's impending charity registration necessitates the appointment of External Trustees.

There shall be a Board of Trustees, comprising Officer Trustees, Student Trustees, Alumni Trustees and External Trustees. Trustees shall be appointed in accordance with the Constitution and Bye-Laws.

The powers and duties of Trustees are:

- To oversee the management and administration of the affairs of the Students' Union, delegating responsibility where appropriate.
- To be responsible for the planning of the Union's future development, including approval of its strategic vision, short-term plans and related Key Performance Indicators, to meet the interests of all members.
- To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the Union generally against the relevant plans, governance and Key Performance Indicators, and ensuring that the integrity of the Union's charitable objects is maintained.
- To ensure that systems are in place for the Union to meet all of its legal obligations, including compliance with charity and education law.
- To be the principal financial authority for the Union, to scrutinise and approve its annual budget and financial statements and to ensure that the financial management is in keeping with the Union's values.
- To overturn any decision or Policy made by members in a General Meeting or Referendum when it is judged that such decisions will negatively impact upon the Union's finances, core values, or breach legislation.
- To monitor the performance of the Chief Executive.

The terms of appointment are listed in the Constitution and these Bye-Laws.

Trustees are required to attend at least four meetings of the Board of Trustees during the academic year.

It is an unpaid position, but does include travel expenses.

For further information, see:

<http://www.charitycommission.gov.uk/publications/cc3.aspx#b2>

4 Zones, Committees and Student Council

4.6 Any member taking part in a Zone, Committee or in Council should declare any conflict of interest as soon as it arises.

4.7 Any member of a Zone, committee or of Council who misses three consecutive meetings without their apologies being accepted by the meeting shall be deemed to have resigned from their position. A verbal warning will be issued after one missed meeting and following the second missed meeting, the member shall be subject to an automatic vote of censure.

4.8 Zones

4.8.1 Education Zone

Manager: President

Membership: President

Part-time and Distance Students' Officer

Postgraduate Students' Officer

International Students' Officer

Undergraduates (represented by six School Reps)

2 First-year Representatives

Member of Students' Union staff (observer)

Member of University staff (observer)

(Open to all members of the Union)

Chair: President. A Vice Chair, Secretary and Campaigns Officer shall be elected at the first Zone meeting.

Quorum: A majority of those present, when attendance is more than fifty percent. The Chair has the deciding vote.

Responsible for: Presenting, evaluating, discussing (and developing solutions for) education issues. Recommending candidates for Honorary Membership.

Meets: Every three weeks

Reports from: President
Part-time and Distance Students' Officer
Postgraduate Students' Officer
International Students' Officer
School Reps

Reports to: Student Council

4.8.2 **Welfare Zone**

Manager: Vice President, Student Experience

Membership: Vice President, Student Experience

Ethics and Environment Officer

Disabled Students' Officer

Mature Students' Officer

International Students' Officer

Black, Asian and Minority Ethnic Students' Officer

Avenue Officer

Womens' Officer

LGBT Officer

2 First-year Representatives

Member of Students' Union staff (observer)

Member of University staff (observer)

(Open to all members of the Union)

Chair: Vice President, Student Experience. A Vice Chair, Secretary and Campaigns Officer shall be elected at the first Zone meeting.

Quorum: A majority of those present, when attendance is more than fifty percent. The Chair has the deciding vote.

Responsible for: Presenting, evaluating, discussing (and developing solutions for) welfare issues. Recommending candidates for Honorary Membership.

Meets: Every three weeks

Reports from: Vice President, Student Experience
Ethics and Environment Officer
Disabled Students' Officer
Mature Students' Officer
International Students' Officer
The Black, Asian and Minority Ethnic Students' Officer
Avenue Officer
Womens' Officer
LGBT Officer

Reports to: Student Council

4.8.3 **Student Experience: Facilities**

Manager: Vice President, Student Experience

Membership: Vice President, Student Experience
Avenue Officer
Entertainment and Services Officer (reporting from an Entertainments Forum, including the Commercial Manager as an observer)
Ethics and Environment Officer
2 First-year Representatives
Member of Students' Union staff (observer)
Member of University staff (observer)
(Open to all members of the Union)

Chair: Vice President, Student Experience. A Vice Chair, Secretary and Campaigns Officer shall be elected at the first Zone meeting.

Quorum: A majority of those present, when attendance is more than fifty percent. The Chair has the deciding vote.

Responsible for: Presenting, evaluating, discussing (and developing solutions for) student experience issues as they relate to facilities. Recommending candidates for Honorary Membership.

Meets: Every three weeks

Reports from: Vice President, Student Experience
Avenue Officer
Entertainment and Services Officer
Ethics and Environment Officer

Reports to: Student Council

4.8.4 **Student Experience: Activities Guild**

Manager: Vice President, Student Experience

Membership: Vice President, Student Experience

Activities Guild President

Sports Officer

Societies Officer

Participation Officer

RAG Officer

Member of Students' Union staff (observer)

Member of University staff (observer)

(Open to all members of the Union)

Chair: Vice President, Student Experience. A Vice Chair, Secretary and Campaigns Officer shall be elected at the first Zone meeting.

Quorum: A majority of those present, when attendance is more than fifty percent. The Chair has the deciding vote.

Responsible for: Presenting, evaluating, discussing (and developing solutions for) student experience issues as they relate to activities. Recommending candidates for Honorary Membership.

Meets: Every three weeks

Reports from: Vice President, Student Experience

Activities Guild President

Sports Officer

Societies Officer

Participation Officer

RAG Officer

Reports to: Student Council

4.9 Committees

4.9.1 Executive Committee

Membership: 3 Sabbatical Officers

17 Part-time Officers

CEO (observer)

Union staff member (Secretary)

Chair: President

Quorum: 11 Officers

Responsible for: Collating and contextualising Officers' activities

Allowing Officers to hold each other to account

Ensuring Officers deliver the Union's strategic plan

Discussing the Union's position on issues raised in University committees

Compiling detailed reports on any aspects of Union activities to Student Council

Meets: Every three weeks

Reports from: All Officers (Sabbatical Officers: written. Part-time Officers: verbal. Committee reports: written.)

Reports to: Student Council

4.9.2 Partner Colleges Committee

Manager: Vice President, Student Engagement and Participation

Membership: Vice President, Student Engagement and Participation

Milton Keynes College Officer

Moulton College Officer

Northampton College Officer

Tresham College Officer

Member of Students' Union staff (observer)

Member of University staff (observer)

(Open to all members of the Union)

- Chair: Vice President, Student Engagement and Participation. A Vice Chair, Secretary and Campaigns Officer shall be elected at the first meeting.
- Quorum: A majority of those present, when attendance is more than fifty percent. The Chair has the deciding vote.
- Responsible for: Presenting, evaluating, discussing (and developing solutions for) student experience issues as they relate to the strategic Partner Colleges.
- Meets: Every three weeks
- Reports from: Vice President, Student Engagement and Participation
Milton Keynes College Officer
Moulton College Officer
Northampton College Officer
Tresham College Officer
- Reports to: Zone committees

4.9.3 **Democracy and Elections Committee**

- Manager: President
- Membership: Sabbatical Officers
Chair of Student Council
6 members elected from Student Council
Member of Students' Union staff (observer)
Member of University staff (observer)
(Open to all members of the Union)
- Chair: President. A Vice Chair, Secretary and Campaigns Officer shall be elected at the first meeting.
- Quorum: A majority of those present, when attendance is more than fifty percent. The Chair has the deciding vote.
- Responsible for: Promoting elections, checking candidates' publicity and campaign material, discussing and recommending candidates' budgets, considering

conflicts of interest, overseeing election timetables and events, and overseeing Referenda.

Meets: Twice a term
Reports from: Sabbatical Officers
Reports to: Student Council

4.9.4 **Board of Trustees**

Membership: 3 Officer Trustees
3 Student Trustees
3 Alumni Trustees
3 External Trustees

Chair: President

Quorum: A majority of those present, when attendance is more than fifty percent. The Chair has the deciding vote.

Responsible for: Management and administration of the Union, including its governance, budget and strategy
Power to recommend changes to any decision and Policy made by members in a General Meeting, Referendum or Student Council.

Meets: At least four times a year

Reports from: CEO
Student Council

Reports to: Student Council (for information only)

4.9.5 **Appointments Committee**

Membership: President
CEO
2 Officer Trustees
2 members of Student Council
University nominee

Chair:	Elected at the first meeting
Responsible for:	Nominating candidates to Student Council for the positions of Student Trustees, Alumni Trustees and External Trustees.
Meets:	Once a year
Reports from:	President CEO 2 Officer Trustees 2 members of Student Council University nominee
Reports to:	Student Council

4.10 **Student Council**

Membership:	3 Sabbatical Officers 17 Part-time Officers 6 School Reps 8 First-year Representatives (2 from each Zone) 4 Vice Chairs (one from each Zone) 4 Secretaries (one from each Zone) 16 students selected at random, different at each meeting, with voting rights (by secret ballot) Open to all members of the Union, who can observe and speak, but not propose policy
Chair:	Elected at first meeting
Quorum:	12 of the students selected at random. To pass or reject policy, more than two thirds of those present must vote yes or no. If no decision is reached, the proposal will go to online Referendum.
Responsible for:	Inspecting minutes and Officers' reports Evaluating Sabbatical and Part-time Officers' manifestos Holding the members of the Executive Committee to account

Holding members to account

Ensuring the Union is acting in accordance with previously agreed policies, plans and budgets

Formulating Union policy

Amending Bye-Laws

Questioning, censuring or passing a Suggestion of no confidence in any Officer

Confirming the appointment of the Returning Officer and appointing Councillors to the Democracy and Elections Committee

Establishing new committees, as required

Meets: Twice a term

Reports from: Sabbatical Officers (written)

Part-time Officers (verbal)

Executive Committee (written)

Education Zone (written)

Welfare Zone (written)

Student Experience: Facilities Zone (written)

Student Experience: Activities Guild (written)

Reports to: Trustee Board (regarding finances)

Notes: The 16 students with voting rights shall be as representative of the student demographic as possible.

All Policy which is passed in any academic year and is not subsequently re-endorsed shall lapse immediately after the first Student Council meeting of the academic year three years following.

The President shall be responsible for the safe-keeping of all minutes and shall maintain a record of Union policy. Copies of all minutes and policies shall also be held in a Union archive.

5 Meetings

5.1 Schedule

There shall be a minimum of two Student Council meetings in the first academic term.

There shall be a minimum of two Student Council meetings in the second academic term.

The Annual General Meeting shall take place in the third academic term of each year.

There shall be a minimum of three meetings of each Zone in both the first and second academic terms.

There shall be a minimum of one meeting of each Zone in the third academic term.

There shall be a minimum of two meetings of the Democracy and Elections Committee in both the first and second academic terms.

There shall be a minimum of one meeting of the Democracy and Elections Committee in the third academic term.

There shall be a minimum of three meetings of the Partner Colleges Committee in both the first and second academic terms.

There shall be a minimum of one meeting of Partner Colleges Committee in the third academic term.

Extraordinary or emergency meetings can be called at any time during University term time.

5.2 Minutes

The Chair of the meeting shall be responsible for ensuring that a member of Union Staff or committee Secretary is present to take minutes of all Union meetings.

Minutes shall be read and confirmed, with any necessary corrections, at the next meeting, and a copy of the most recent minutes of the meeting must be made available to the next meeting of Student Council.

Minutes shall be posted on the Union website within one week following their confirmation, and shall be made available in hard copy to any member upon request to the President.

5.3 Agenda

All meetings shall have an agenda.

The Agenda shall be published and made available to members before the meeting; it shall be posted on the Union website, in the Union building and, if feasible, in the Squirrel.

The minimum time before the meeting that the agenda must be available is 5 working days for all meetings.

The Chair of the meeting shall be responsible for establishing a deadline for agenda items for the Agenda to be submitted. These deadlines shall be published on the Union website, in the Union building and in the Squirrel at the start of the academic year.

5.4 **Documents**

All documents for meetings shall be made available by the committee Chair or Zone Manager at least 5 working days in advance of any Union meetings.

The committee Chair or Zone Manager of scheduled meetings shall publish the dates for the submission of documents on the Union website at the start of the academic year.

The committee Chair or Zone Manager of emergency or extraordinary meetings shall publish the dates for the submission of documents as soon as possible after the meeting has been called.

5.5 **The Chair**

All meetings shall have a Chair as defined in the terms of reference for that meeting or committee.

At the first meeting in the academic year, all committees shall nominate a Vice Chair who shall chair meetings in the event of the Chair's absence.

The Chair shall be responsible for the interpretation of these Bye-Laws.

The Chair shall be responsible for keeping the meeting in order and shall be heard in silence when s/he speaks.

The Chair may only exercise their right to vote in the event of a tied vote.

5.6 **Speaking**

Any full member of the Union shall be entitled to attend meetings of Student Council and Zone Committees and speak.

Any members wishing to speak shall indicate that they wish to do so through the Chair.

The Chair shall call upon speakers in the order that they are seen.

No speech shall exceed 5 minutes in length, except with the express permission of the meeting.

Speakers shall abide by the Equal Opportunities Policy and Staff-Student Protocol of the Union.

The Chair may order any speaker who breaches either of these policies to stop immediately.

No member shall behave in an abusive manner. In the event of their doing so, the Chair shall ask them to desist and apologise. If the speaker fails to comply with this request, the Chair shall have the power to exclude that person from the meeting.

5.7 **Voting**

Only full members of the Union who are part of the Committee or Student Council and have voting rights as outlined in these Bye-Laws, may vote.

All members shall have one vote each, excluding the Chair, who may only exercise their vote in the event of a tied vote.

The Chair shall conduct the vote in the manner they determine except if a Secret Ballot is requested as detailed below.

5.8 **Secret Ballot**

Any member shall have the power to request a secret ballot. Such a request shall require a seconder to be put to the meeting.

The Chair shall determine how a secret ballot is to be conducted and shall explain the procedure s/he has determined to the meeting. Secret ballots shall be counted immediately following the close of the meeting, unless it is impossible for the meeting to continue without knowing the result of such a ballot. The Chair shall be responsible for appointing counters (these will normally be staff members). The results of the ballot shall be made available to the members of the Committee or meeting as soon as possible after the meeting at which the vote was held.

5.9 **Suggestions and Amendments**

Any full member can submit a Suggestion to the Union.

Every Suggestion shall have a proposer and seconder.

A Suggestion can be presented in two ways. It can either be submitted in writing to the Union building at either Park or Avenue Campus prior to a Zone Meeting submission deadline, or presented in Any Other Business during any Zone meeting.

A Suggestion must:

- include a brief description of what the member wants to change and the reasons behind it

- include a question in its title that requires a yes or no response, and be a maximum of 140 characters long in order to be Tweeted

- If submitted in writing, the Suggestion must not exceed 250 words and must include the names of the proposer and seconder.

The member must indicate whether the Suggestion is applicable to the Education Zone, Welfare Zone, Student Experience: Facilities Zone or Student Experience: Activities Guild.

The member must attend the relevant Zone to describe and justify their Suggestion.

Late Suggestions may be submitted after the agenda deadline has passed provided that they relate to an issue that has arisen since the deadline.

5.10 Meeting Protocol for Suggestions

The following protocol will be used for Suggestions:

The Suggestion shall be openly debated by those attending the meeting. The duration of this debate shall be determined by the Chair.

There shall be at least one speech in favour of the Suggestion, and may be at least one against the Suggestion. Each speech shall last for the same amount of time.

Following the speeches, other full members of the Union will have the opportunity to make contributions or ask questions. No contribution will last more than 2 minutes.

The Chair will next call for a speaker to sum up against the Suggestion. This would normally be one of the speakers who had made formal speeches earlier in the debate.

The Chair will then ask the original speaker to make a summation for the Suggestion.

No new information shall be introduced in a summation speech. Both speeches should last the same amount of time.

5.11 Voting

Votes for, against and abstentions must be counted.

Abstentions do not count as a vote in either direction.

Votes should be indicated by a show of hands and a count conducted by at least two persons. If they agree on the numbers, then the result can be immediately announced by the Chair.

If the vote is very close, then a rechecking of the vote may be undertaken if deemed appropriate by the Chair or if requested from the meeting.

5.12 Amendments

Amendments to Suggestions shall be discussed after the original Suggestion is proposed but before the rest of the debate including any vote.

Amendments shall be to insert words, delete words or both but shall not have the effect of negating the proposal under debate or introducing an unrelated new proposal.

The Chair may refuse to accept any amendment if s/he feels it is not in accordance with this regulation.

All Suggestions and amendments shall require a simple majority of those members voting.

5.13 Meeting Suggestions

All Meeting Suggestions shall require a proposer and seconder.

The following Meeting Suggestions may be put:

- a) A vote of no confidence in the Chair
- b) A challenge to the Chair's ruling
- c) That a vote should be held immediately
- d) That there should not be a vote
- e) That the Bye-Law be suspended
- f) That the meeting be adjourned
- g) That the matter be referred to another meeting or committee within the Union
- h) That the order of business be changed
- i) That there should be a check of quorum

The meeting shall pause to hear the Meeting Suggestion.

A majority of those present, plus one, must support the Meeting Suggestion for it to be heard.

The proposer of the Meeting Suggestion can speak and explain their reason for the Suggestion. Attendees of the meeting shall then be asked if they wish to speak against the Suggestion. A vote shall then be held.

If the Meeting Suggestion is upheld, the meeting shall adopt it.

If Meeting Suggestions a) or b) are put, the Chair shall relinquish their position and the Vice Chair shall take the Chair for the discussion of the Meeting Suggestion only.

If the Vice Chair is unavailable a new chair shall be elected from the meeting

If Meeting Suggestion a) is carried the person may not resume the Chair for the remainder of the meeting and the Vice Chair shall take the Chair.

If the Vice Chair is unavailable, a new Chair shall be elected from the meeting.

If Meeting Suggestion b) is carried the person in question may resume their position as Chair, provided they reverse the decision on which their ruling was challenged. If they refuse to do this, they shall be deemed to have resigned the Chair for the duration of the meeting.

6. Referenda

Referenda can be called in accordance with the Consitution.

A Referendum shall be the ultimate decision-making method of the Students' Union.

Members may set Policy by Referenda. Policy set by Referenda may overturn Policy set by the Student Council.

A Referendum can follow a Secure Petition of at least 0.5% of members.

A Secure Petition must include a statement of the Petition's aim, names of the signatories, student numbers, course, year of study and email address.

A Secure Petition must be submitted in hard copy to the Union buildings at either Park or Avenue Campus, and must be addressed to the Chair of the Democracy and Elections Committee.

A Referendum shall also be called if a majority view is not reached during voting on Student Council.

Members shall be asked to vote yes, no or abstain in a cross-campus online vote.

The Democracy and Elections Committee shall convene a Referendum a maximum of 3 weeks during term time after receiving the request.

1 week's notice must be given prior to the start of a Referendum. Campaigning will be permitted during this week.

The Students' Union shall provide the location for debating the Suggestions in the Union building prior to the start of voting.

The Democracy and Elections Committee shall determine the level of funding available for the facilitation of each Referendum.

Each Referendum shall last 2 working days.

The Democracy and Elections Committee shall be responsible for publicising the Referendum in the Students' Union and on the Union website, including details of the date of the Referendum and method of voting.

The Returning Officer shall announce the results of Referenda.

A resolution may be passed by Referendum if at least 50 members vote, and two thirds of the votes are in favour of the resolution.

7. Complaints

Registered students who are dissatisfied in relation to their dealings with the Students' Union are entitled to register their complaint.

Complaints shall be addressed to the President of the Students' Union.

If the complaint is against the President then it should be addressed to the Vice President, Student Experience

Receipt of the complaint will be acknowledged in writing within 5 working days.

7.1 Valid Complaints

Complaints shall be considered valid if the complainant:

- a) Provides details of their name, address and contact telephone number
- b) Provides details of the event or occurrence which gave rise to the complaint.
- c) Raises the complaint within 28 days of the event or occurrence giving grounds for complaint.

7.2 Investigation

All valid complaints shall be investigated and the results of that investigation communicated to the complainant within 10 working days of receipt of the complaint.

The President shall investigate all complaints, but may also delegate responsibility for the investigation into the complaint where appropriate.

7.3 Guidelines for Investigations

- a) Investigations shall be conducted by the President or by that person chosen by the President.
- b) No person involved in the investigation of any complaint shall have a direct or vested interest in the outcome of that investigation.

c) All parties to the complaint shall be given an opportunity to submit written and oral statements and present appropriate evidence, including evidence of mitigating circumstances.

d) An employee (including student staff) may be suspended from work on full pay, normally for no more than 20 working days, if the Union considers that the individual's continued presence at work will jeopardise the proceedings.

7.4 Outcome of an Investigation

The outcome of an investigation shall be determined immediately after all parties to the complaint have presented their case and any supporting evidence.

The person(s) conducting the investigation shall determine:

- a) All findings of fact, and
- b) Any mitigating circumstances, and
- c) Any appropriate further action.

8. Disciplinary Procedures

These formal procedures shall be used where informal mediation and discussion with the parties involved have not resolved the issues or when the issues are deemed serious enough to warrant immediate recourse to the formal procedures defined in this schedule. Zones of the Union shall retain the right to establish and operate their own disciplinary procedures.

8.1 Elected Representative Disciplinary Procedure

Elected representatives can be disciplined via votes of censure and votes of no confidence raised by full members of the Union or by other elected representatives.

There shall be two types of vote of censure:

- a) Automatic vote of censure;
- b) Censure of an elected representative by another, through Student Council.

8.1.1 Automatic Censure

- a) Any elected voting member of any Union Committee who is absent from two successive scheduled meetings of that Union committee within the period of one academic year without reasonable apologies being given shall be subject to an automatic vote of censure.

b) Any elected representative who fails to submit a report, without due reason, to a meeting shall be warned by the Chair. Failure to submit the report to the next Council meeting shall be subject to an automatic vote of censure.

c) Any elected representative who makes confidential information public shall be subject to an automatic vote of censure.

8.1.1.1 Procedure

a) The President (or Vice President, Student Experience if the Suggestion involves the President) shall inform Council that an automatic vote of censure has been triggered and the reasons for a vote. Council will then debate and vote (by secret ballot) as to whether the vote of censure be implemented against the representative in question.

Voting is by simple majority of a quorate Council.

The Chair of Student Council holds the casting vote in the event of a tied vote.

No vote can proceed if the Council is inquorate.

b) Appeals against an automatic vote of censure shall be considered by Council at its next scheduled meeting and will be considered only on the grounds of an error of fact.

8.1.2 Censure through vote at Council

A Suggestion of censure through Council can be proposed by an elected representative of the Union about any other elected representative.

8.1.2.1 Causes of Censure

Reasons for a vote of censure against any elected member through Council:

- a) Failing to carry out a specific mandate from Council without 'good cause'.
- b) Failing to fulfil a substantial number of their elected responsibilities without 'good cause'.
- c) Substantially breaching any current Union Policy.
- d) Affecting the result of an election, by any foul means.
- e) Being found guilty of an offence after an investigation carried out in accordance with the Union's Complaints Procedure.
- f) Council reserves the right to pass a vote of censure against any elected representative for miscellaneous reasons that may arise from time to time.

8.1.2.2 Procedure

a) A Suggestion of censure through the Council can be proposed by an elected representative of the Union about any other elected representative by placing

the Suggestion in writing to the Chair at least 3 working days before Council meets, stating the reason for that vote of censure as outlined above.

In the case of the Chair receiving the vote of censure, the Suggestion shall be addressed to the President.

b) The President shall present the Suggestion to the next Council meeting. A debate shall be held before the vote with all concerned parties on both sides being able to present their case.

In the absence of any of the parties involved, the vote of censure may be debated and passed at the discretion of Council.

c) Votes of censure at Council shall be passed by a simple majority of those present at a quorate meeting of the Council. The Chair of Student Council holds the casting vote in the event of a tied vote.

No vote can occur if the Council is inquorate.

d) The Chair of Student Council shall keep records of all votes of censure passed. Each elected member who has been subject to a vote of censure will receive confirmation, in writing, from the Chair of the vote and the reason for that vote of censure.

e) An automatic Suggestion of censure or vote of censure through Council shall not result in any withdrawal of rights, privileges nor resources, and hence elected members shall not be impeded from effectively conducting their duties after any censure vote has been passed.

f) Where an individual is re-elected for a second term, votes of censure shall be deemed to have been spent by 30th June, the start of their second term of office.

g) Procedures for votes of censure in no way impede the right of any Union member to submit a Suggestion for a vote of no confidence.

8.1.3 **Vote of No Confidence**

Elected representatives can only be removed from office by a vote of no confidence.

There are two mechanisms by which a vote of no confidence can be tabled against an elected representative:

a) Automatic vote of no confidence;

b) Vote of no confidence raised by one elected representative against another elected representative through Council.

8.1.3.1 **Automatic Vote of No Confidence**

Two votes of censure against any one elected member during their term of office automatically requires Council to debate a vote of no confidence in the elected member.

8.1.3.2 Procedure

a) Notification of the Suggestion to remove an elected Representative via an automatic vote of no confidence shall be given, in writing, by the Chair to the representative concerned at least 3 University working days before the Council meeting at which there is to be a vote.

b) Any vote of no confidence may be removed by a two-thirds majority vote at a quorate Student Council meeting at any time during the Academic Year.

8.1.4 Vote of No Confidence through Council

a) An elected representative may raise a Suggestion for a vote of no confidence in another elected representative through Council.

b) Gross misconduct by an elected representative, including for example, although not exclusively, corruption, fraud, theft, physical violence, threatening behaviour, persistent harassment, intimidation or bringing the Union into serious disrepute will give rise to a vote of no confidence through Council.

8.1.4.1 Procedure

a) The Suggestion for a vote of no confidence must be placed in writing by the elected representative and sent to the Chair of Student Council not less than three working days before the next meeting of Council.

The Chair of Student Council must then inform the representative as soon as possible, in writing, that a vote of no confidence has been raised against them before the next meeting of Council.

In the case of gross misconduct, the Chair of Student Council shall ask the President (or Vice President, Student Experience) to investigate the allegations and present a report to Council (and to the individual under investigation) not less than three working days before the meeting of Council when the vote of no confidence is to take place.

Elected representatives may be suspended on full pay whilst the investigations proceed; the investigations should not take longer than 5 working days.

Suggestions for a vote of no confidence must be subject to a vote by a quorate Council and must be passed by a two-thirds majority of the members present. If the Suggestion receives only a majority vote and not the necessary two-thirds majority or if the Council is inquorate, the elected representative will receive a vote of censure.

b) If a Councillor resolves to continue in their position following a vote of no confidence, a referendum of their constituents shall be held to decide whether they remain in office. Such Referenda shall be organised by the Executive Committee and shall ask only the question 'Are you in favour of (insert Councillor's name) continuing in their position?'. All such referenda shall require 50 of constituents to vote in order to be valid.

8.1.5 Additional notes

- a) If an elected representative is removed in the first 6 months of their term of office, then an election will be called to fill the vacant position in accordance with the Union's Elections procedures.
- b) If a member of the Executive is removed in the last 6 months of their term of office, the Executive Committee must allocate the removed officer's work and responsibilities amongst the other elected Officers.
- c) Any elected Officer who is removed from office will continue to receive his/her remuneration for one month after the decision is made except in cases of gross misconduct.

8.2 Disciplinary Procedure for Union Members

Members of the Union shall be subject to disciplinary procedures if they:

- wilfully or negligently damage or cause loss of Union property or property under its control;
- attempt to defraud the Union;
- behave in a way that is detrimental to the reasonable enjoyment of any Union events or facilities by other members;
- are responsible for a significant breach of any Union Policy.

Members are also subject to a separate Union Licensed Premises Disciplinary Procedure when on licensed premises.

8.2.1 Procedure for initiating disciplinary hearing

- a) Any member of the Union may bring charges against any member of the Union. Union staff may raise student disciplinary issues through Sabbatical Officers who may then decide, on investigation, that it is a matter for disciplinary action.
- b) Members of the Union suspected to have acted as outlined in above shall receive a written request from the President to attend a disciplinary hearing in front of a Disciplinary Panel. This hearing should be held as soon after the alleged breaches of discipline as possible. The written request should outline the main allegations made against the member, including the date and the incident. It shall ask the member to produce a written statement in response to the allegations, a deadline by which the President should receive the statement, and ask the member to indicate a convenient hour for the hearing. Members must also indicate in their statement whether there is additional evidence they wish to be made known. Where a club or society is suspected to have breached Union

policy, the committee members from that group shall be called to attend the hearing.

c) Any member appearing before the Panel shall have the right to be accompanied by a friend and be informed of this right in the written request to appear before the Panel. The member should indicate whether they are taking up this right in their response to the request to attend the panel. The member should include the friend's name in their response. The friend is not permitted to talk directly to the panel during the hearing, and can only attend 1 hearing.

d) The President (or his/her nominee) has the right to impose temporary sanctions pending a disciplinary hearing, including suspension of the accused student from certain Union services and premises pending the outcome of the Panel. The President must decide whether the allegations include gross misconduct or not.

8.2.2 Composition of and Procedures for the Disciplinary Panel

a) The Disciplinary Panel shall consist of 5 independent students who have no knowledge of the incident or the student(s) involved and the President or his/her nominee (without voting rights) who shall act as Chair and who shall keep a record of the proceedings. The Chair shall not enter into the discussion of the charge nor shall they vote.

If a Panel Member has a conflict of interest in the hearing, it is their responsibility to make it known to the President.

The Panel shall be briefed before the hearing and given appropriate documentation relating to Union policies and procedures relevant to the case and informed about the range of sanctions available to them to impose.

b) If more than 1 charge is brought and/or if more than 1 member is charged but in related incidents, it shall be normal practice to hear such cases separately.

However, in such cases, at the discretion of the Chair, cases may be heard together.

Members may be required to wait in a waiting room until their hearing, possibly with their friend, at the President's discretion.

If cases are heard sequentially, on the day of the hearing, members must not exit the hearing and then talk to other members awaiting hearings. If this happens and is witnessed, both members shall face a second disciplinary hearing.

c) Non-attendance at the Panel hearing, without good reason being given in advance, may lead to disciplinary action being taken against the member charged, in their absence.

d) All members of the Panel shall treat all matters relating to the Panel confidentially. Any breach of confidentiality may result in disciplinary action against the Panel member concerned.

e) The Panel Members shall gather evidence from the member accused of misconduct and other witnesses it feels are relevant.

f) The Panel shall decide the outcome of the disciplinary procedure in private and report to the member in writing its decision normally within three University working days.

The Panel shall decide upon the level of guilt, and select the sanction from the list below.

The Panel shall also inform the member of their right to appeal as set out below.

g) The Panel can dismiss the case or impose the following disciplinary sanctions:

8.2.2.1 To individuals:

Green sanctions

A ban of up to 2 weeks on all activities and privileges of Union membership.

A withdrawal of membership rights until payment of restitution damages has been received (up to £50).

Order that a written apology be produced and submitted by a specified deadline.

Order that they be subject to an indefinite suspended sanction, whereby if the member breaches Union policy in any way after the hearing, they shall be called to a second disciplinary hearing.

Members should note that multiple green sanctions shall duly lead to a red sanction.

Red sanctions

A ban of more than 2 weeks up to an indefinite time on all activities and privileges of Union membership.

A withdrawal of membership rights until payment of restitution damages has been received (more than £50).

A withdrawal of all membership rights.

A reporting of the incident to the University, where it may be handled under the University's own disciplinary procedures in the interests of student safety.

An order that they be subject to an indefinite suspended sanction, whereby if the member breaches Union policy in any way after the hearing, they shall be called to a second disciplinary hearing.

8.2.2.2 To groups, including sports clubs and societies:

Green sanctions

A ban of up to 2 weeks on all activities and privileges of Union membership.

A withdrawal of membership rights until payment of restitution damages has been received (up to £50).

An order that a written apology be produced and submitted by a specified deadline.

An order that they be subject to an indefinite suspended sanction, whereby if the member breaches Union policy in any way after the hearing, they shall be called to a second disciplinary hearing.

Members should note that multiple green sanctions shall be duly lead to a red sanction.

Red sanctions

A ban of more than 2 weeks up to an indefinite time on all activities and privileges of Union membership.

A withdrawal of membership rights until payment of restitution damages has been received (more than £50).

A withdrawal of all membership rights.

A reporting of the incident to the University, where it may be handled under the University's own disciplinary procedures in the interests of student safety.

An order that they be subject to an indefinite suspended sanction, whereby if the member breaches Union policy in any way after the hearing, they shall be called to a second disciplinary hearing.

The Panel may also recommend that individual members of the group be considered in accordance with the above sanctions.

Clubs and societies should note that they may face sanctions in accordance with the Activities Guild constitution.

8.2.3 Right of Appeal

a) Any member subject to the disciplinary sanctions outlined above shall have the right to appeal against sanctions imposed by the Disciplinary Panel only on the basis of a failure to follow proper procedure or a misfinding of fact.

b) While awaiting an appeal, the appellant may remain suspended or excluded from the rights and privileges of membership according to the recommendation of the Chair of the Disciplinary Panel.

- c) The appeal must be made in writing to the Chair of the Disciplinary Panel by the appellant within 5 University working days of receipt of the written decision of the Disciplinary Panel. The appellant must state clearly the basis on which s/he is appealing.
- d) If the Chair accepts the grounds for appeal, a meeting of the Executive Committee must be held within 5 University working days of the receipt of a written appeal. Quorum shall be fifty percent of membership plus one.
- e) The Executive Committee shall examine the basis of the appeal and shall have the power to confirm, reduce or set aside but not increase the sanctions imposed by the Disciplinary Panel.
- f) The Chair of the Disciplinary Panel shall inform the appellant in writing of the decision of the Executive Committee normally within 5 University working days from the date of the decision of the Executive Committee. The decision of the Executive Committee shall be final and binding.

9. Equal Opportunities Policy Aims

University of Northampton Students' Union seeks to encourage a community in which all individuals may contribute as fully as possible without fear of unfair or discriminatory attitudes and practices.

To further this aim, the Union strives to ensure that there is a positive, welcoming atmosphere and environment for all of its users, both within and outside Union premises and through its commercial and non-commercial services.

The aim of this Policy is to create an environment whereby students, staff and potential staff of the Union are treated fairly and equally, regardless of gender, ethnic or national, regional or racial origin, disability, marital status, sexual orientation, religious or political beliefs, socio-economic background, family circumstances, health including HIV status, spent offences, Trade Union membership, age or physical appearance or any other irrelevant distinction.

Such forms of discrimination represent a waste of human potential to the detriment of the individual and the Union as a whole and the Students' Union is committed to ending all discrimination, and taking positive action to enable disadvantaged and under-represented groups to participate fully in all aspects of Students' Union activity.

Equal Opportunities Policies can only succeed with the active support of the whole organization and the Union seeks to involve all students and Union staff in the continued development and implementation of this Policy and related activities.

9.1 Implementation

The Students' Union publishes an Equal Opportunities Code of Practice which outlines how this Policy is to be implemented in the areas of recruitment, staff training, general Union environment, dealing with harassment, Union elections, entertainments and social space, welfare, student media and clubs and societies. The Students' Union will monitor and reassess its provision for groups which are traditionally under-represented in its services and procedures and work with those groups to find ways of improving this participation and representation. The Students' Union commits itself to applying disciplinary or grievance procedures should any students, officers or Union staff contravene this Policy.

10. Definitions

Bye-Law is defined as a supplementary law made principally by Student Council.

Change Campaign is defined as a campaign with which the Union seeks to alter either members' or the University's attitude to, or perception of, an issue.

A Day means any weekday, Monday to Friday inclusive, during term time, excluding public holidays.

Ents shall refer to that Union service concerned with the presentation of live artists for concerts and general entertainments.

General Student Body is defined as all the Full Members of the Union.

Legislation: policies, decisions, regulations, Bye-Laws and constitutional amendments.

Members of the Union are defined Bye-Law 1.

Members of the University are those defined in the University Statutes.

Non-Sabbatical Officer is defined as the Sabbatical Officer above but for a part-time position, concurrent with continuing their studies at the University.

Numbers of Members are taken as the number of students recorded on the University register of students as published in the Autumn term

Observer is defined an individual who attends a Union meeting for information purposes, either to impart or to receive information.

Regulation is defined as a rule or order prescribed and becomes the law of the Union.

Slate is defined as a collection of two or more students who choose to run on

a single platform in a Students' Union election

Sabbatical Officer is defined as a member of the Union elected by cross campus ballot as outlined in Bye-Law 3.1.

Senior Staff Member is defined as the senior permanent employee of the Union, or the member of staff with the responsibility delegated by the senior permanent employee.

Trustees are the people responsible under the governing document for controlling the management and administration of the Union, regardless of what they are called.

Union card is equivalent to valid University of Northampton Registration Card and vice versa, unless the opt-out provision for Union membership has been used.

Union Noticeboard(s) is designated as the Education and Welfare noticeboard in the Union building on Park Campus.

University is defined as the University of Northampton

University of Northampton Students Union is a designated Students' Union as defined under Part II clause 20 of Education Act, 1994. It is referred to in these Bye-Laws as 'the Union'.

NORTHAMPTON ACTIVITIES GUILD CONSTITUTION

Last ratified: 17/03/2011

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SECTION 1- Articles

1. MISSION STATEMENT

1.1 Northampton Activities Guild aspires to create an organisation which is democratic, inclusive and student led from its core. Our primary focus is on widening participation, community involvement, promoting social responsibility and developing our members to their full potential.

2. NAME & STATUS

2.1 The full name of the Student Activities Zone Council shall be "Northampton Activities Guild Stallions, Zone Committee of the University of Northampton Students' Council " hereinafter referred to as the "Activities Guild"

2.2 The composition, work and organisation of the Activities Guild shall be regulated by this constitution and by the constitution of the University of Northampton Students' Union. In the event of a conflict of meaning between the two, the constitution of the University of Northampton Students' Union shall take precedence.

3. SCOPE AND FUNCTION

3.1 The Activities Guild shall be responsible for overseeing all affiliated Sports and Societies at the University of Northampton.

- 3.2The Activities Guild shall administrate and coordinate all Sports' and Societies' entries into BUCS and all other competitions.
- 3.3The Activities Guild is an equal opportunities organisation, and as such shall adhere to any Equal Opportunities Policy detailed within the constitution of the University of Northampton Students' Union.
- 3.4The Activities Guild will recognise that not all affiliated clubs are competitive in nature, and accordingly will support all affiliated clubs in an unbiased manner.

4. AIMS

- 4.1The Activities Guild aims to further develop its members, outside of their academic studies.
- 4.2The Activities Guild aims to increase participation in sport and physical recreation.
- 4.3The Activities Guild aims to increase participation in student-led societies.
- 4.4The Activities Guild aims to constantly improve the services and opportunities it offers to the student body.
- 4.5The Activities Guild aims to ensure that all activities are health and safety compliant
- 4.6The Activities Guild aims to promote and protect the interests of its members within the University of Northampton Students' Union, the University of Northampton, and external organisations on a local, regional and national scale

5. MEMBERSHIP

- 5.1The Activities Guild shall be a membership organisation. Membership is only available through payment of a normal annual subscription fee to the Activities Guild, and through payment of an annual subscription fee to one of the Activities Guild's affiliated Sports or Societies.
- 5.2Activities Guild membership is open to the following:
 - 5.2.1 Registered students at the University of Northampton.
 - 5.2.2 Staff members of the University of Northampton Students' Union.
 - 5.2.3 Staff members of the University of Northampton.

6. ORGANISATION

- 6.1The Activities Guild President shall run the Activities Guild on a day-to-day basis.
- 6.2The Activities Guild President shall be directly answerable to the Activities Guild Council. The Activities Guild Council shall control and manage the general business and policy of the Activities Guild.
- 6.3The Activities Guild General Meeting shall approve constitutional changes and act as the highest internal governing body of the Activities Guild
- 6.4The Activities Guild President shall represent the best interests of the Activities Guild to all external bodies and organisations.

7. ACTIVITIES GUILD GENERAL MEETINGS

- 7.1An Activities Guild General Meeting shall be held no less than once per annum.
- 7.2At least 28 days notice must be given prior to the holding of an AGGM.
- 7.3Each affiliated club shall be represented by at least two of its members, one of which must be from their committee.
- 7.4Every member present is entitled to a vote.
- 7.5An AGGM shall be quorate if 5% of the voting membership is present.
- 7.6A vote shall only take place if the meeting is quorate.
- 7.7All documents, minutes and motions for ratification or voting shall be made available at least 72 hours before the AGGM.
- 7.8Any club representative can make a suggestion to an AGGM.

7.9A proposal shall be submitted seven days before the meeting, in order for it to be included in the agenda.

8. EXTRAORDINARY ACTIVITIES GUILD GENERAL MEETING

8.1 Any Activities Guild member can call an Extraordinary AGGM providing it follows the following protocol:

8.1.1 Signatures of 5% of the Activities Guild membership are presented to the Activities Guild President.

8.1.2 A meeting title is provided.

8.2 The meeting shall be titled "Extraordinary Activities Guild General Meeting: (*Title as stated in 8.1.2*)".

8.3 The meeting shall be governed by the same rules and regulations that govern an AGGM, except in the following instances:

8.3.1 At least 7 days notice must be given prior to the holding of an EAGGM.

8.3.2 All documents, minutes and motions for ratification or voting shall be made available at least 48 hours before the AGGM.

8.3.3 A proposal shall be submitted 72 hours before the meeting, in order for it to be included in the agenda.

9. ACTIVITIES GUILD COUNCIL

9.1 Activities Guild Council meetings shall take place at least four times per term (autumn and spring) and once during the summer term.

9.2 The Activities Guild Council shall consist of the following voting Activities Guild Officers:

9.2.1 Activities Guild President

9.2.2 Sports Officer

9.2.3 Societies Officer

9.2.4 Participation Officer

9.2.5 RAG Officer

9.2.6 Vice President Student Experience

9.2.7 Secretary

9.3 In addition each club/society must send one representative to vote on behalf of their members.

9.4 The Vice President Student Experience shall Chair this committee and be a non-voting member, unless a vote is tied. In this instance, the Vice President Student Experience shall have the deciding vote.

9.5 The following shall be non-voting, ex officio members of the Activities Guild Executive Committee:

9.5.1 Students' Union Chief Executive

9.5.2 Student Activities Co-ordinator

9.5.3 Other observers that the Activities Guild Council sees fit to invite

9.6 The quorum of the Activities Guild Council shall be 50% + 1 of the number of clubs/societies within the Guild.

10. ACTIVITIES GUILD AFFILIATED CLUBS

10.1 Sports and Societies shall have a standing committee that includes the following positions

10.1.1 President

10.1.2 Secretary

10.1.3 Treasurer

10.1.4 Team Captains

10.1.5 Social Secretaries

- 10.2 The Sport's/Society's standing committee shall meet no less than once per month during term time.
- 10.3 Clubs/Societies must submit their minutes to the A.G. Secretary (or other designated individual). Failure to do so within 14 days of a meeting will result in disciplinary action.
- 10.4 Only affiliated Sports/Societies shall be financially supported by the Activities Guild.
- 10.5 Upon dissolution, the property and assets of a club shall be ring-fenced for 12 months for the dissolved activity only. After this time the money will then be held in trust by the Activities Guild and clubs will be allowed to submit proposals for the use of that money.
- 10.6 All Activities Guild Sports Clubs shall undertake organised activity in compliance with their national governing body's regulations.
- 10.7 All Activities Guild clubs shall adhere to all relevant health and safety regulations. All Activities Guild members shall also adhere to all relevant rules and conditions of use of the University's facilities.
- 10.8 All Activities Guild Sports, Societies and members shall adhere to all University of Northampton Students' Union policy and procedure.

11. ACTIVITIES GUILD FINANCE

- 11.1 The Activities Guild shall receive a share of the annual allocation of funds made available to the University of Northampton Students' Union, sufficient to allow the Activities Guild to pursue its aims and objectives safely.
- 11.2 The Activities Guild Council shall review the Activities Guild budget annually.
- 11.3 Any monies left unspent in club accounts at the end of the academic year will remain in their account for the following year.
- 11.4 The signatories of the Activities Guild account shall be the Students' Union Sabbatical Officers.
- 11.5 The funds of the Activities Guild shall only be used for the furtherance of sport and the Activities Guild.
- 11.6 The Activities Guild Council must approve all external sponsorship agreements alongside the Students' Union Senior Management Team involving individual affiliated clubs as well as all external sponsorship agreements involving the Activities Guild as a whole.

12. DISCIPLINE AND COMPLAINTS

- 12.1 Any member of the Activities Guild who is partaking in any affiliated activity does so as a representative of the Activities Guild.
- 12.2 All Activities Guild members and affiliated clubs are expected to adhere to the Activities Guild code of conduct detailed in the policy's section of the constitution.
- 12.3 The Activities Guild reserves the right to discipline any of its members and affiliated clubs further to any action taken by the University of Northampton, or any other organisation that holds claim to jurisdiction.
- 12.4 The Activities Guild reserves the right to place sanctions upon individual members and affiliated clubs who, through the Activities Guild Disciplinary Procedure, have been found in breach of the Activities Guild Code of Conduct
- 12.5 The Activities Guild reserves the right to freeze a club's finances if requirements are not met, with specific regard to health and safety policies.
- 12.5 The Activities Guild Disciplinary Procedure will to as great a degree as possible and practical, be:
 - 12.5.1 Fair
 - 12.5.2 Open
 - 12.5.3 Independent

12.5.4 Efficient

12.5.5 Consistent

12.6 All complaints received by the Activities Guild will be dealt with in accordance with the Activities Guild Disciplinary Procedure.

13. FREEDOM OF INFORMATION

13.1 A copy of the constitution will be provided to any member upon request.

13.2 Minutes from all Activities Guild Council meetings will be sent out by e-mail to all committee members of affiliated clubs.

13.3 Minutes will be published on the Students' Union website. These minutes will also be available upon request.

14. AMENDMENTS

14.1 A proposed amendment to the Activities Guild Constitution must be voted upon by an AGGM or Extraordinary AGGM.

14.2 A proposed amendment to the Activities Guild Constitution must be made public to all members and affiliated clubs at least seven days before it is considered at an AGGM or Extraordinary AGGM.

14.3 A two-thirds majority in an AGGM or Extraordinary AGGM in favour is required to pass any proposed amendment to the Constitution.

14.4 The Activities Guild Constitution shall be reviewed normally every three years from the date of its ratification by the Activities Guild Council.

15. REVOCATION

15.1 All previous versions of the Activities Guild constitution are hereby expressly revoked.

SECTION 2 – Policies

1. DUTIES OF COUNCIL MEMBERS

Activities Guild President shall:

- Be a member of the following University Committees:
 - Sports Management Group

- Be a member of the following University of Northampton Students' Union Committees:
 - Activities Guild Council
 - Student Council
- Be responsible for collating and representing the views of members involved in Union-run sports and societies.
- Be a member of the University's Sports Management Group.
- Be a member of the Students' Union's Activities Guild Executive Committee.
- Organise elections for the Activities Guild Executive Committee and chair subsequent meetings.
- Co-ordinate Sports and Societies activities in partnership with their committees.
- Attend all BUCS divisional meetings.
- Be a point of contact for students interested in student activities.
- Organise the Activities Guild Ball and other fundraising events with the Student Activities Co-ordinator, committees and Vice President, Student Experience.
- Meet weekly with the Student Activities Co-ordinator.
- Represent the Activities Guild to the University and external bodies.
- Lead a team of Part-time Officers with the Vice President, Student Experience.

- Work in partnership with the Student Activities Co-ordinator in order to obtain sponsorship for the Activities Guild.
- Maintain the relevant sections of the Students' Union website and ensure blogs are completed once a month.

Volunteer an average of 10 hours per week in the Activities

Sports Officer shall:

- Be a member of the following University of Northampton Students' Union Committees:
 - Activities Guild Council.
- Chair the Sports forum group.
- Be the representative voice for sports clubs on the Activities Guild Council.
- Ensure that Sports clubs are following correct policies and procedures
- Assist the Activities Guild President.
- Meet regularly with Sports Committees.
- Volunteer an average of 5 hours per week in the Activities Office

Societies Officer shall:

- Be a member of the following University of Northampton Students' Union Committees:
 - Activities Guild Council
- Chair the Societies forum group.
- Be the representative voice for societies on the Activities Guild Council
- Ensure that societies are following correct policies and procedures.
- Assist the Activities Guild President.
- Meet regularly with society committees.
- Volunteer an average of 5 hours per week in the Activities Office

Participation Officer shall:

- Be a member of the following University of Northampton Students' Union Committees:
 - Activities Guild Council
- Chair the Participation forum group.
- Be the representative voice for Participation on the Activities Guild Council
- Co-ordinate the "Give it a go" programme, ensuring sports and societies fulfil their obligations.
- Assist the Activities Guild President.
- Meet regularly with sports and society committees to ensure that they are offering activity for all.
- Liaise with Vice President Participation and Engagement.
- Volunteer an average of 5 hours per week in the Activities Office

The Sports Officer, Societies Officer and Participation Officer will be elected through open elections which all Activities Guild members can vote in. Voting shall be single, transferable vote and polling must be open for a minimum of 10 hours across two days.

One of the Sports, Societies, Participation or Activities Guild President Officers shall be elected as Deputy President at the first available AGGM. The Deputy President shall:

- Work directly under the Vice President Student Experience, and in their absence undertake Officer's duties listed above.

Activities Guild Secretary shall:

- Be responsible for acting as the clerk to the Activities Guild Council working closely with the Student Activities Officer

The Activities Guild Secretary will be elected at the final AGGM of the academic year.

All elected Officers will become a member of the Activities Guild Council and be eligible to vote on issues brought to meetings.

2. THE BUDGET

The Activities Guild budget will be, allocated by the Activities Guild Council annually. Sports and Societies may fill out a budget form to request grant money, however there is no guarantee that money will be available to award grants.

Do you have your policy yet?

All club grant accounts are held centrally, and used to subsidise a clubs activity, grants may be used to contribute to the following, (depending on the type of club):

- a. Affiliation fees
- b. Entry fees
- c. Payment of officials
- d. Coaching fees
- e. Travel
- f. Accommodation
- g. Some Equipment
- h. Repairs and Maintenance
- i. Facility hire

In situations where the club pays for services, e.g. umpires' fees, petrol) ALWAYS get dated and signed receipts and attach them to a claim form, which should be handed to the Activities Office. You WILL NOT be able to make a claim without proof of purchase/receipts (For further details on financial matter please see Sports and Societies Handbook).

Petrol will be paid at rate per mile; therefore route planners must be attached as well as receipts to the claims forms.

The Activities Office keeps a record of all expenditure from the Club Budget. However, it is essential that each club also keeps an accurate record of its spending.

There is no "overdraft facility" – any club that finds itself overdrawn will see its activity suspended until its debts are cleared.

All kit used by the club is owned by the Activities Guild and has to be appropriately maintained and looked after. A full equipment audit is taken at the end of every summer term.

Due to the occurrence of regular equipment audits all clubs must provide an up-to-date record of equipment. THE CLUB WILL BE HELD LIABLE FOR LOSS OR DAMAGE. In the case of large amounts being owed, the Activities Guild may hold the Club Officers responsible for the debt. This can lead to the individuals concerned being unable to graduate as the University will not confer degrees upon any student whom owes it money.

Activities Guild clubs CANNOT TAKE OUT LOANS OF ANY KIND. This includes loans from friends and family.

3. ACTIVITIES GUILD CLUBS AND SOCIETIES

Any club/society wishing to affiliate to the Activities Guild must comply with the regulations:

1. There must be at least five current club members.
2. The club must present the following documents prior to ratification:
 - a) Constitution
 - b) Safety Policy
 - c) Risk Assessment
 - d) List of Members
 - e) Equipment List
 - f) Committee Contact List
 - g) Signatories List
3. It is the responsibility of the standing club committee to ensure that said documents are current, and that any revisions are promptly submitted to the Activities Guild.

- Elections for all club/society committee members should run in accordance with the AGGM.
- Any club/society committee member wishing to resign from the said clubs' Executive Committee must give fourteen days notice in writing to the club Secretary.

All club committee members shall be required to resign on a vote of no confidence passed at AGGM. Such a vote will be done by secret ballot, and will require majority two thirds of the members of the Activities Guild president and voting at the meeting. Normal AGGM quoracy rules apply.

4. COMMITTEE MEETING REGULATIONS

All meetings of the Activities Guild Committees and club standing committees shall be governed by this policy.

- The chair calls all committee meetings.
- All Activities Guild Council and club standing committee meetings shall be minuted.
- Minutes of meetings should be submitted to the Activities Guild Secretary within 7 days of the meeting for ratification and storage.
- The quoracy for all Activities Guild Council and club standing committees shall be the lowest whole number that is greater than half the voting membership.
- All committee members must have a vote.
- A vote can only take place if the meeting is quorate.
- Any committee member can make a suggestion.
- A suggestion is passed if it receives more votes for than against or abstentions.
- The chair of the committee shall never vote except to break a tie.
- The chair reserves the right not to vote to break a tie

5. CODE OF CONDUCT

5.1 All Activities Guild members and affiliated clubs are expected to adhere to the following code of conduct when acting as a representative of the Activities Guild.

- a. All persons travelling away are expected to uphold the goodwill of the University of Northampton, and the University of Northampton Students' Union.
- b. All persons travelling away must adhere to the home institution's rules and regulations.
- c. When acting as a representative of the Activities Guild, members are expected to adhere to applicable health and safety regulations.
- d. In competitive environments all Activities Guild members are expected to play within the "spirit of the game", and to adhere to the governing bodies' rules and regulations.
- e. When at the University of Northampton, all members acting as representatives of the Activities Guild are expected to adhere to all University rules and regulations and to show respect to those that represent the University of Northampton in all matters.

5.2 The Activities Guild reserves the right to discipline its members and affiliated clubs according to the following procedure.

- a. In the first instance, the Activities Guild President is empowered to investigate any alleged disciplinary incident. If the Activities Guild President concludes that a breach of the code of conduct has occurred, the matter will be brought to the attention of the Activities Guild Council.
- b. The Activities Guild President will then call for the formation of the Disciplinary Committee, whose members are chosen by the members of Council. The Committee shall consist of:
 - o The Activities Guild President
 - o An Officer of the University of Northampton Students' Union that is not an Activities Guild member
 - o An Activities Guild affiliated club President
 - o A voting member of the Activities Guild Council.

The Disciplinary Committee will vote as to whether the individual, team, or club is guilty of a breach of the Code of Conduct.

- c. If an appeal is made against the decision of the Disciplinary Committee, the matter is brought in full to the Activities Guild Council, who will, by way of vote, reiterate or overturn the decision of the Disciplinary Committee. In the event of a tied vote the Activities Guild President cannot vote. Instead, the matter must be passed to an AGGM.
- d. If an appeal is made against the decision of the Activities Guild Council, the matter is brought in full to an AGGM. The AGGM will then, by way of vote, either reiterate or overturn the decision of the Activities Guild Council.
- e. If an appeal is made against the decision of the AGGM, the matter is brought in full to a UGM in the form of a motion that asks the Union to resolve in accordance with the decision of the AGGM.
- f. A UGM is the final internal committee that can address a matter of discipline. If the decision is made at a UGM is appealed against, this must be done so through legal external organisations.

5.3 Sanctions

The following sanctions against individuals, teams, and clubs can be enforced as a result of a breach of the code of conduct being confirmed through the disciplinary procedure.

- a. Fines
- b. Suspension of Grant funds
- c. Restrictions on Central Services
- d. Confiscation of club equipment
- e. Limitations of activity

- f. Temporary suspension
- g. Permanent exclusion

Sanctions may be imposed by the Disciplinary Committee, the Activities Guild Council an AGGM, or a UGM.

6. DISCIPLINARY PROCEDURE

In the case of an initial disciplinary the following flow chart should be followed to ensure consistency and fairness.

The appendices to this policy must be completed a distributed as detailed below:

APPENDIX 6.1- Charge Sheet

This should be prepared after:

- a) Receipt of evidence from NGB on foul play within a fixture.
- b) Gathering sufficient evidence after following up a complaint.

This should be e-mailed to:

- Individual involved
- Club President
- Club Secretary
- A.G. President
- A.G. Secretary

APPENDIX 6.2- Discipline Judgement Form

This should be prepared after:

- a) The hearing has taken place

This should be e-mailed to:

- Individual involved
- Club President
- Club Secretary
- A.G. President
- A.G. Secretary

APPENDIX 6.3- Recommended Sanctions Sheet

This should be referred to when making any disciplinary decision.

If an offence does not appear on the sanction sheet, and appropriate punishment must be given and the panel must attach the offence to the constitution. This must then be ratified by a majority vote at AGGM.

APPENDIX 6.4- Short Judgement Form

This should be prepared:

b) When a decision has been made

This should be done twice, with copies given to:

- Individual involved
- A.G. President

FLOW CHART

NORTHAMPTON ACTIVITIES GUILD DISCIPLINARY HEARING PROCEDURE

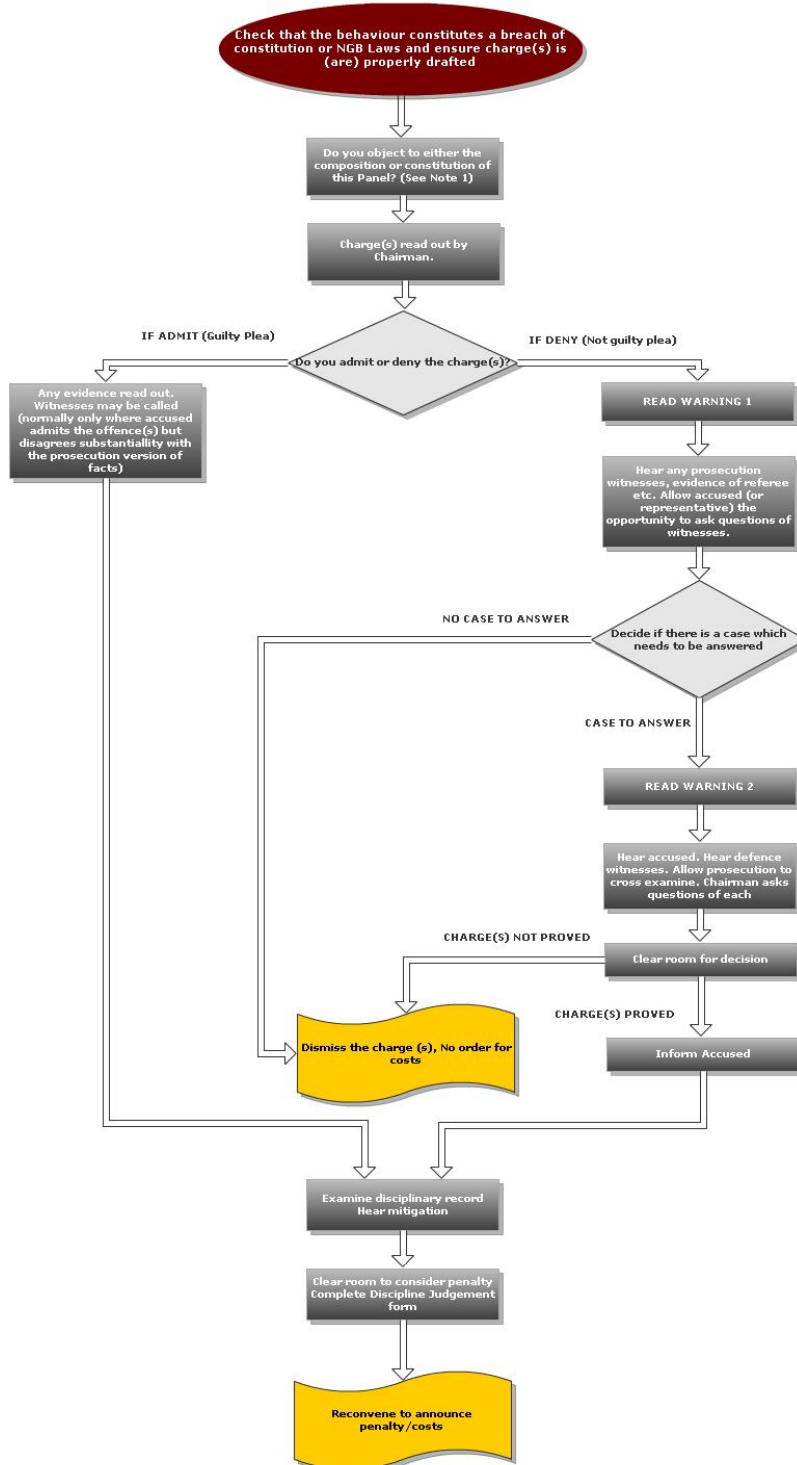
The Chair of the disciplinary panel must ensure that the following procedure is adhered to during all A.G. related hearings

NOTE 1: Each application should be considered on its own merits, but the panel should be objectively and demonstrably impartial.

NOTE 2: And where the penalty is likely to be different depending on which version of events is accepted.

WARNING 1: You will have the opportunity to put your side of the case after the prosecution case has been heard. You will be given the opportunity to ask questions of each witness.

WARNING 2: You may now give evidence on your own behalf. If you do the panel will be given the opportunity to cross-examine you.



APPENDIX 6.1

STATEMENT OF OFFENCE

(Offence, contrary to Law..., contrary to constitution...)

Striking, contrary to IRB Law 10 (4)(a), contrary to constitution 12.2 and policy 5

PARTICULARS OF OFFENCE

(Date, Name, Club, action, time, location)

On 21st September 2010, Joe BLOGGS, MEN'S RUGBY UNION, struck and opponent to the head during the match (29th minute of the second half) MEN'S RUGBY UNION 1sts vs UNIVERSITY OF LINCOLN 1sts at NORTHAMPTON OLD SCOUTS RFC.

APPENDIX 6.2

DISCIPLINE JUDGEMENT FORM

Disciplinary Hearing

Venue:

Date:

Judgement:

Player:	Club:
Match (if applicable):	
Venue of offence:	Date of Offence:

Panel:
In attendance: (Including witnesses, club personnel etc)
To consider: (Charge)

Evidence as to fact

The panel has considered: e.g.

1. Sending off report and oral evidence from referee
2. Oral evidence and written statement from the player (name)
3. Written witness statements from (names)

Decision

The Panel finds the player guilty/not guilty. The reasons for their decision are...

Sanction

The player is suspended for ... weeks, running from ... to The player is free to play again on ...

Costs

The panel, makes an award of costs against player/club of ...

Right of Appeal

The right of, and procedure on appeal is set out in the Northampton Activities Guild Constitution, policy 5.2

Signature

Date:

A.G President

APPENDIX 6.3

OFFENCES

N.B. All bans must run from date of hearing until end point. If this includes time outside of University term-time the ban will freeze at the end of term and resume on the first day of the following term. (If this excludes any playing time the disciplinary committee may alter the dates of a ban to impact upon an individual's fixtures).

All A.G. bans will be IN ADDITION to any ban implemented by the National Governing Body, unless the action is deemed accidental.

Any offence that the Vice President Student Experience or Activities Guild President or Guild Council may go directly to the Students' Union Disciplinary Procedure.

OFFENCE	Entry point based on scale of seriousness of Player's conduct, which constitutes the offending: Lower End (LE), Mid Range (MR), Top End (TE)
Equal Opportunities	LE: Written Warning. MR: Removal of privileges up to 4 weeks. TE: Complete removal from the Guild and/or External authorities to called.
Barriers to Involvement & Participation	LE: Fine and prove of change of process. MR: Suspension of club/society for up to 4 weeks. TE: The Club/Society/Individual/ to be removed/suspended from the Guild/club/society. And/or Students' Union disciplinary procedures.
Failure to hold election	LE: suspension of club/society until the situation is resolved. MR: suspension and ban from the Guild up to 4 weeks. TE: Removal from all Guild Activities and the Guild itself.
Failure to submit committee minutes	LE: Written Warning. MR: Final Written Warning. TE: Suspension up to 4 weeks.
Failure to attend meetings	LE: Written Warning. MR: Final Written Warning. TE: Suspension up to 4 weeks.
Failure to review constitution	LE: Written Warning. MR: Final Written Warning. TE: Removal from the Guild.
Complaints and disciplinary procedures	
Conceding walkovers	MR: 1 st Walkover - Final Written Warning, 2 nd Walkover- removal of team from BUCS. TE: Complete removal from the Guild.
Playing offences	LE: Written Warning MR: Final Written Warning

	TE: Suspension from a particular activity or groups of activities or for up to 6 weeks.
Inappropriate behaviour	LE: Written Warning MR: Final Written Warning TE: All privileges removal/suspension (training, matches, and any other privileges that would be seen to be a privilege to be part of the Guild) and/or Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit). And/or Students' Union disciplinary procedures.
Consumption of Alcohol	LE: Written Warning MR: Final Written Warning TE: All privileges removal/suspension (training, matches, and any other privileges that would be seen to be a privilege to be part of the Guild)
Unfair selection	LE: Final Written Warning with prove of change of procedure. MR: Suspension until the situation is rectified. TE: removal from BUCS or equivalent.
Abusive behaviour towards match officials /Staff/student s/public	LE: Written Warning MR: Final Written Warning TE: All privileges removal/suspension (training, matches, and any other privileges that would be seen to be a privilege to be part of the Guild) and/or Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit) and/or Removal/Suspension from all Guild Activities. Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit) and/or The Club/Society/Individual/ to be removed/suspended from the Guild/club/society. And/or Removal/Suspension from a particular activity or groups of activities. And/or Students' Union disciplinary procedures.
Violent Conduct	LE: Ban for up to 4 weeks. MR: All privileges removal/suspension (training, matches, and any other privileges that would be seen to be a privilege to be part of the Guild) TE: The Club/Society/Individual/ to be removed/suspended from the Guild/club/society. And/or Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit). And/or Students' Union disciplinary procedures.
Damage to property/tran sport	LE: Written Warning and full cost payable. MR: full cost payable and suspension for up to 4 weeks. TE: full cost payable and removal from the Guild.
Failure to report result	Failure to do so will incur a fine of £10.00 for the first instance, second instance it will be £20.00 and a further £10.00 willed added there after each time the form is not handed in (maximum charge of £50.00).
Fielding any ineligible players	LE: Written Warning to club and £25.00 fine per player. MR: Suspension for up to 4 weeks and fine of £25.00 per player. TE: Removal from the Guild.

Failure to attend fresher's fair	LE: Final Written Warning MR: Suspension for up to 4 weeks. TE: Removal from the Guild.
Finance	
Club going overdrawn	5 working days for the club or society to get back into credit, if not suspension until the situation is resolved.
Financial irregularities'	5 working days for the club or society to revolve the irregularities', if not suspension until the situation is resolved and/or Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit). And/or Students' Union disciplinary procedures.
Holding external bank account	5 working days for the club or society to revolve the irregularities', if not suspension until the situation is resolved and/or Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit). And/or Students' Union disciplinary procedures.
Sponsorship	5 working days for the club or society to revolve the irregularities', if not suspension until the situation is resolved and/or Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit). And/or Students' Union disciplinary procedures.
Failure to pay fines	5 working days for the club or society to revolve the irregularities', if not suspension until the situation is resolved and/or Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit).
Bringing Union/University into disrepute	MR: Final Written Warning TE: All privileges removal/suspension (training, matches, and any other privileges that would be seen to be a privilege to be part of the Guild) and/or Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit) and/or Removal/Suspension from all Guild Activities. Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit) and/or The Club/Society/Individual/ to be removed/suspended from the Guild/club/society. And/or Removal/Suspension from a particular activity or groups of activities. And/or Students' Union disciplinary procedures.
Health & Safety	
Risk Assessment	LE: Written Warning MR: Final Written Warning TE: All privileges removal/suspension (training, matches, and any other privileges that would be seen to be a privilege to be part of the Guild) and/or complete removal from the Guild.
Failure to	LE: Final written warning

submit risk assessment	MR: Suspension until the situation is resolved. . TE: Suspension until the situation is resolved with additional ban on club activity up to 4 weeks
Neglecting risk assessment	LE: Final written warning with suspension for up to 2 weeks. MR: Suspension for up to 4 weeks. TE: Suspension/Removal from the Guild/BUCS.
Neglecting duty of care	LE: Final Written Warning, Fine of £25.00 and suspension of up to 2 weeks. MR: Ban on all activities for 4 weeks. TE: The Club/Society/Individual/ to be removed/suspended from the Guild/club/society. And/or All privileges removal/suspension (training, matches, and any other privileges that would be seen to be a privilege to be part of the Guild) and/or Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit) and/or Students' Union disciplinary procedures.
Ultra Vires	Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit).
Loss/Damage /misuse of equipment/kit /vehicles/facilities	LE: Written Warning and full cost payable. MR: Final Written Warning and full cost payable. TE: Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit). And/or The Club/Society/Individual/ to be removed/suspended from the Guild/club/society. And/or Removal/Suspension from a particular activity or groups of activities. And/or Removal/Suspension from all Guild Activities. And/or All Finance of the club or society to be frozen. And/or All privileges removal/suspension (training, matches, and any other privileges that would be seen to be a privilege to be part of the Guild) and/or Students' Union disciplinary procedures.
Initiations & Social responsibility	LE: suspension for 4 weeks. MR: Ban the club or society for a year for the Guild and ban members for life/current committee banned for holding/standing for any position within the club/society or any other club/society. TE: Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit). And/or All privileges removal/suspension (training, matches, and any other privileges that would be seen to be a privilege to be part of the Guild) and/or Students' Union disciplinary procedures.
Breaches of code conduct, Guild polices, Students' Union Policies/ constitution	LE: Written Warning MR: Final Written Warning with suspension of up to 4 weeks. TE: Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit). And/or The Club/Society/Individual/ to be removed/suspended from the Guild/club/society. And/or Removal/Suspension from a particular activity or groups of activities. And/or

and other procedures.	Removal/Suspension from all Guild Activities. And/or All Finance of the club or society to be frozen. And/or All privileges removal/suspension (training, matches, and any other privileges that would be seen to be a privilege to be part of the Guild) and or Ban the club or society for a year for the Guild and ban members for life/current committee banned for holding/standing for any position within the club/society or any other club/society and/or Students' Union disciplinary procedures.
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- Fines (individual, damages or club/society costs).
- Bans (2 weeks to life).
- Appropriate authorities (police, local government, University/procedures and any other authority that may seem fit).
- The Club/Society/Individual/ to be removed/suspended from the Guild/club/society.
- Removal/Suspension from a particular activity or groups of activities.
- Removal/Suspension from all Guild Activities.
- All Finance of the club or society to be frozen.
- All privileges removal/suspension (training, matches, and any other privileges that would be seen to be a privilege to be part of the Guild)
- Students' Union disciplinary procedure.

APPENDIX 6.4

SHORT JUDGEMENT FORM

HEARING DETAILS

Date DD/MM/YYYY VENUE _____

Chairman _____

Member 1 _____ Member 2 _____

Member 3 _____ Member 4 _____

Secretary _____

Offence _____ Law _____

PARTICULARS OF OFFENCE

Name of Player _____

Club _____

Date of Offence DD/MM/YYYY

Plea: Guilty Not Guilty Proved Dismissed

ASSESSMENT OF OFFENCE

Intention Reckless

Gravity of Player's Actions _____

Effect on the Game/Victim _____

Vulnerab Premeditatio Completed or Attempted

Other (if so, what features)

Entry Point Weeks _____ TE _____ MR _____ LE

(if TE, indicated figure) _____

Further Notes (if any) _____

AGGRAVATION

Off Field Aggravation

details (if any)

- Lack of Remorse _____
- Player Status _____
- Need for Deterrent _____
- Any other factors _____

MITIGATION

Other Off Field Mitigation

details (if any)

- Good Record and Conduct _____
- Age and Experience _____
- Acknowledgement of Guilt _____
- Conduct at Hearing _____
- Remorse _____
- Off Field Mitigation _____
- Exceptional Circumstances _____

SANCTION

From DD/MM/YYYY To DD/MM/YYYY

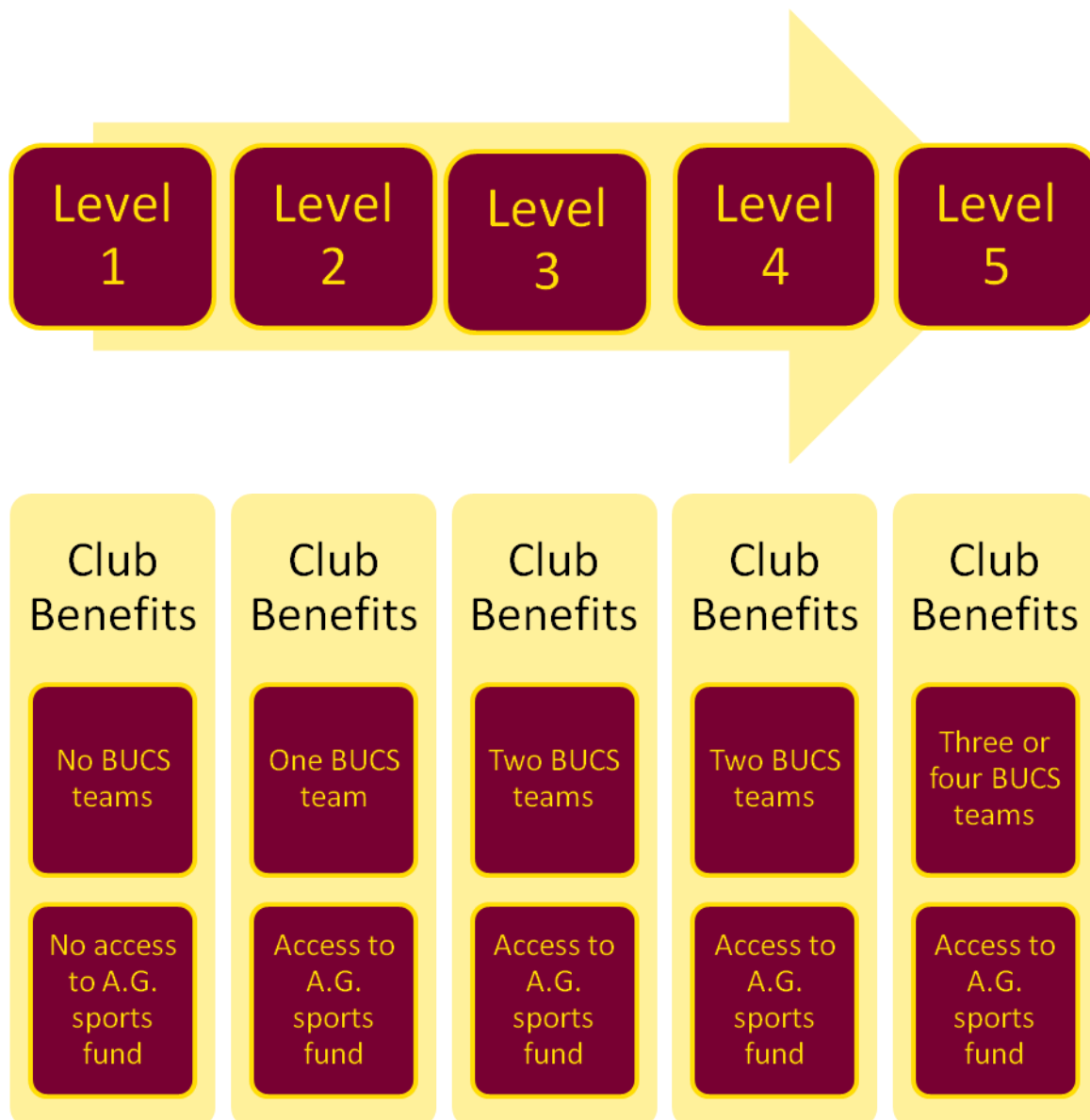
Play Again DD/MM/YYYY

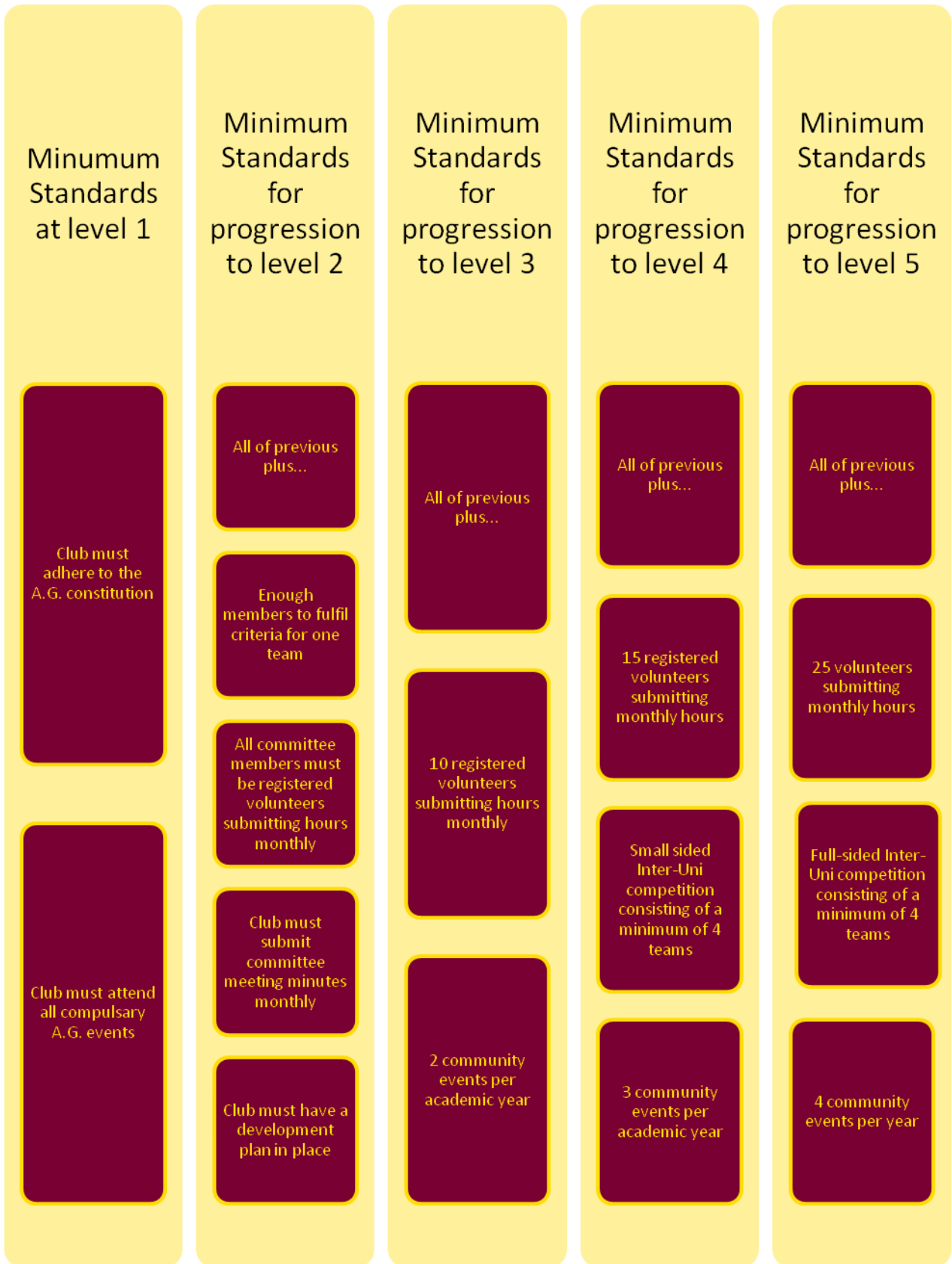
Costs £ _____ Final date for Appeal DD/MM/YYYY
(Max 14 days)

Sanction _____ Weeks _____ SOS

Signature _____ Date DD/MM/YYYY
(Chairman)

7. MINIMUM STANDARDS FOR BUCS TEAMS





Progression from Level 1 to Level 2

For clubs to move from level 1 to level 2 they must do the following for a full academic year.

- Recruit enough members to make the equation below true:

$$60 \% \text{ of paid members } > \text{ Number of Players in a SQUAD (not team)}$$

*FURTHER REGULATIONS APPLY (See appendix 1)

- Have all nominated members of committee submit volunteering hours at the end of each month.
- Submit minutes every month from committee meetings to the A.G. Secretary.
- The club must have an agreed development plan in place.

Progression from Level 2 to Level 3

For clubs to move from level 2 to level 3 they must do the following for a full academic year.

- Recruit enough members to make the equation below true:

$$60 \% \text{ of paid members } > \text{ Number of Players in a SQUAD (not team)*2}$$

*FURTHER REGULATIONS APPLY (See appendix 1)

- Have 10 club members submitting volunteering hours at the end of each month.
- Submit minutes every month from committee meetings to the A.G. Secretary.
- The club must have an agreed development plan in place.
- The club must co-ordinate 2 events incorporating the local community each year.

Progression from Level 3 to Level 4

For clubs to move from level 3 to level 4 they must do the following for a full academic year.

- Recruit enough members to make the equation below true:

$$60 \% \text{ of paid members } > \text{ Number of Players in a SQUAD (not team)*2}$$

*FURTHER REGULATIONS APPLY (See appendix 1)

- Have 15 club members submitting volunteering hours at the end of each month.
- Submit minutes every month from committee meetings to the A.G. Secretary.
- The club must have an agreed development plan in place.
- The club must co-ordinate 3 events incorporating the local community each year.
- The club must run a small-sided weekly Inter-University competition containing at least 4 teams.

Progression from Level 4 to Level 5

For clubs to move from level 4 to level 5 they must do the following for a full academic year.

- Recruit enough members to make the equation below true:

$$60 \% \text{ of paid members } > \text{ Number of Players in a SQUAD (not team) * Number of teams in BUCS}$$

*FURTHER REGULATIONS APPLY (See appendix 1)

- Have 25 club members submitting volunteering hours at the end of each month.
- Submit minutes every month from committee meetings to the A.G. Secretary.
- The club must have an agreed development plan in place.
- The club must co-ordinate 4 events incorporating the local community each year.
- The club must run a full-sided weekly Inter-University competition containing at least 4 teams running to the same rules and regulations as BUCS competitions.

New Teams

To enter a new team in BUCS the following criteria must be followed in this order to allow the team to begin competition.

STAGE 1-Eligibility

- a) The club must have enough members to sustain the extra team in BUCS. The following equation is to be used.

$$60 \% \text{ of paid members } > \text{ Number of Players in a SQUAD (not team) * Number of teams proposed in BUCS}$$

- b) The lowest team the club currently has in BUCS is not in the bottom tier.
- c) If the club is proposing a third team, it must provide an Inter-Mural league/adequate internal competition.

STAGE 2- Finance and Democracy

- a) Are finances available? A costing proposal must be put to the A.G. Executive Committee and passed by a majority vote.
- b) The proposal must be passed by a two-thirds majority at an AGGM.

STAGE 3- Standard

- a) A team must then play (as if all other BUCS teams within the club were playing) a home and away friendly under BUCS rules and regulations against different teams from the league they will enter. The results from these fixtures will be used by the A.G. Executive Committee to decide whether the team are good enough to enter BUCS competitions.

Existing Teams

Any team within BUCS can be withdrawn on the following grounds:

LEAGUE POSITION

- a) If the team finishes at the bottom of the lowest league, consisting of 5 teams or less.
- b) If the team finishes in the bottom two of the lowest league, consisting of 6 or 7 teams.
- c) If the team finishes in the bottom three of the lowest league, consisting of 8 or more teams.

MEMBERS

If a team means the club falls outside of the equation for new clubs:

$$60 \% \text{ of paid members } > \text{ Number of Players in a SQUAD (not team) } * \text{ Number of teams proposed in BUCS}$$

BEHAVIOUR

A team can be removed as a result of A.G. disciplinary action.