



Constitution

**Approved by the Governing Council of
Buckinghamshire New University
June 2007**

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1.0 Name

- 1.1** The name of this organisation shall be the Bucks Students' Union, hereafter termed the "Union".
- 1.2** In the event of the University title or name changing the Union's name shall automatically change to "New University title or name" Students' Union, unless an alternative amendment to the constitution is proposed and agreed through the procedures outlined in [paragraph 11](#) of this constitution..

2.0 Aims and Objectives

- 2.1** The Union is the principal body representing students of Buckinghamshire New University, hereafter termed 'The University'. It shall enhance and promote the interests of students as part of the whole educational experience during their time of study.
- 2.2** The Union, as an integral part of the University, shall provide a broad range of high quality services and facilities geared to meet the needs of its student members and contributing to the enrichment of student life at the University.
- 2.3** The Union shall provide practical help to students encountering problems with student life and undertake activity to minimise the likelihood of those problems occurring.
- 2.4** The Union shall promote the development of the welfare, academic and social life of the student members of the Union.

2.5 To achieve these aims the Union will

- 2.5.1 be student and customer focused in its outlook.
- 2.5.2 keep its range and quality of activities under review and development.
- 2.5.3 promote greater access, involvement and participation in the decision-making process, particularly for those currently under represented in the student body.
- 2.5.4 play a full and active part in the national student movement
- 2.5.5 provide opportunities for cultural, social, sporting and other activities and expression.
- 2.5.6 expand and create new services and facilities in response to students' needs.
- 2.5.7 be committed to developing its staff in pursuit of its aims and objectives.

These objectives shall be pursued without regard to sex, race, religion, creed, sexual orientation, age, disability or anti-body status, except that positive action may be taken to aid any disadvantaged section of society. Further, the Union shall not affiliate to any political or religious organisation.

3.0 Definitions

Within this constitution and its supporting schedules, unless the context otherwise requires, the following expressions shall have the meanings indicated in this paragraph:

"Academic Year" means a period from the 1 August to 31 July each year.

"The Board of Governors" means the members of the University Council.

"Clear Working days," means a day which is not the date of receipt of any notice, nor the date of the meeting, nor a Saturday or Sunday or public holiday. If posted, the date of receipt shall be deemed to be the date of the postmark.

"Closed Meeting" means a meeting or part of a meeting called by the Union, its Standing Committees, Sub Committees or its recognised Clubs and Societies at which specified members are encouraged to attend, where appropriate, express an opinion or choice.

"The University" means Buckinghamshire New University.

"The Corporation" means Buckinghamshire New University.

"Campus" means a building or collection of buildings in which the teaching and non-teaching activities of the University are located.

"A Day" means the 24 (twenty-four) hour period ending with the time of the meeting.

"Elected Officers and Representatives of the Union" means the Ordinary Members of the Union who have been elected to serve the interests of the Union in an official capacity.

"Electoral Officers" student or staff members appointed by the Returning Officer/Elections Committee to help him/her with the running of elections and referenda.

"Group of Candidates", in relation to an election, means an association of individuals who cite the same description or slogan on nomination forms and ballot papers.

"Liberation Campaign" means a national campaign, run by the National Union of Students, which is directed groups that are under-represented in society as a whole.

"Non Sabbatical Officers" means an Ordinary Member of the Union who has been elected to the Executive Committee as an Executive Officer to undertake a year of part-time voluntary activity.

"Open Cross-Campus Ballot," means a secret ballot of all Ordinary Members of the Union.

"Open Meeting" means a meeting called by the Union, its Standing Committees, Sub Committees or its recognised Clubs and Societies to which all Ordinary Members of the Union are encouraged to attend and, where appropriate, express opinion or choice.

"Period of Office" means the period for which an Elected Officer or Elected Representative shall serve the interests of the Union and its members.

"The Returning Officer" means the individual nominated by Students' Union Trustee Board with the responsibility for the conduct of all Union elections and Referenda

"Sabbatical Officer" means an Ordinary Member of the Union who has been elected to the Executive Committee to undertake a year of full-time remunerated activity.

"Semester" means a continuous run of weeks of attendance at the University, disregarding any short breaks as defined by the Senate.

"Senate" means the Academic Board of the University.

"Simple Majority Vote" means a majority of the votes cast for or against a motion or candidate, excluding abstentions.

"The Sovereign Body" means the assembly charged by the Union to adopt the policies of the Union and to amend or rescind the Constitution and its supporting schedules (i.e. the Trustee Board).

"Standing orders" means the code of rules stipulating the manner in which business shall be conducted at a meeting.

"Student" means an individual who is registered on a course of study at the University, irrespective of mode of study.

"The Student Body" means the association of the generality of students at the University.

"Student nominee" has the meaning ascribed in schedule 7 of the Education Reform Act 1988.

"Trustee" means someone with overall responsibility for the Union as defined in prevailing charity legislation

"Two thirds majority" means a two-thirds majority of votes cast for and against a motion, excluding abstentions.

"The Union" means the Bucks Students' Union.

"The Union Manager" means the senior member of staff of the Union, or a nominee.

"Union Meetings" means all meetings of the Union including all sub committees and clubs and society meetings

"University Council" means the Governing Body of the University

"Week", in relation to an election or a referendum, means a full week of attendance at the University, as defined by the Senate.

"Written notice" includes communication by electronic mail, sms or other written electronic method.

4.0 Membership

4.1 Categories of Membership

There shall be the following categories of membership:

4.1.1 Ordinary Members

- 4.1.2. Opt Out Members
- 4.1.3 Associate members
- 4.1.4 Life members

4.2 Definitions of Membership Category

4.2.1 Ordinary members shall be:

- a) All registered students of the University who have not exercised their right to opt out (see below).
- b) The Sabbatical Officers of the Union.

4.2.2 Opt-out members shall be:

- a) All students of the University who have opted not to participate in any of the Union's representative or electoral activities under their rights in the 1994 Education Act.

4.2.3 Associate members shall be:

- a) Staff of the Union, as indicated by their contracts of employment
- b) Staff of the University.

4.2.4 Any one accepted into associate membership at the discretion of the Executive Committee with a bona fide connection with the Union or the University.

- a) Buckinghamshire New University Alumni, subject to any conditions approved by the Trustee Board.

4.2.5 Life membership, which may be conferred on an honorary basis by the Trustee Board, shall be:

- a) Former students of the University, subject to any conditions approved by the Trustee Board
- b) Former Elected Officers, Elected Representatives, Trustees and staff of the Union and University, subject to conditions approved by the Trustee Board.

4.3 Membership Entitlement

4.3.1 Entitlement to use of the services and facilities provided by the Union shall vary according to membership category, and may be subject to proof of membership status.

4.3.2 Ordinary Members shall be entitled:

- a) To receive proof of membership status.
- b) To use all the services and facilities provided or administered by the Union, subject to any rules or regulations appertaining thereto.
- c) To participate in functions and meetings arranged by the Union or its committees and affiliated Clubs and Societies, subject to any rules or regulations appertaining thereto.

- d) To be a member of, and hold office in, the committees of the Union and its affiliated Clubs and Societies, subject to any rules or regulations appertaining thereto.
- e) To nominate at, be nominated for, and vote in Union elections, subject to the provisions of the Schedules.
- f) To have two guests who are not members of the Union admitted to social functions arranged by the Union or its committees and affiliated Clubs and Societies, subject to any rules or regulations appertaining thereto.

4.3.3 Associate members shall be entitled to:

- a) To use all the services and facilities provided or administered by the Union, subject to any rules or regulations appertaining thereto
- b) To attend all social functions arranged by the Union or its committees and affiliated Clubs and Societies, subject to any rules or regulations appertaining thereto
- c) To be a member of any affiliated Clubs and Societies of the Union, subject to any rules or regulations appertaining thereto.

4.3.4 Life Members shall be entitled to:

- a) Life members shall in all respects be eligible for the same membership entitlements as Associate Members.

5. Elected Officers of the Union

5.1 Principal Officers (hereafter known as the Sabbatical Officers) of the Union shall be a minimum of three of which one shall be President

5.1.1 The Sabbatical Officers shall be remunerated out of the funds of the Union at a rate set by the Board of Trustees in accordance with the recommendations of the Officers Remuneration Committee as laid out in the Schedules to this constitution.

5.1.2 Role descriptions and terms and conditions of office are laid out in the Schedules. These Officers shall be considered to be the Principal Officers of the Union under the terms of the Education Act 1994.

5.2 Executive Officers (non-sabbatical) of which there shall be a minimum of 6 and a maximum of 24 as defined in the Schedules.

5.3 Faculty Executive Officers (non-sabbatical) who shall be Faculty based (one from each Faculty) and appointed through a process agreed by the Trustee Board

5.4 Union Policy. All Elected Officers, when acting on behalf of the Union, shall abide by the policies of the Union as approved by the Trustee Board.

5.5 Qualification. Executive Officers and any other elected representatives may only hold office whilst they are students of the University. If they cease to be a student of the University, they will automatically be deemed to have resigned their office.

6. Governance

6.1 Board of Trustees

The Sovereign Body of the Union shall be the Board of Trustees, hereinafter referred to as the "Board"

6.1.1 Composition

The Board shall comprise the following members:

- a) The Sabbatical Officers who shall be Trustees of the Union
- b) Three External Trustees selected through a process agreed by the Executive Committee who shall be neither staff nor students of the University nor current members of University Council.

The three External Trustees shall serve for terms of office of two, four or seven years respectively with no trustee eligible to hold office for more than 10 years in total.

- c) The Union Manager as an ex-officio member without voting rights.
- d) Two Observers (without voting rights) who will be directly elected in accordance with the Schedules to the constitution, and who will have the responsibility of reporting back to Union Members and the Executive Committee the deliberations of the Board, subject to items of closed business.

6.1.2 Meetings of the Board

- a) The Board shall meet at least three times each academic year, and normally would expect to meet jointly with the Executive Committee on at least one occasion during the year.
- b) Notice, submission of business, papers and distribution of agendas shall be circulated 10 clear working days in advance of the meeting.
- c) Extraordinary meetings shall be called in accordance with the Schedules of this Constitution
- d) The quorum of the Board shall be two sabbatical trustees and one external trustees as detailed in section 6.1.1 above.
- e) The President or their nominee shall chair all meetings of the Board
- f) The Secretary to the Board shall normally be the Union Manager.
- g) By invitation, any other staff, members of University staff, consultants or advisors, or elected officers of the Union as determined by the committee'
- h) The Board may go into 'Closed Session' when necessary when only full board members shall be present.

6.1.3 Duties and powers of the Trustee Board

- a) The Board shall be the governing body of the Union with the right to approve and decline Union policy, consistent with their terms of reference.
- b) To ensure that the Executive Committee consults the membership on all policy matters using methods as agreed by union policy.
- c) The Board shall be responsible for the strategic policy, long term success, financial security and statutory compliance of the Union.
- d) The Board may delegate duties and responsibilities to other Union committees
- e) The Board shall retain full power to approve or reject the reports, minutes and proposals of the Executive and Committees and Working Groups in so far as they contradict Union policy or compromise the future of the Union.
- f) All meetings of the Board shall be conducted in accordance with Standing Order A
- g) Decisions of the Board shall be binding on all Executive Members and constituent bodies of the Union.
- h) All Executive Officers and constituent bodies shall be accountable to the Board for their conduct.
- i) To ensure that the Executive Committee properly consult the members of the Union and accurately represent their views when forming the policy of the Union.
- j) To consider the affiliations of the Union.
- k) To ensure that the aims and objectives of the Union are adhered to.
- l) To approve the Union's Budget.
- m) To appoint the Union's Auditors.
- n) To appoint other advisors as required
- o) To amend this constitution and its supporting Schedules and Standing Orders in accordance with paragraph 11
- p) To approve the Annual Accounts
- q) To ratify the decisions of referenda held in accordance with Standing Order B The Board may reject a mandate by referendum only if, under advice, it is the view of the majority of the Board that it would cause the Union to contravene prevailing legislation and/or the Trustees to breach their statutory responsibilities, under prevailing Charity legislation.
- r) To receive minutes of the Executive Committee and Finance & Staffing Committee.
- s) To convene the Officers' Remuneration Committee according to the Schedules of the constitution
- t) To convene working parties and sub-committees from amongst the membership of the Board whose remit shall be as determined by the Board

6.2 Finance and Staffing Committee

6.2.1 Duties and Powers

- a) Shall be a sub committee of the Board of Trustees responsible for scrutinising and making recommendations on financial and staffing matters and legal and compliance issues
- b) The committee shall receive a monthly report from the Union Manager the format content of which shall be determined by the Board.
- c) The committee shall monitor income and expenditure in accordance with budgets approved by the Board.
- d) Shall authorise financial, staffing or response to risk actions action under powers delegated by the Board
- e) Shall receive a monthly report from the Union Manager on staffing issues the format and content of which shall be determined by policy of the Board.
- f) Shall receive a monthly risk report from the Union Manager the format and content of which shall be determined by the Board
- g) Shall will make recommendations as necessary to the Board, Executive Committee or other body of the Union

6.2.2 Meetings

- a. The Finance & Staffing Committee shall meet monthly
- b. Notice, submission of business and distribution of agendas shall be provided in accordance with the Schedules to this constitution.
- c. Extraordinary meetings shall be called in accordance with the Schedules to this constitution
- d. The quorum of the committee shall be 2 sabbatical trustees and the Union Manager
- e. The President or their nominee shall chair all meetings of the committee
- f. The Secretary to the Committee shall be the Union Manager.
- g. The Committee shall provide detailed minutes to the Board and a report excluding sensitive information and protecting the privacy of individuals to the Executive Committee

6.2.3 Composition

- a) The Sabbatical Officers.
- b) An external Trustee
- c) In the absence of the required number of Sabbatical Officers the Executive Committee may nominate one of their members to sit as a full voting member of the Finance & Staffing Committee.

- d) The Union Manager (non voting)
- e) By invitation, any other staff, members of University staff, consultants or advisors, elected officers or trustees of the Union as determined by the committee

6.3 The Executive Committee

Subject to the powers of the Trustee Board in 6.1.3, the Executive Committee (hereinafter referred to as "the Executive") shall be the principal representative body of the Union

6.3.1 Composition

- a) The Executive shall comprise of those officers as stated in the Schedules of this constitution.
- b) The Union Manager as an ex-officio member without voting rights.

6.3.2 Meetings of the Executive

- a) The Executive shall meet at least fortnightly during each term. Where the Executive Committee does not meet matters shall be decided by the Finance & Staffing Committee
- b) Notice and submission of business shall be provided in accordance with the Schedules to this constitution.
- c) Emergency meetings of the Executive shall be called in accordance with the Schedules to this constitution.
- d) The Quorum for Executive Meetings (Term-Time) shall be plus 50% + 1 of its members, Out of Term-Time, the Quorum for Executive Meetings shall be 2 of the Sabbatical Officers
- e) Meetings of the Executive may be attended by the following:
 - i) Members of the Union as listed in paragraphs 4 of this constitution subject to permission being granted by a simple majority vote of the Executive.
 - ii) Non-members of the Union, subject to permission being granted by a simple majority vote of the Executive.
- f) Attendance by those listed in i) and ii) above will be subject to the proviso that they should withdraw for the duration of any discussion of Private & Confidential matters 'Closed Business' as determined by the Executive.

6.3.3 Chair and Secretary

- a) The Chair of the Executive Committee shall be the President or nominee, unless the Executive deem otherwise.
- b) The Secretary to the Executive Committee shall be the Union Manager.

6.3.4 Co-option

- a) There shall be no general powers of Co-option to the Executive. The Executive Committee may co-opt in accordance with procedures for a casual vacancy; the Schedules of the Constitution to vacant positions if vacancies remain following an election.

6.3.5 Powers and Duties of the Executive.

- a) To campaign for students on all aspects of the student experience.
- b) Be a policy forum, advising the Trustee Board on policy issues.
- c) Represent the interests of members at University and Union meetings, within the local community and nationally.
- d) To delegate the duties and powers of the Executive to the Sabbatical Officers.
- e) To direct, co-ordinate and administer the Unions' affairs on a day-to-day basis. Move to finance & Staffing
- f) To recommend to the Board of Trustees any affiliations to external organisations, which assist in providing services, providing that such affiliation is not outside the Union's purposes as set out in paragraphs 2 of this Constitution.
- g) To report to the Board of Trustees on the work of the Executive.
- h) To consider policies for adoption by the Union, and for referral to the Board of Trustees should they have significant strategic, legal and/or financial implication
- i) To convene working parties and sub-committees from amongst the membership of the Executive whose remit shall be as determined by the Executive.
- j) To consult members widely, using standards set out by union policy, on any issue of policy.

6.4 Annual General Meeting & Emergency General Meetings

The AGM shall be the annual showcase of the work of the Union to its members and for the members to direct the future policy of the Union.

6.4.1 Duties & Powers

- a) The Annual General Meeting and Emergency General Meetings shall have the power to mandate the Executive Committee
- b) A meeting with more than 5% of the registered members of the Union in attendance (there shall be no provision for proxies) shall be able to mandate the Union and its Trustees.
- c) The AGM shall be held annually and shall receive the revised Union Plan and outline budgets for the next academic year.

- d) The AGM shall receive a report from the President on the work of the Union for the year to date and shall receive reports from each officer on their portfolio of work
- e) The AGM shall consider any motions submitted by ordinary members as defined in 4.2.1 of this constitution and in accordance with the Schedules of this constitution

6.4.2 Meetings

- a) The President or their nominee shall chair the AGM
- b) The Union Manager or a suitable nominee shall act as Secretary
- c) Extraordinary meetings shall be called in accordance with the Schedules to this constitution and may be called by the Trustee Board, the Executive Committee or by a petition to the President containing the names of 50 ordinary members of the Union
- c) The Quorum shall be 100 ordinary members of the Union
- d) In the event of the AGM not taking place The Executive Committee will use an alternative method of communicating the work of the Union to members.

6.5 Referenda

- 6.5.1** The referenda shall be means by which Ordinary Members of the Union, as defined in [paragraph 4.1](#) of this constitution, mandate the Union on an issue. Details of referenda have to be set out in accordance with Standing Order B of this constitution.

7 Elections

- 7.1** All Sabbatical Officers, Executive Officers, Board Reporters and delegates for NUS Conference shall be elected by a cross campus ballot open to all students of the University and conducted in accordance with principles recommended by the Electoral Reform Society and the rules set out in the Schedules.
- 7.2** The Returning Officer for all Union elections shall be determined by the Board and shall have the duties and powers as laid out in the constitution.

8. Removal of Union Officers

- 8.1** A motion of no confidence will be the mechanism by which Executive Committee and referenda may indicate that an Elected Officer of the Union has lost the confidence of the membership in his/her ability to undertake the responsibility of their post.
- 8.2** Full Time Officers may be removed from office by no confidence motion only through referenda achieving a 10% turnout of ordinary members as detailed in the Schedules

8.3 Removal of other Committee members

- 8.3.1** Any elected member of the Executive Committee or any committee, or other body who fails to attend 2 consecutive meetings without offering a written explanation to the secretary and accepted by the meeting shall normally be deemed to have resigned and there shall be a casual vacancy which will be filled in accordance with the Schedules of this Constitution.

8.4 Removal of non student Trustees

- 8.4.1** Should any external trustee fail to meet the eligibility criteria as specified by prevailing Charity law they shall be deemed to have resigned.
- 8.4.2** Should any external trustee fail to attend, or send written apologies to the Secretary, for two successive meetings of the Board they shall be deemed to have resigned.
- 8.4.3** The Executive Committee may remove an external trustee by a motion of no confidence at a quorate meeting of the Executive Committee in accordance with Standing Order A.

9. Suspension of Privileges of Membership

- 9.1** The privileges of membership of any member or Elected Officer of the Union of any category, may at any time be suspended by the disciplinary procedures in accordance with the Union's Code of Conduct established by the Executive.

10. Schedules and Standing Orders

- 10.1** Schedules and Standing Orders are an addition to this constitution and will include

Schedules

- 1 The Executive Committee
- 2 Officer Role Descriptions
- 3 Elections and the role of Returning Officer
- 4 Notice of meetings, submission of business and distribution of agenda
- 5 Extraordinary Meetings of the Union
- 6 Officers Remuneration Committee.
- 7 Clubs and Societies
- 8 Casual Vacancies
- 9 Complaints procedures

Standing Orders

- A) Union Meetings
- B) Referendum
- C) Conduct of Elections at Union Meetings

11. Amendments to the Constitution and its supporting Schedules and Standing Orders.

- 11.1** The Union's Constitution, Schedules and Standing orders can be reviewed when necessary, but must be reviewed every 5 years.
- 11.2** Changes to the Constitution will require a simple majority vote at a quorate meeting of the Board of Trustees and must then be presented to the University Council for ratification before adoption.
- 11.3** Changes to the Schedules and Standing Orders will require a simple majority vote at a quorate meeting of the Board of Trustees

12. Clubs and Societies

12.1 The procedure for allocating moneys to clubs and societies shall be set by the Finance & Staffing Committee. It shall be fully documented and available to all students.

12.2 All recognised clubs and societies shall be formed and administered in accordance with the Schedules

13. Policy lapse

13.1 Four years after a policy has been established, the policy is liable to be lapsed. A list of all policies to be lapsed should be publicised and made available 3 weeks before the meeting of Executive Committee that is due to consider policy lapses. A report of all policy lapses will be presented by the Executive Committee to the Board

14. Finance

14.1 The Financial affairs of the Union shall at all times be conducted in accordance with recognised good practice, procedures and the details laid out in the Schedules

14.2 The Financial Year shall be the same as that of the University, currently this commences on August 1st and ends on July 31st.

14.3 The Finance and Staffing Committee shall produce an overall budget estimate which shall be submitted to the Executive Committee for approval before being placed before the Board. Once approved by the Board, the President shall submit the budget estimate to the University Council by the end of May each year for ratification.

14.4 All transactions shall be within Finance and Staffing Committees approved practices, procedures and regulations which shall be incorporated into a Union Financial Procedures Manual and approved by the Finance Director of the University.

14.5 Subject to regulations set by the Finance & Staffing Committee the Union Manager shall be responsible for ensuring that appropriate books and accounts are kept and in conjunction with the President shall exercise supervision over all the Unions financial activities.

14.6 All bank accounts held by the Union shall be held in the name of Bucks Students' Union.

14.7 The Union Manager and the Union Financial Controller shall be the signatories to the Union's bank accounts. All payments shall require the signed authorisation of two of the sabbatical officers prior to payment.

14.8 The Union Manager shall prepare in conjunction with the President, regular management accounts which will be presented to the Finance & Staffing Committee, a summary of which will be presented to the Executive Committee

14.9 The Union Manager shall present an interim financial statement to each meeting of the Board.

14.10 The President shall present an interim financial statement once a term to the University Council.

14.11 The Students' Union finances shall be subject to examination by Auditors appointed by the University as and when required.

- 14.12** The Union Manager, in consultation with the President and the University, shall recommend to the Board each year the name of suitable independent external auditors.
- 14.13** Upon the advice of the external auditors and the University the Union Manager shall recommend to the Board appropriate accounting policies.
- 14.14** The Union shall present audited accounts to the University Council by the end of November each year. These accounts shall include:
- a) A list of the external organisations to which the Union has made donations in the past year, along with details of those donations.
 - b) A list of the external organisations to which the Union is currently affiliated and details of subscriptions or similar fees paid, or donations made, to such organisations in the past year.
- 14.15** All items in excess of £500 (except ongoing staff salaries and wages and goods for resale) must be approved by the Finance & Staffing Committee in advance.
- 14.16** No person at any time shall be entitled to receive at the expense of the Union or any member thereof, any commission, percentage or similar payment with reference to the purchase of any goods of the Union, nor shall any person directly or indirectly derive any pecuniary benefit from the supply of goods by or on behalf of the Union to any person from the benefit accruing to the Union as a whole, and apart from any benefit which a person benefits from indirectly by reason of the supply giving rise, or contributing to, a general gain from the carrying out of the Union's affairs.
- 14.17** No money or property of the Union or any gain from the carrying on of the Union's activities shall be applied otherwise than for the benefit of the aims and objectives of the Union as a whole.

15. Staff

- 15.1** All members of the Union's staff are represented and responsible to the Union through the Union Manager to the Board. The President shall be the Executive member responsible for the staffing affairs of the Union.
- 15.2** Individual staff members shall not be discussed at any meeting of the Union other than Meetings of the Finance & Staffing Committee. Any individual having a complaint or grievance against a member of the Union's staff shall raise the matter directly with the President, but have the opportunity to refer the matter to another sabbatical officer if they so wish.
- 15.3** The President shall ensure that matters concerning the work and terms and conditions of employment of individual staff members are normally only discussed by the Finance & Staffing Committee in closed meetings.
- 15.4** Staff shall not be represented within any Union publications, unless the publication in question is highlighting the role of staff members within the organisation. The President shall be required to authorise any representation of staff in Union publications in liaison with the Union Manager.

16. Indemnity & Declaration of Interest

- 16.1** Every trustee, officer, appointee or member of staff of the Union shall be entitled to be indemnified out of the assets of the Union against all losses or liability which they

may sustain or incur in, or about, the lawful and proper execution of their office, and no trustee, officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may be incurred by the Union in the execution of the duties of their office, providing that nothing in this clause shall affect their liability for the consequences of any unconstitutional, negligent or unlawful act on their part.

- 16.2** Every Trustee shall be required to make a declaration of interests. The register of interests shall be maintained by the Union Manager. If a conflict of interest is likely to occur as a result of the subject under discussion the trustee shall make that declaration and take no further part in the discussion on that item.

17. Interpretation

In the event of a dispute to the interpretation of any part of the constitution, the ruling of the President shall be sought. In the event of a challenge to the ruling, the matter will be raised at a full meeting of the Board who's decision shall be final.

18 Affiliations

- 18.1** The President shall ensure that a report of all external organisations to which the Union has either made donations or is affiliated to, along with details of donations, subscriptions or fees paid is presented to the Board and the appropriate university committee during the first semester of the year in the format set out in [paragraph 14.14.](#)
- 18.2** 3% of all ordinary members of the union may, by presenting a written list bearing their names, signatures and student identity numbers to the President, may request a review of one or more of the current affiliations by means of a Referenda as laid out in Standing Order B in which all ordinary members are entitled to vote. The same affiliation decision may not be reviewed in this manner more than once in any academic year.
- 18.3** The Executive or Board of Trustees may choose to affiliate to any organisation, subject to the conditions of the 1994 Education Act, by a simple majority vote at a quorate meeting. Upon any decision to affiliate to an external organisation, the President shall ensure that notice of the decision, stating the name of the organisation, and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation, is made available to the student body and the University Council.

19. Complaints

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. The details are laid out in the Schedules of this Constitution.

20. Winding up

In the event of the Union winding up, the Trustees will arrange for the Union's assets to be gifted to an organisation of 'like kind' so as to provide lasting benefit to the members.

End

