



Schedules to the Constitution

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Schedule 1

1 The Executive Committee

The membership of the Executive Committee shall be as follows

- 1.1 The Sabbatical Officers who shall be full time, paid officers elected in accordance with Schedule 3

The President.
The Vice President Student Involvement.
The Vice President Education.
- 1.2 The Faculty who shall be Faculty based (one from each Faculty of the University) who shall be appointed by a process agreed by the Trustee Board
- 1.3 The Executive Officers who shall be part time unpaid officers elected in accordance with Schedule 3

Executive Committee - Non Sabbatical Officers

Communications Officer
Entertainments Officer
Volunteering Officer
RAG Officer
Disabled Students' Officer
Mature Students' Officer
Lesbian, Gay, Bisexual & Transgender (LGBT) Students' Officer
Black Students' Officer
Women's Officer
Ethical & Environmental Officer
First Year Officers - of which there shall be two.
Welfare Campaigns Officer
Academic Campaigns Officer
Clubs & Societies Officer
Uxbridge Campus Officer
Faculty Officers – of which there shall be, one per University Faculty

- 1.4 The Role Descriptions for all officers are laid out in Schedule 2 of the Constitution.
- 1.5 The Chalfont Officer positions shall exist only until such time as the campus ceases to be part of the teaching or residential provision of the University

Schedule 2

Sabbatical Job Descriptions

The President shall;

- be the principle officer of the Union and member of University Council.

- be responsible for setting the political direction of the Union and communication with all stakeholders.
- be the primary representative of all students at Bucks on issues within the University, the local community and the national stage.
- have responsibility for engaging with the national student movement and the future direction of Higher Education and enabling others to do so as well, in order to strengthen the Unions sphere of influence.
- be a trustee of the Union and chair the Trustee Board and the Executive Committee.

The Vice President Education shall;

- be responsible for improving the educational experience of all students at Bucks.
- be the principal course representative and assume political responsibility for the Union's input into the University's system of course representation.
- hold the university accountable for its promises and delivery of education.
- be a trustee of the Union.

The Vice President Student Involvement shall;

- be responsible for improving the non academic experience of all students at Bucks.
- hold political responsibility for the development and delivery of all student activities by the Union.
- be responsible for increasing overall participation and maximising its diversity, in all areas of the Union's work.
- be a trustee of the Union.

SCHEDULE 2 - B

SABBATICAL TERMS AND CONDITIONS

1. PREAMBLE

- 1.1 This statement sets out the terms and conditions of Sabbatical Officers as agreed by the Students' Union, Buckinghamshire New University and the Sabbatical Officers concerned.

2. EMPLOYERS AND EMPLOYEE

- 2.1 The Employer is Bucks Students' Union.
- 2.2 The employee is the Sabbatical Officer as elected by the Students' Union.

3. ACCOUNTABILITY

- 3.1 The Sabbatical is accountable to the Students' Union Membership through the Board of Trustees and the Executive Committee Meeting, and other Union Committees.
- 3.2 They will report to the Executive Meeting and Board of Trustees.
- 3.3 They will produce regular written reports for Union Committees to be displayed on notice boards around the University.
- 3.4 They will attend fortnightly Executive Meetings and produce a report and plan for this, which will form the basis of 3.3 above.
- 3.5 The Sabbatical will also be required to report to other Union Meetings as requested.

4. EMPLOYMENT STATUS

- 4.1 The Sabbatical will be on a thirteen month fixed term contract which can be renewed once only through election as specified in the Union's Constitution.
- 4.2 It is a condition of the fixed term contract that Sabbaticals automatically waive all rights relating to unfair dismissal and/or redundancy arising from the cessation of employment on the expiry of this contract at the end of its fixed term.
- 4.3 Employment will be from June 1st after election to June 30th of the following year.
- 4.4 Where an officer is re-elected for a second consecutive year continuous employment applies from the previous 1st of June.
- 4.5 A Sabbatical Officer who starts their term of office later than 1st June shall serve from the declaration of their election until June 30th of the following year.

5. TERMINATION OF EMPLOYMENT

- 5.1 The Sabbatical can resign by giving one month's notice in writing to the Executive Committee Meeting.
- 5.2 They can be removed by a vote of no confidence by referendum as outlined in the standing orders. In the event of this the Officer will leave office immediately, will receive one month's pay in lieu of notice and will not thereafter be eligible to hold office in this Students' Union.

6. PRINCIPAL RESPONSIBILITIES

- 6.1 To be a Trustee of Bucks Students' Union
- 6.2 To be responsible for the activities and administration of the Students' Union in general and in particular for the specific duties in their job description and any others agreed.
- 6.3 To act as a representative of the Student body at Buckinghamshire New University to the University and to external organisations.
- 6.4 Detailed duties are outlined in the Union Constitution and its Schedules.

7. WORKING CONDITIONS

- 7.1 Hours will be based around Monday - Friday 9.30am to 5.30pm with one hour for lunch totalling 35 hours per week.

- 7.2 The Sabbatical will be expected to attend meetings outside of these hours as appropriate and is expected to work whatever overtime is necessary. Sabbatical Officers will be expected to work weekends and evenings as necessary.
- 7.3 This overtime will not be paid but some flexibility of hours is permissible around core hours of 11.00am to 3.00pm. This does not apply when the Sabbatical Officer is away on official Union business.
- 7.4 The Sabbaticals shall be employed, at both the High Wycombe and Chalfont sites of the University and shall split their time accordingly as agreed by Union committees.
- 7.5 A weekly report and plan of movements, hours and activity will be given at the Executive Meeting.

8. HOLIDAY

- 8.1 The Sabbatical will be entitled to Public Holidays and periods when the University is shut over Christmas and Easter.
- 8.2 In addition they shall be entitled to 20 days paid holiday.
- 8.3 The Sabbatical should try to take holiday outside of regular term time.
- 8.4 Holiday time must be agreed in advance at Executive Meetings.
- 8.5 Holiday of more than three days must be booked two weeks prior to commencement.
- 8.6 In the event of a post holder not completing a full term of office their holiday entitlement shall be calculated pro rata at the rate of 1 day per month.

9. SICKNESS

- 9.1 The Officer shall be entitled to all benefits as specified by current legislation.
- 9.2 University sickness regulations shall apply namely self certification on the fourth day of sickness and a doctor's note after eight days.
- 9.3 All records to be presented to the Union General Manager.
- 9.4 Arrangements for operations or important health appointments to be agreed with Executive Meeting.

10. COMPASSIONATE LEAVE

- 10.1 Compassionate leave of up to 5 days may be given by the Executive Meeting or the President. Leave for any longer than this must be applied for to the Executive Meeting.

11. PAY

- 11.1 The Annual salary will be, in accordance with the Universities and Colleges Employers Association Single Pay Spine 14. Any change in scale must be approved by the Unions Remuneration Committee Meeting and then agreed by the Board of Trustees
- 11.2 This will be paid monthly on the last working day of each month in arrears.
- 11.3 Payment should be by transfer into a Bank or Building Society Account.

- 11.4 Sabbatical Officers will be eligible to join the Union's Stakeholder Pension Scheme
- 11.5 Payment of salary and deductions for Tax and National Insurance will be carried by the pay-roll section of Bucks Students' Union.
- 11.6 Any other financial arrangements or advances must be authorised by the Union Manager, and reported to the Board of Trustees.
- 11.7 Executive Officers shall be entitled to maternity leave in line with statutory regulations
- 11.8 Sabbatical Officers shall be entitled to paternity leave in line with statutory regulations.

12. EXPENSES

- 12.1 The Sabbatical shall not be entitled to payment for over-time worked.
- 12.2 They shall be entitled to claim, in accordance with Union finance regulations, reimbursement for genuine out of pocket expenses incurred in carrying out their duties. This shall include travel costs to meetings, events and between sites.
- 12.3 They shall be entitled to a subsistence allowance, in accordance with approved rates, for attending meetings and conferences away from University.
- 12.4 Officers with children will be entitled to claim Childminding expenses as agreed with the Officers Remuneration Committee.

13. COMPLAINTS

- 13.1 Sabbatical Officers shall be covered by the complaints procedures contained in Schedule 9 of this constitution.

14. DISCIPLINARY

- 14.1 Sabbatical Officers shall be covered by the Disciplinary Procedures in accordance with the Union's Code of Conduct.

15. DISMISSAL

- 15.1 Dismissal of Sabbatical Officers shall be covered under Paragraph 8 of the Constitution.

Schedule 2 – C

Executive Committee - Non Sabbatical Officers

Positions & Job Descriptions

Non Sabbatical Officers are unpaid student representatives of the Union who are responsible for ensuring that the Union is guided by the views of students in all areas of its work. As such they will actively consult with students on issues related to their portfolios and report findings into Union committees. All officers have a specific

responsibility to ensure that student views about university life are heard. As such all officers have a responsibility to support the Student Voice project.

Non Sabbatical officers will usually work alongside a Sabbatical Officer and a member of staff to assist in the delivery of programmes or projects. Officers will be expected to influence the delivery of programmes and projects and will be encouraged to take a significant role in the continued development of the areas of work in their portfolios.

All officers shall sit on the Executive Committee in addition to those committees relevant to their portfolio as specified below.

- **Communications Officer**
Shall support union communications and will include the newspaper, website, paper, word of mouth and electronic communication. The post holder will have a working relationship with the Communications Co-ordinator and the President. They will sit on the Editorial Board of 'The Bucks Student'
- **Entertainments Officer**
Shall support Union entertainments and events. The post holder will have working relationships with the Events Team which comprises the Events Manager, Events Intern, Duty Managers and the Deputy General Manager. They will convene the Entertainments Forums.
- **Volunteering Officer**
Shall support the Union's Volunteering Programme including its programming and promotion. They will have working relationships the Volunteering Co-ordinator, Volunteering Assistant and the Vice President Student Involvement. They will sit on the RAG Committee, they will convene the Volunteer Forum.
- **RAG Officer**
Shall support the Union's charitable giving including fundraising, promotion, and devising and leading RAG events. They will have working relationships with the Volunteer Co-ordinator and the Vice President Student Involvement. They will sit on the RAG Committee.
- **Disabled Students' Officer**
Shall support the interests of disabled students through research, campaigning, engagement and promotion of the interests of disabled students. They will have working relationship with the President and the staff of the Advice & Representation Centre, sit on the University's Disabilities Forum and any other committee that might be, from time to time, relevant.
- **Mature Students' Officer**
Shall support the interests of mature students through research, campaigning, engagement and promotion of the interests of mature students, including supporting student societies relevant to this portfolio. They will have a working relationship with the President, liaise with relevant student Societies and sit on any other committee that might be, from time to time, relevant.
- **Lesbian, Gay, Bisexual & Transgender (LGBT) Students' Officer**
Shall support the interests of LGBT students through research, campaigning, engagement and promotion of the interests of LGBT students, including supporting student societies relevant to this portfolio. They will have working relationship with the President, liaise with relevant student Societies and sit on any other committee that might be, from time to time, relevant.
- **Black Students' Officer**

Shall support the interests of Black students through research, campaigning, engagement and promotion of the interests of Black students, including supporting student societies relevant to this portfolio. They will have working relationship with the President, liaise with relevant student Societies and sit on any other committee that might be, from time to time, relevant.

- **Women's Officer**

Shall support the interests of women students through research, campaigning, engagement and promotion of the interests of women students, including supporting student societies relevant to this portfolio. They will have working relationship with the President, liaise with relevant student Societies and sit on any other committee that might be, from time to time, relevant.

- **Ethical & Environmental Officer**

Shall support the Union's Ethical & Environmental work through campaigning, awareness raising and the development of practical measures and events. They will have working relationships with the President, General Manager and Events Manager they will convene the Ethical & Environmental Society and sit on the Fairtrade Steering Group.

- **First Year Officers - of which there shall be two.**

Shall ensure that the views of first year students particularly are represented within the Union. They shall have a specific role in supporting the Student Voice project. They will have working relationships with the President and General Manager and sit on any Union committees that might be, from time to time, relevant.

- **Welfare Campaigns Officer**

Shall support the Union's Welfare work through campaigning, awareness raising, the development of practical measures and events. They will have working relationships with the Advice Centre Manager, other ARC staff the President and the Flat Rep helper(s). They will attend ARC meetings.

- **Academic Campaigns Officer**

Shall support the Vice President Education with the running of campaigns on academic issues. They will have working relations with the President, Vice President Education. They will sit on Education Forum.

- **Clubs & Societies Officer**

Shall support our clubs and societies especially in the areas of promoting participation and working with fledgling clubs and societies to help them become established. They will work alongside the Vice President Student Involvement, the Student Activities Co-ordinator, Intern and Deputy General Manager. They will sit on Athletic Union Council and Societies Council.

- **Uxbridge Campus Officer**

Shall represent the views of students at this campus and work with the Union as a whole to ensure that issues are resolved and Uxbridge students have a voice in the institution and have an opportunity to participate in Union activities. They will work with the President & General Manager as well as the staff of the Advice & Representation Centre based at Uxbridge.

In addition the following Officers are appointed to sit on the Executive Committee. These positions come with extra administrative duties which are paid.

- **Faculty Officers – of which there shall be, one per University Faculty**

Shall bring to the Executive Committee the issues being raised by course representatives within their Faculty. They will have a working relationship with the Representation & Development Manager, The President, the Vice President Education and the Intern. They will sit on Faculty Committees and Education Forum.

SCHEDULE 3

GENERAL ELECTION

- 3.1** 'General Election' means any campus wide election of Union Officers, and of the delegation to NUS Conference, with the exception of the President who shall be an Automatic delegate and shall be Delegation Leader. General elections will normally be held in the first half of the Second Semester of each year.
- 3.2** The overall responsibility for the conduct of general elections is the responsibility of the Executive Committee and/or their nominees
- 3.2.2 The Union Manager shall ensure that the general elections are conducted in accordance with the constitution; standing orders and any rules governing the conduct of campaigns.
- 3.3 Procedures prior to election.**
- 3.3.1 Not less than 14 days before a general election is due to be held, the Returning Officer shall appoint three electoral Officers. If for any reason three student members can not be found or are deemed not to be suitable then the Returning officer shall appoint a member of staff instead.
- 3.3.2 The Executive Committee shall fix the dates, times of day of voting, the hustings and the copy date of the publishing of manifestos.
- 3.3.3 The election dates shall be set with regard to term dates, Public holidays and major Union events.
- 3.3.4 Each electoral Officer shall be responsible for the conduct of the ballot within his or her constituency in accordance with the constitution, schedules and standing orders.
- 3.3.5 The Returning Officer will, in conjunction with the Executive Committee draft the "Supplementary Election Information" which will set out regulations governing the conduct of candidate's campaigns, husting times, manifesto deadline, details of polling and any other regulations required to ensure the smooth running and fairness of the election process.
- 3.3.6 The Returning Officer will issue each electoral officer with a copy of this schedule and instructions as to how to conduct the ballot.
- 3.3.7 The Returning Officer shall also instruct the Electoral Officers to publicise the place, date and times of the voting and hustings, copy dates for manifestos and closure date of nominations.
- 3.4 Nominations**
- 3.4.1 Each candidate, a proposer, one seconder shall sign a nomination form. All must be ordinary members of the Union.

- 3.4.2 No member of the Union shall sign more nomination papers than there are vacancies at that election, nor may they sign a nomination paper for any election in which they are not entitled to vote.
- 3.4.3 Nominations for all elections, shall close at noon five working days, or another period of time at the discretion of the Returning Officer, before the election is due to take place.
- 3.4.4 Any candidate may withdraw their nomination by so informing the Returning Officer in writing before the commencement of voting.
- 3.4.5 The Returning Officer shall publicise, as they are received, details of all nominations.
- 3.4.6 Candidates shall appear on the ballot paper in the order in which they are drawn by lots. The forename and surname by which the candidate is commonly known shall be used. In the event of any doubt or dispute the forename and surname as shown on their registration certificate shall be used. The candidate may use up to an extra six words or initials in brackets as a description.
- 3.4.7 The ballot paper(s) shall include the statement 're-open nominations'. 'Re-open nominations' shall be treated as a candidate. If the re-open nominations candidate is elected the Returning Officer shall declare the vacancy unfilled. If re-open nominations is elected in an election for two or more positions all subsequent positions in that election will be declared vacant.
- 3.4.8 Counting shall be by the Alternative Vote or Single Transferable Vote as appropriate.

3.5 Hustings and the Media

- 3.5.1 Hustings may be held after the close of nominations.
- 3.5.2 The Returning Officer or their nominee shall be responsible for the organisation and conduct of Hustings, and shall ensure that all candidates receive an equal opportunity to speak.
- 3.5.3 The Returning Officer or their nominee shall be responsible for advising the Union's media on coverage of the elections, but shall not have editorial control over the media. Union media shall treat coverage of the elections with due balance and fairness.
- 3.5.4 No candidate shall play any part in the coverage of elections in the media.

3.6 The Campaign

- 3.6.1 No campaign material shall be released until permitted by the Returning Officer.
- 3.6.2 Candidates shall not advertise:
 - (a) On the windows, walls or doors of Union Offices.
 - (b) Within 4 metres of a ballot box or counter servery.
 - (c) On material produced on facilities not available to all candidates from within the University.
 - (d) By painting or marking any road, wall or similar surface within the Union or the University.

3.6.3 No publicity material may be affixed in such a way as to interfere with the publicity of another candidate, no candidate may remove or deface the publicity of another candidate, each poster is assumed to have one face only.

3.6.4 No candidate may incur or initiate personal expenditure beyond a maximum of £30 that must be accounted for and where possible receipts provided and must be submitted to the Returning Officer, on any election. The Union shall provide the following facilities for each candidate:-

- a) Executive Elections - 400 A4 posters (or equivalent).
- b) Elections to NUS Conferences - 50 A4 posters (or equivalent)

3.6.5 No candidate shall use publicity to primarily promote another candidate in the same election, or to promote a commercial activity, or use the Union's commercial services to promote their candidature.

3.6.6 The Returning Officer may establish and publish other regulations governing the conduct of the campaign as set out in paragraph 3.11 of this Schedule.

3.7 Re open Nominations (RON) Campaign

3.7.1 Any full member wishing to run a RON campaign against any post should be registered at the office of the Union Manager within three days from the publication of the nominations. Only one RON campaign will be allowed for each post. If more than one full member registers to run a RON campaign against a post, the returning officer will call a meeting and instruct all these members to form a group to run the campaign.

3.7.2 RON will be treated like any other candidate and as such will have a campaign budget equal to the other candidates, and will fall under the same disciplinary actions as the other candidates.

3.8 Voting

3.8.1 Any member who is entitled to vote in an election, but who will not be present at the University on the days of the election may register for a postal vote.

3.8.2 Candidates and their representatives shall not approach within four metres of the voting area except for the purpose of voting.

3.8.3 A voter may express a preference to vote for a candidate. A voter shall express a first preference by placing the figure '1' on the ballot paper adjacent to their first preference. A voter may express further preferences by placing candidates in their respective order.

3.8.4 The list of voters may only be scrutinised by the Returning Officer and the tellers on duty. This list shall remain confidential except in the event of a formal complaint.

3.9 Counting Procedures

3.9.1 Where the election is for a single post, the Alternative Transferable Vote System shall be used as approved by the Electoral Reform Society.

3.9.2 Where the election is for multiple posts, the Single Transferable Vote System shall be used as approved by the Electoral Reform Society.

3.10 Complaints and Results

3.10.1 Any complaint on the conduct of the election or of any violation of these Standing Orders shall be made in writing to the Returning Officer within five

clear working days from the announcement of results. The Returning Officer shall make any recommendations they may see fit to the Executive Committee.

3.10.2 Any candidate who is declared elected and against whom a complaint is lodged shall be deemed elected until a decision is made on the complaint.

3.10.3 All results of elections shall be reported by the next meeting of the Executive Committee. The Returning Officer shall keep all papers pertaining to the election until this meeting, or for one calendar month or until the complaint has been resolved, whichever is the longer period.

3.11 The Returning Officer

3.11.1 The Returning Officer for all Union elections shall be determined by the Trustee Board

3.11.2 The Returning Officer shall be responsible, in liaison with the Executive Committee for producing all literature with respect to notification of election procedures and timetables. This literature shall include:

- i) The positions open for election and all rules and conditions governing the election and the conduct of campaigns.
- ii) The opening and closing dates for nominations, and the conditions for nomination.
- iii) The list of all candidates for all positions open for elections.
- iv) The closing date for submission of candidates' literature, for approval prior to printing and distribution.
- v) The designated areas in which publicity may be displayed.
- vi) The opening and closing times that voting will be open, where voting will take place and how to vote.
- vii) The date and time at which voting will be closed and the count conducted.

viii)
Announcing the outcome of the count.

3.11.3 The Returning Officer shall also be responsible for:

- i) Ensuring all procedures governing elections are rigorously applied.
- ii) Producing a report on the results and conduct of the election to the following meetings of the Executive and the Board of Trustees.
- iii) Notifying the student body of the outcome of the election.
- iv) Notifying the University of any irregularities and also that all elections have been carried out in accordance with the

requirements of the 1994 Education Act, Schedules and Standing Orders.

3.11.4 The Returning Officer shall be responsible, at the appropriate times, for producing all relevant literature with respect to notification of referendum procedures and timetables. This literature shall include:

- i) Notice that a petition to hold a referendum has been received in accordance with the provisions of [Standing Order B](#) to this constitution.
- ii) The nature of the question to be put.
- iii) The designated areas in which publicity may be displayed.
- iv) The opening and closing dates for hustings, if any.
- v) The dates and times of day that ballot boxes will be open, and on which campus of the college they will be lodged.
- vi) The date and time of the count.
- vii) Announcing the outcome of the count.

3.11.5 The returning officer will also be responsible for:

- i) Ensuring that all procedures governing referenda are rigorously applied.
- ii) Reporting the referendum results to the next meeting of the Executive and the Board after the count.
- iii) Notifying the student body of the outcome of the referendum.

SCHEDULE 4

4 NOTICE OF MEETINGS, SUBMISSION OF BUSINESS AND DISTRIBUTION OF AGENDAS

4.1 Subject to paragraph 4.7 below, there shall be at least 5 clear working days notice of all Union meetings

4.2 Subject to paragraph 4.7 below, there shall be at least 2 clear working days notice of business to be submitted to all Union meetings

4.3 Subject to paragraph 4.7 below, the agenda for all Union meetings shall be displayed and distributed at least 1 day in advance of the assembly. Copies shall be lodged with the Union Manager.

4.4 Subject to paragraph 4.5 below, urgent business may be submitted to Union meetings and if, and only if, the following conditions apply:

- (i) the item(s) to be submitted deals with matters which have arisen since the closing date for submission of business, **and**

- (ii)** those eligible to vote at the meeting agree by a simple majority to accept the urgency of the business.
- 4.5** Urgent business shall not be accepted by any Union meetings which have been called in accordance with the provisions of Schedule 5.
- 4.6** If the submission is accepted by a Union meeting urgent business shall not be discussed until after the completion of all agenda items except Any Other Business.
- 4.7** Where the agenda includes motions of no confidence in a member of the Executive Committee, proposals for amendments to or rescission of the Constitution and its supporting Schedules, there shall be at least 10 clear working days notice. The agenda for the meeting, including the details of the proposed amendments and/or rescissions, shall be available at least 5 clear working days in advance of the meeting.
- 4.8** The agenda for all meetings of the Union shall adopt the following order of arrangement:
- (i)** Election of Chair, Deputy Chair and Secretary, as appropriate.
 - (ii)** Apologies for absence
 - (iii)** Acceptance of Urgent Business (if any)
 - (iv)** Minutes of the previous meeting
 - (v)** Matters arising from the minutes
 - (vi)** Regular business arising from the terms of reference of the meeting or other Committee
 - (vii)** Business referred from other Committees
 - (viii)** Business submitted by individual members of the meetings or other committees
 - (ix)** Discussion of Urgent Business (if any)
 - (x)** Any Other Business
 - (xi)** Date of next meeting

Schedule 5

5 EXTRAORDINARY MEETINGS OF THE UNION

- 5.1** Subject to paragraph 5.7 below, requests for extraordinary meetings of the Union shall be made in writing to the Union Manager at least 3 clear working days in advance of the proposed date of the extraordinary meeting.
- 5.2** The written request for extraordinary meetings of the Union shall specify the nature of the business to be discussed.
- 5.3** Requests for extraordinary meetings of the Union shall be made only by those individuals and assemblies in Section 4.1.1 of the Constitution.
- 5.4** Subject to paragraph 5.7 below, the agenda for an extraordinary meeting of the Union shall be displayed 1 day in advance of the extraordinary meeting, shall be available from the Union Manager.
- 5.5** Extraordinary meetings of the Union shall only discuss the business for which the extraordinary meeting was called.

- 5.6** Extraordinary meetings of the Union shall not consider Urgent Business or Any Other Business.
- 5.7** Requests for extraordinary meetings of the Executive Committee which have been called in order to discuss motions of no confidence in a member of the executive committee, amendments to or rescission of the Constitution and its supporting schedules shall be made at least 10 clear working days in advance of the proposed extraordinary meeting, and the detailed agenda shall be made available at least 5 clear working days in advance of the extraordinary meeting.

Schedule 6

6. OFFICERS REMUNERATION COMMITTEE

- 6.1 The aim of the Officers Remuneration Committee is to review the sabbatical wages and officers expenses on an annual basis.
- 6.2 The Committee shall consist of the following:
- (a) Two External Trustees from the Board of Trustees
 - (b) Two members of the Executive Committee who are neither Sabbatical nor Sabbaticals elect nor who have publicly declared an intention to stand for election as Sabbaticals
 - (c) Union Manager (non- voting)
 - (d) Representative from the Unions Auditors (non-voting)
- 6.3 The terms of reference of the committee shall be:
- (a) To review the wages of the Sabbatical Officers
 - (b) To review the expenses of all elected officers
 - (c) To produce a written report of their deliberations to the Trustee Board with recommendations.
- 6.4 It shall be convened by the Board at the written request of the Executive Committee.

SCHEDULE 7

CLUBS AND SOCIETIES

- 7.1 Any club or society shall be recognised by the Union provided that:
- 7.2 It has held 3 successful events in the same academic year and a petition for its formation signed by 15 full members of the Union is presented to the VP Member Services and ratified by the Executive Committee.
- 7.3 The club presents a constitution with the petition. This Constitution to include:
- i) The name of club/society
 - ii) the aims and objectives
 - iii) regulations relating to membership eligibility;
 - iv) provision for the election of a committee of officers (only full members of the Union may hold such posts);
 - v) the responsibility of the committee of officers;
 - vi) provision for any General Meetings of all members of the club/society;
 - vii) provision for an AGM at which accounts shall be presented.
- 7.4 The procedure for allocating funds to recognised Clubs and Societies shall be set by the Executive Committee and approved by the Board. It shall be documented and freely available to all students in line with the requirements of the Education Act 1994
- 7.5 The recognition of the club may be withdrawn by the Executive Committee in the event of evidence of contravention of the club and society or Union constitution.
- 7.6 In the event of such evidence being made available to the Executive Committee the following procedure shall be followed:
- i) The President shall notify the officers of the club or society concerned;
 - ii) The President shall invite the officers of the club or society to speak at the Executive Meeting where the matter is to be discussed;
 - iii) The Executive Meeting shall recommend that the club or society be suspended for a specified period of time or whatever course of action they feel is appropriate.

SAMPLE SOCIETY CONSTITUTION

DATE

NAME

The name of the society shall be the Bucks Students' Union

.....Society.

OBJECTIVES

To promote an interest in and provide facilities for the following at
Buckinghamshire New University;

.....
.....

MEMBERSHIP

All full members as laid out [paragraph 4.1.1](#) of the constitution shall be entitled to join, take part in activities and hold office in the society. Opted -out, Associate and life members of Bucks Students' Union shall not be entitled to hold office in the society.

SUBSCRIPTION

All members of this society must pay a subscription of £..... and will be issued with a membership card upon receipt.

COMMITTEE MEETINGS

Notice and submission of business will be run in accordance with Schedule 4 to this constitution

AMENDMENTS

Amendments may be made to the constitution at the AGM or an Ordinary General Meeting of the society. Such meetings must be advertised for at least five normal working days. A simple majority vote is sufficient to amend the constitution provided at least 40% of the society members are present.

REMOVAL OF COMMITTEE MEMBERS

The removal of a committee member must be decided by a two thirds majority at a General meeting of the society. Five signatures are needed to call a General meeting and 50% of the voting members must attend for the meeting to be quorate

COMMITTEE AND OFFICERS

The following posts/officers shall be elected at the Annual General Meeting of the society by its full members only:

POST	NAME	COURSE
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CHAIRPERSON	_____	_____
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TREASURER	_____	_____
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SECRETARY	_____	_____
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OTHERS	_____	_____
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Schedule 8

Casual Vacancies

8.1 Casual Vacancies shall be filled as follows:

- (a) Casual vacancies for Executive or Sabbatical Officers, shall be filled by an election at Executive Committee in accordance with [Standing Order C](#) - Elections at Union Meetings. Any Ordinary member of the Union may stand for election, but only members of the Executive Committee may vote.
- (b) Other student officer casual vacancies should be made by the relevant body to which that officer reports using the same procedure as in a) above.
- (c) A person appointed or elected to fill a casual vacancy shall hold office for the rest of the current term of office.

Schedule 9

Complaints Procedures

- 9** Students or groups of students have the right to complain if they are dissatisfied in their dealings with the Union or if they have been unfairly disadvantaged by reason of having exercised their right not to be a member of the Union.
- 9.1** All complainants should, in the first instance approach the President, or if the complaint relates to the conduct of the President, the Vice-President Education & Welfare, who will advise on the procedure to follow.
- 9.2** If the complaint relates to the actions or conduct of an Elected Officer the complaint will in the first instance be dealt with by the Union's internal disciplinary procedures. Copies of this are to be available from the Students' Union Office.
- 9.3** If the complaint relates to the actions or conduct of member of the Union's staff the President will raise the matter with the Union Manager.
- 9.4** If the complaint relates to the actions, procedures, policies of the Union as an organisation the following complaints procedure will be followed.
- 9.5 STAGE 1**
- 9.5.1** The President (V.P. Education & Welfare) will discuss the complaint with the complainant and appropriate parties in order to see whether conciliation is possible without further reference.
- 9.5.2** If it is not the complaint shall be referred to the Executive.
- 9.5.3** The complainant must put their complaint in writing to the President who will convene a meeting of the Executive within 7 days to hear the complaint.

9.5.4 The complainant will have the opportunity to put their case in person to the Executive who will give their response in writing within 3 working days.

9.6 STAGE 2

9.6.1 If the complainant(s) are dissatisfied with the response of the Executive, they may appeal to the Head of Student Services at the University.

9.6.2 The Head of Student Services will convene a panel to include herself/himself, a Dean of Faculty, and a member of the University Senior Management

9.6.3 The panel will request a report from the Union on their actions and may undertake any necessary investigation.

9.6.4 The panel will notify both the complainant and the Students' Union of their decision and suggested remedy, if any, within 2 weeks of the complaint being referred to it.

9.7 STAGE 3

9.7.1 If the complainant or the Students' Union is dissatisfied by the panel's response, they may request an independent review.

9.7.2 The reviewer, who shall be a person external to the University with suitable experience of students' unions and higher education institutions, will be appointed by the University Council who will make recommendations to the Vice Chancellor of the University.