



# **NUS-USI constitution**

**as amended at NUS-USI conference 2014**

## **NUS-USI constitution**

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## **NUS-UKSI constitution**

### **Preamble**

*As an organisation that seeks to represent all students in third level education in Northern Ireland, NUS-UKSI recognises, equally, the rights and needs of all students in the region. Moreover, NUS-UKSI asserts the inalienable right of all the people in Northern Ireland to access third level education, bearing in mind the particular social and economic conditions faced by the regional education system. NUS-UKSI appreciates the equal value of the educational experience and is committed to the ideal of a totally integrated third level education sector. Accordingly, NUS-UKSI will be governed by the basic principle that every student in Northern Ireland should have an equal influence in the running of the regional organisation. Furthermore, all students' unions in membership of NUS-UKSI are committed to the development and success of their fellow member unions and of the region as a whole.*

### **1. Name**

The name of the organisation shall be the NUS-UKSI Student Movement of the National Union of Students of the United Kingdom and the Union of Students in Ireland, hereafter referred to as NUS-UKSI.

### **2. Objectives**

- 2.1 To represent all students in Northern Ireland in all matters affecting their interests.
- 2.2 To promote and defend the educational, social and general rights of students in Northern Ireland.
- 2.3 To provide a means of communication between its members, their organisations and relevant external organisations operating in Northern Ireland.
- 2.4 To provide a forum for discussion for the various sectors of its membership whether meeting together or separately.
- 2.5 To develop commercial and other services operated by the National Union of Students UK and the Union of Students in Ireland within Northern Ireland.
- 2.6 To act as a channel of communication and consultation between its members and the National Union of Students UK and the Union of Students in Ireland.

2.7 These objectives shall be pursued independently of any party political organisation or religious body.

### **3. Equal Opportunities**

NUS-USI is fundamentally opposed to discrimination on the grounds of religion, sex, race, sexuality, disability, age, language and marital status. Structures and organisation will reflect a commitment to equal opportunities and anti-sectarian good practice.

### **4. Powers and Limitations**

4.1 To further its objectives, NUS-USI may:

4.1.1 set up, support, promote and run a network of programmes and activities for members;

4.1.2 provide services and facilities directly for students where suitable;

4.2 In each case either directly or by appointment of a managing union on its behalf:

4.2.1 Carry out campaigning activities about the development and carrying out the suitable policies;

4.2.2 Seek to influence public opinion; and

4.2.3 Make representations to and seek to influence governmental and other bodies and institutions;

4.2.4 write, make, commission, print, publish or distribute materials or assist in these activities;

4.3 promote, initiate, develop and carry out education and training and arrange provide or assist with exhibitions, lectures, meetings, seminars, displays or classes;

4.4 promote, encourage, carry out or commission research, surveys, studies or other work and publish the useful results;

4.5 provide or appoint others to provide guidance, representation and advocacy;

4.6 buy, lease, hire or receive property including land buildings and equipment and equip it for use;

4.7 sell, manage, lease, mortgage, exchange, dispose of or deal with all or any of its property;

4.8 borrow and raise money on terms and security as it may think suitable (subject to any consent needed by law);

4.9 raise funds and invite and receive contributions from any person(s);

4.10 trade while carrying out any of its aims and objects;

4.11 incorporate companies to carry on any trade;

4.12 employ and pay employees and professionals or other advisors;

4.13 grant pensions and retirement benefits to employees and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for them and their dependants;

4.14 set up organisations or charities with identical or similar objects and/or promote, support, aid, amalgamate or co-operate with, become a member or affiliate or associate of, and act as or appoint trustees, agents, nominees or delegates to control and manage organisations or charities, subscribe, lend or guarantee money to these charities;

4.15 undertake and execute any trusts which may lawfully be undertaken by it;

4.16 invest and deal with money not immediately needed for its aims and objects in or upon any investments, securities, or property;

- 4.17 delegate the management of investments to an suitably experienced and qualified financial expert provided that:
  - 4.17.1 The investment policy is set down in writing for the financial expert by the Trustees;
  - 4.17.2 Every transaction is reported promptly to the Trustees;
  - 4.17.3 The performance of the investment is looked at regularly by the Trustees;
  - 4.17.4 The Trustees are entitled to cancel the delegation at any time;
  - 4.17.5 The investment policy and the delegation arrangements are looked at at least once a year;
  - 4.17.6 All payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
  - 4.17.7 The financial expert may not do anything outside the powers of the Trustees;
- 4.18 arrange for investments or other property to be held in the Name of a nominee under the control of the Trustees or a financial expert acting under their instructions and to pay any reasonable fee needed;
- 4.19 lend money and give credit to, take security for these loans or credit and guarantee or give security for the performance of contracts by any person or company;
- 4.20 open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange;
- 4.21 buy or acquire all or any of the property, assets, liabilities and engagements of any organisations or charities with similar objects;
- 4.22 incorporate and transfer all its assets to a limited liability legal entity;
- 4.23 pay out of the funds of NUS-USI the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to NUS-USI provided that no such insurance shall extend to any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceedings; or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising); any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct; and form a charity or charities with identical or similar objects to NUS-USI and transfer to it or them assets and liabilities of NUS-USI; and
- 4.24 do all such other lawful things as shall further the NUS-USI's objectives.

## **5 Income and Property**

- 5.1 The income and property of NUS-USI shall be applied solely towards the promotion of its aims and objects set out. No part shall be paid or transferred directly or indirectly to the Members and no Officer, Committee Member or Trustee may receive any payment or other benefit in money or money's worth from the National Union except for payment in good faith of:
  - 5.1.1 any reasonable payment to a Member, Officer, Committee Member or Trustee for any goods or services provided by the Member, Officer, Committee Member or Trustee to NUS-USI under a contract for those goods or services;
  - 5.1.2 reasonable and proper payment to any person (including a Member and a Trustee) for any services provided to NUS-USI;

- 5.1.3 interests on money lent to NUS-USI at a reasonable and proper rate per annum;
- 5.1.4 Any reasonable and proper rent for premises let to NUS-USI;
- 5.1.5 fees, payment or other benefits in money or money's worth to any company of which a Trustee or a Member or a member of her immediate family holds one per cent of the capital;
- 5.1.6 reasonable and proper out-of-pocket expenses of the Officers, Committee Members and Trustees; and
- 5.1.7 reasonable and proper premiums in respect of indemnity insurance effected in line with above.
- 5.2 If any property remains after NUS-USI has been wound up or dissolved and all debts and liabilities have been satisfied, it shall be paid to or distributed among the Constituent Members of NUS-USI.

## **6 Competence**

- 6.1 NUS-USI shall be an integral part of the National Union of Students UK and the Union of Students in Ireland.
- 6.2 The Trilateral will usually determine those matters that it considers to fall within the competence of NUS-USI. In making this determination it will use the following principles:
- 6.3 NUS-USI shall have the right to formulate policy on all matters, providing that it falls within the aims and objectives.
  - 6.3.1 NUS-USI will prioritise areas of work that correspond to a devolved portfolio of the Assembly.
  - 6.3.2 Any policy approved by NUS-USI shall be presented for adoption to the NUS UK and USI Conferences.
  - 6.3.3 Where policy concerns matters external to Northern Ireland and not exclusive to NUS-USI members, and adoption is not secured by NUS and USI, the NUS-USI Trilateral Committee shall have the right to revoke it.
- 6.4 In the case of any dispute, there is a clear responsibility on behalf of the President, NUS-USI Executive Committee, National Officers and Presidents of Member Students' Unions to seek the widest possible consensus in resolving the issue. The principle of collective responsibility shall inform the implementation of any mandate and NUS-USI will seek to preserve and enhance the unity of the student movement in NUS-USI in any course of action.

## **7. Membership**

- 7.1 All Constituent Members and Organisations of the National Union of Students UK and the Union of Students in Ireland within Northern Ireland are automatically members of NUS-USI. All members must respect the objectives of the organisation and its equal opportunities' policy.
- 7.2 Students' Unions that are not Constituent Members or Organisations may be afforded non-voting observer status within NUS-USI upon application to the NUS-USI Executive Committee and subsequent ratification at the beginning of NUS-USI Conference.

## **8. Meetings of the NUS-USI Region**

There shall be at least the following meetings of NUS-USI each year:

- 8.1 NUS-USI Conference
- 8.2 NUS-USI Council
- 8.3 NUS-USI Women's Conference
- 8.4 NUS-USI Lesbian, Gay, Bisexual & Transgender Conference
- 8.5 NUS-USI Further Education Conference
- 8.6 Disabled Students Conference

## **9. NUS-USI Conference and Council**

9.1 An NUS-USI Conference, or NUS-USI Council, shall be called by the President at the request of either:

- i) NUS-USI Conference
- ii) NUS-USI Council
- iii) The NUS-USI Executive
- iv) That National Executives of the National Union of Students and the Union of Students in Ireland
- v) Four Member Students' Unions

9.2 Persons attending NUS-USI Conference or Council shall be categorised as follows:

i) *Delegates who shall have full speaking and voting rights*

The number of delegates which each Member Students' Union shall be entitled to send to NUS-USI Conference, NUS-USI Extraordinary Conference and NUS-USI Council shall be calculated as follows:-

The number of full-time student members of the Member Union and one-tenth of the number of part-time student members of the Member Union (rounded upwards in the case of fractions, to the nearest integer) shall be added together. This figure shall be known as the number of 'full-time equivalent students'.

Each Member Union may elect one delegate for every one thousand full time equivalent student or part thousand for which affiliation fees are paid. Each Member Union shall be entitled to send at least two voting delegates to conference and council.

Elected Members of the NUS-USI Executive Committee who are not registered as delegates with their Member Students' Union, and are not sabbatical officers of a Students' Union, shall be recognised as delegates with full speaking and voting rights.

Any dispute regarding the delegate entitlement of any Member Union, or the NUS-USI Executive Committee, shall be resolved by the NUS-USI Steering Committee.

ii) Member Unions who have not paid affiliation fees before the commencement of NI conference shall not have voting rights at NI Conference or at any subsequent conferences or other

representative events specified in this constitution until affiliation fees have been paid.

In circumstances where outstanding affiliation fees are waived by both National Unions (NUS and USI) the Member Union concerned shall not have voting rights until the commencement of the month of July following the waiving of outstanding affiliation fees.

iii) *Observers who shall have full speaking rights but no voting rights*

Member Students' Unions shall be entitled to send a maximum of four observers to NUS-USI Council and Conference. Co-opted members of the NUS-USI Executive Committee and Officers representing the NUS and USI shall be classified as observers.

iv) *Visitors*

Visitors shall be present only with the permission of the Executive or Conference or Council and shall have no voting rights. Speaking permission may be granted by NUS-USI Conference or Council.

9.3 No session of NUS-USI Conference, with the exception of workshops and sectoral meetings, shall proceed to business unless four Member Students' Unions are represented.

9.4 NUS-USI Conference and Council shall be regulated by the Steering Committee in accordance with the Constitution and Standing Orders of NUS-USI.

9.5 Ordinary meetings of NUS-USI Conference will be scheduled in the second semester. NUS-USI Conference shall be the supreme governing body of NUS-USI and shall have the following powers:

i) To pass resolutions on all matters and such resolutions shall be binding on the NUS-USI Executive.

ii) To determine policy of NUS-USI by ratifying policy decisions taken at the NUS-USI Women's Conference, Lesbian, Gay, Bisexual and Transgender Conference and Further Education Conference.

iii) To amend the Constitution and Standing Orders of NUS-USI.

iv) To set the Regional Levy for affiliation to NUS-USI.

v) To receive reports or ask questions of the NUS-USI Executive, either collectively or individually.

vi) To confer Honorary Life Membership of NUS-USI.

vii) To elect the NUS-USI Executive and Steering Committee.

9.6 NUS-USI Council shall have the powers outlined in paragraph 9.5. v) above. A meeting of NUS-USI Council held during the month of October shall have the power to fill casual vacancies on the NUS-USI Executive with the exception of the position of President. With the exception of the position of President, vacancies on the NUS-

USI Executive not filled at the October meeting of NUS-USI Council or becoming vacant after this meeting shall remain vacant and an election shall take place at the next meeting of NUS-USI Conference. In the event of a casual vacancy arising for the position of President, Steering Committee shall arrange for an election to be held at an Extraordinary Conference. In all elections for casual vacancies, Steering Committee shall determine the timetable and in the event of no nominations being received, shall have the power to cancel the election.

- 9.7 NUS-USI regional council shall also have the power to ratify the appointment of the returning officer selected by the NUS-USI trustee board.
- 9.8 Each NUS-USI Officer shall provide a written report of their general activities undertaken to each meeting of the NUS-USI Council. An Officer who fails to submit a report to two consecutive meetings of the NUS-USI Council, shall normally be deemed to have resigned his/her post as a member of the NUS-USI Executive Committee.
- 9.9 A NUS-USI Officer who fails to attend a meeting of the NUS-USI Council, shall normally be deemed to have resigned his/her post as a member of the NUS-USI Executive Committee.
- 9.10 A NUS-USI Officer who fails to attend two consecutive meetings of the NUS-USI Council, with apologies, shall normally be deemed to have resigned his/her post as a member of the NUS-USI Executive Committee.
- 9.11 A NUS-USI Officer affected under paragraphs 9.7, 9.8 or 9.9 shall be informed in writing by the President within five working days of the meeting of NUS-USI Council. The resignation of the officer shall take effect unless a written appeal is submitted to the President within five working days of receipt of the letter. Such an appeal shall be considered at the next meeting of NUS-USI Council and the officer concerned shall remain in post until then. A simple majority shall either accept the appeal or dismiss the officer.
- 9.12 A NUS-USI officer who is deemed to have resigned their seat on the NUS-USI Executive Committee according to the provisions of paragraphs 9.8, 9.9 or 9.10, shall not be barred from seeking re-election.

## **10. NUS-USI Women's Conference**

- 10.1 A NUS-USI Women's Conference shall be held as a Sub-Conference of NUS-USI Conference unless the NUS-USI Women's Officer requests the Conference to be held at a separate event. The NUS-USI Women's Officer shall call a NUS-USI Women's Conference at the request of either:-
  - i) The NUS-USI Women's Campaign Committee
  - ii) The NUS-USI Executive
  - iii) The NUS-USI Women's Conference

10.2 All persons attending the NUS-USI Women's Conference in whatever capacity shall be women and shall be categorised as follows:

i) *Delegates who shall have full speaking and voting rights*

Member Students' Unions shall be entitled to send the same number of delegates to NUS-USI Women's Conference as to a NUS-USI Conference. The NUS-USI Women's Officer and members excepting co-opted members of the Women's Campaign Committee shall be classified as delegates.

ii) *Observers who shall have full speaking rights but no voting rights*

Visitors shall be present only with the permission of the NUS-USI Women's Campaign Committee or NUS-USI Women's Conference and may be granted speaking permission by the NUS-USI Women's Campaign or NUS-USI Women's Conference.

iii) *Visitors*

Visitors shall be present only with the permission of the NUS-USI Women's Campaign Committee or NUS-USI Women's Conference and may be granted speaking permission by the NUS-USI Women's Campaign or NUS-USI Women's Conference.

10.3 No session of NUS-USI Women's Conference, excluding workshops, shall proceed to business unless four Member Students' Unions are represented.

10.4 NUS-USI Women's Conference shall be regulated by the steering committee in accordance with the Constitution and Standing Orders of NUS-USI.

10.5 NUS-USI Women's Conference shall have the following powers:

i) To pass resolutions on matters of interest to women, which shall be binding on the NUS-USI Women's Campaign Committee.

ii) To receive reports and ask questions of the NUS-USI Women's Campaign Committee either collectively or individually.

iii) To elect the NUS-USI Women's Officer.

iv) To elect four other members of the NUS-USI Women's Campaign Committee.

## **11. NUS-USI Lesbian, Gay, Bisexual and Transgender Conference**

11.1 There shall be an autonomous NUS-USI Lesbian, Gay, Bisexual and Transgender Conference at which all self-defined Lesbian, Gay, Bisexual and Transgender Student Members of NUS-USI will be entitled to be delegates. No other person shall be entitled to be a delegate.

- 11.2 There shall be no limit on the number of observers Member Students' Unions may send to the NUS-USI Lesbian, Gay, Bisexual and Transgender Conference.
- 11.3 The NUS-USI Lesbian, Gay, Bisexual and Transgender Conference shall elect the NUS-USI Lesbian, Gay, Bisexual and Transgender Officer and four members to serve on the NUS-USI Lesbian, Gay, Bisexual and Transgender Committee, two of whom shall be elected at a Women only caucus.
- 11.4 The LGBT Conference shall be held as a Sub-Conference at NUS-USI Conference unless the NUS-USI LGBT Officer requests the Conference to be held at a separate event. The NUS-USI LGBT Officer shall call a NUS-USI LGBT Conference at the request of either:-
  - i) The NUS-USI LGBT Committee
  - ii) The NUS-USI Executive
  - iii) The NUS-USI LGBT Conference

## **12. NUS-USI Further Education Conference**

- 12:1 i) There shall be a NUS-USI Further Education Conference at which all Further Education Member Unions shall be entitled to send a minimum of two voting delegates.
  - ii) The NUS-USI Further Education Conference shall be held as a Sub-Conference at NUS-USI Conference unless the NUS-USI Further Education Officer requests the Conference to be held at a separate event.
- 12.2 Each Further Education Member Union may send additional voting delegates in proportion to their total membership, on the basis that one additional voting delegate may be sent per 5000 full or part-time students.
- 12.3 There shall be no limit on the number of observers Further Education Students' Unions may send to the Further Education Conference.
- 12.4 The further education conference shall be chaired by the further education officer.
- 12.5 Further education conference will elect the further education officer and committee.
- 12.6 The Student Governors from each college, in conjunction with the Officers of their Member Union, may:
  - i) Assist and advise the Further Education Officer

ii) Represent the ideas and concerns of their Union to the Further Education Committee.

### **13. NUS-USI Disabled Students' Conference**

13.1 A NUS-USI Disabled Students' Conference shall be held as a Sub-Conference of NUS-USI Conference unless the NUS-USI Disabled Students' Officer requests the Conference to be held at a separate event. The NUS-USI Disabled Students' Officer shall call a NUS-USI Disabled Students' Conference at the request of either:-

i) The NUS-USI Disabled Students' Campaign Committee

ii) The NUS-USI Executive

iii) The NUS-USI Disabled Students' Conference

13.2 All persons attending the NUS-USI Disabled Students' Conference in whatever capacity shall self-define as disabled and shall be categorised as follows:

i) *Delegates who shall have full speaking and voting rights*

Member Students' Unions shall be entitled to send the same number of delegates to NUS-USI Disabled Students' Conference as to a NUS-USI Conference. The NUS-USI Disabled Students' Officer and members excepting co-opted members of the Disabled Students' Campaign Committee shall be classified as delegates.

ii) *Observers who shall have full speaking rights but no voting rights*

Visitors shall be present only with the permission of the NUS-USI Disabled Students' Campaign Committee or NUS-USI Disabled Students' Conference and may be granted speaking permission by the NUS-USI Disabled Students' Campaign or NUS-USI Disabled Students' Conference.

iii) *Visitors*

Visitors shall be present only with the permission of the NUS-USI Disabled Students' Campaign Committee or NUS-USI Disabled Students' Conference and may be granted speaking permission by the NUS-USI Disabled Students' Campaign or NUS-USI Disabled Students' Conference.

13.3 No session of NUS-USI Disabled Students' Conference, excluding workshops, shall proceed to business unless four Member Students' Unions are represented.

13.4 NUS-USI Disabled Students' Conference shall be regulated by the steering committee in accordance with the Constitution and Standing Orders of NUS-USI.

13.5 NUS-USI Disabled Students' Conference shall have the following powers:

i) To pass resolutions on matters of interest to disabled students, which shall be binding on the NUS-USI Disabled Students' Campaign Committee.

ii) To receive reports and ask questions of the NUS-USI Disabled Students' Campaign Committee either collectively or individually.

iii) To elect the NUS-USI Disabled Students' Officer.

iv) To elect four other members of the NUS-USI Disabled Students' Campaign Committee.

#### **14. The NUS-USI Executive Committee**

14.1 There shall be a NUS-USI Executive Committee that shall comprise as members:

i) The President who shall be a full time officer and a member of the National Executive of the National Union of Students and Union of Students in Ireland Officer Board.

ii) The Deputy President who shall act for the President in his/her absence.

iii) The NUS-USI Women's Officer.

iv) The NUS-USI Lesbian, Gay, Bisexual and Transgender Officer.

v) The NUS-USI Further Education Officer.

vi) The NUS-USI Welfare Officer.

vii) The NUS-USI Environmental Awareness Officer.

viii) The NUS-USI Student Volunteering & Community Officer.

ix) The NUS-USI Disabled Students' Officer.

x) Equality Officer.

14.2 The term of office of members of the NUS-USI Executive shall extend from 1 July to 30 June.

14.3 i) The President shall call at least three meetings of the NUS-USI Executive per semester.

ii) The NUS-USI Executive may also invite individuals to attend its meetings for specific purposes.

iii) The quorum for the meetings of the NUS-USI Executive shall be half of the actual membership plus one.

iv) The NUS-USI Executive shall ensure that proper records and minutes of its meetings and all other meetings within NUS-USI are maintained and filed at the headquarters of NUS-USI and circulated to Member Unions and National Unions.

v) The expenses of members of the NUS-USI Executive in the execution of their duties shall be met out of the funds of NUS-USI.

14.4 The NUS-USI executive shall have the following powers:

i) To effect the policy of NUS-USI as determined by NUS-USI Conference and Council.

ii) To execute business remitted to it by NUS-USI Conference and Council.

iii) To institute business for the consideration of NUS-USI Conference and Council.

iv) To call meetings of NUS-USI Conference, NUS-USI Council or an Extraordinary NUS-USI Conference, NUS-USI Women's Conference, NUS-USI Lesbian, Gay, Bisexual and Transgender Conference or NUS-USI Further Education Conference.

v) To fill by co-option any vacancy caused by the resignation of any of its members after NUS-USI conference under article 9.6 of this constitution. There shall be no powers to co-opt members after October.

vi) To take action on immediate issues of concern, provided that such action shall be reported to the next NUS-USI Conference or Council to be ratified or otherwise by that body.

vii) To appoint such sub-committees as it may deem necessary.

viii) Receive, approve or refer back reports of the work of the Trustee Board

ix) Hold to account and remove members of the Trustee Board

14.5 The NUS-USI Executive shall ensure that the National Union of Students National Executive, Union of Students in Ireland Officer Board and Member Students' Unions are kept fully informed of its activities.

14.6 The NUS-USI Executive, with the exception of the NUS-USI Women's Officer who shall also be responsible to the NUS-USI Women's Conference, the NUS-USI Lesbian, Gay, Bisexual and Transgender Officer who shall also be responsible to the NUS-USI Lesbian, Gay, Bisexual and Transgender Conference and the NUS-USI Disabled Students' Officer who shall also be responsible to the NUS-USI Disabled Students' Conference, shall be accountable to NUS-USI Conference and Council.

14.7 The NUS-USI Executive shall take office on 1 July after the Conference at which they are elected and shall serve until the last day of June of the following year. The NUS-USI Conference in this

context is deemed to include NUS-USI Women's Conference and Lesbian, Gay, Bisexual and Transgender Conference. Each member of the NUS-USI Executive shall be deemed to be a full-time member of the National Unions for the period of his/her office.

14.8 A NUS-USI Officer who fails to attend three consecutive meetings of the NUS-USI Executive Committee shall normally be deemed to have resigned his/her post.

14.9 A NUS-USI Officer affected under paragraph 13.8 shall be informed in writing by the President within five working days of the meeting of the NUS-USI Executive Committee. The resignation of the officer shall take effect unless a written appeal is submitted to the President within five working days of receipt of the letter. Such an appeal shall be considered at the next meeting of NUS-USI Council and the officer concerned shall remain in post until then. A simple majority shall either accept the appeal or dismiss the officer.

14.10 A NUS-USI Officer who is deemed to have resigned their seat on the NUS-USI executive committee according to the provisions of paragraph 14.8, shall not be barred from seeking re-election, notwithstanding 22.1 (xi).

14.11 *President*

i) The President shall be responsible for the overall direction of the work of the NUS-USI Executive Committee, NUS-USI Council, NUS-USI Conference and any ad-hoc working groups.

ii) The President shall be responsible for convening such meetings and conference events and for ensuring that the National Unions and Member Unions are kept fully informed of such activities by circulating relevant agendae, minutes and reports.

iii) The President shall be responsible for executing decisions agreed by meetings of NUS-USI, apart from those specifically delegated to other parties.

iv) The President shall adhere to normal NUS-USI office working practices and hours (9.30 a.m. – 5.30 p.m.) and will be expected to work additional hours as required. He/she will also adhere to the terms and conditions of the contract specified for the post of President. He/she will also be expected to attend relevant meetings of the National Union of Students UK and the Union of Students in Ireland, in addition to management committee meetings of the Student Housing Association Co-operative (SHAC) and other events delegated by NUS-USI Conference or Council. A written report of his/her activities will be provided at each meeting of NUS-USI conference and Council. Absences, due to illness, and notice of holiday leave, must be reported to NUS-USI Council.

v) He/She will co-operate and regularly liaise with the Steering Committee and continually ensure that the committee is fulfilling its tasks and standing orders of this constitution.

vi) The President will inform the NUS-USI Executive members of any meetings and planned press releases pertinent to his/her officer remit throughout their time in office.

#### 14.12 *The Deputy President*

i) The Deputy President shall act for the President in his/her absence, under the direction of the President.

ii) The Deputy President shall have a specific responsibility for assisting the President in promoting Students' Union development in the further education sector.

iii).The Deputy President shall provide a written report of his/her activities to meetings of NUS-USI Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by the NUS-USI Executive Committee, NUS-USI Council and Conference.

#### 14.13 *The NUS-USI Welfare Officer*

i) The NUS-USI Welfare Officer shall effect the policy of NUS-USI in relation to education and welfare matters, as determined by NUS-USI Conference.

ii) The NUS-USI Welfare Officer shall execute business referred to him/her by the NUS-USI Executive Committee, NUS-USI Council and Conference.

iii) The NUS-USI Welfare Officer shall convene at least one meeting of education and welfare officers in NUS-USI each semester and will contribute to relevant briefing and training events organised by NUS-USI.

iv) The NUS-USI Welfare Officer shall provide a written report of his/her activities to meetings of NUS-USI Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by the NUS-USI Executive Committee, NUS-USI Council and Conference.

#### 14.14 *The NUS-USI Women's Officer*

i) The NUS-USI Women's Officer shall effect the policy of NUS-USI Women's Conference.

ii) The NUS-USI Women's Officer shall execute business remitted to her by the NUS-USI Women's Conference, NUS-USI women's Campaign Committee, NUS-USI Executive Committee, NUS-USI Council and Conference.

iii) The NUS-USI Women's Officer shall convene at least one meeting of the NUS-USI Women's Conference and at least one meeting per semester of the NUS-USI Women's Campaign Committee.

iv) The NUS-USI Women's Officer shall provide a written report of her activities to meetings of the NUS-USI Women's Conference, NUS-USI Women's Campaign Committee and NUS-USI Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies.

14.15 *NUS-USI Lesbian, Gay, Bisexual and Transgender Officer*

i) The NUS-USI Lesbian, Gay, Bisexual and Transgender Officer shall effect the policy of the NUS-USI Lesbian, Gay, Bisexual and Transgender Conference.

ii) The NUS-USI Lesbian, Gay, Bisexual and Transgender Officer shall execute business remitted to him/her by the NUS-USI Lesbian, Gay, Bisexual and Transgender Conference, NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee, NUS-USI Executive Committee, NUS-USI Council and Conference.

iii) The NUS-USI Lesbian, Gay, Bisexual and Transgender Officer shall convene at least one meeting of the NUS-USI Lesbian, Gay, Bisexual and Transgender Conference and at least one meeting per semester of the NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee.

iv) The NUS-USI Lesbian, Gay, Bisexual and Transgender Officer shall provide a written report of his/her activities to meetings of the NUS-USI Lesbian, Gay, Bisexual and Transgender Conference, NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee and NUS-USI Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies.

14.16 *The NUS-USI Further Education Officer*

i) The NUS-USI Further Education Officer shall effect the policy of the NUS-USI Further Education Conference.

ii) The NUS-USI Further Education Officer shall execute business remitted to him/her by the NUS-USI Further Education Conference, NUS-USI Further Education Committee, NUS-USI Council and Conference.

iii) The NUS-USI Further Education Officer shall convene at least one meeting of the NUS-USI Further Education Conference and at least one meeting per semester of the NUS-USI Further Education Committee.

iv) The NUS-USI Further Education Officer shall provide a written report of his/her activities to meetings of the NUS-USI Further Education Conference, NUS-USI Further Education Committee and NUS-USI Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies.

v) Only a student studying at Further Education College may stand for this position.

14.17 *The NUS-USI Environmental Awareness Officer*

i) The NUS-USI Environmental Awareness Officer will effect the policy of NUS-USI Conference where it pertains to environmental campaigning as delegated by the NUS-USI Executive Committee.

ii) The NUS-USI Environmental Awareness Officer shall execute business remitted to him/her by the NUS-USI Executive Committee, NUS-USI Conference and Council.

iii) The NUS-USI Environmental Awareness Officer shall convene at least one meeting of the NUS-USI Environmental Conference and at least one meeting per semester of Environmental Officers.

iv) The NUS-USI Environmental Awareness Officer shall provide a written report of his/her activities to meetings of Environmental Conference and NUS-USI Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies.

#### 14.18 *The NUS-USI Equality Officer*

i) The NUS-USI Equality Officer shall effect the policy of NUS-USI in relation to equality matters, as determined by NUS-USI Conference.

ii) The NUS-USI Equality Officer shall execute business referred to him/her by the NUS-USI Executive Committee, NUS-USI Council and Conference.

iii) The NUS-USI Equality Officer shall provide a written report of his/her activities to meetings of NUS-USI Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by the NUS-USI Executive Committee, NUS-USI Council and Conference.

#### 14.19 *The NUS-USI Student Volunteering & Community Officer*

i) The NUS-USI Student Volunteering & Community Officer shall effect the policy of the NUS-USI Conference where it pertains to the involvement of students in local voluntary, charitable and/or community projects.

ii) The NUS-USI Student Volunteering & Community Officer shall execute business remitted to him/her by the NUS-USI Executive Committee, NUS-USI Conference and NUS-USI Council.

iii) The NUS-USI Student Volunteering & Community Officer shall be responsible for assisting and advising Member Unions on the development of student-led community projects.

iv) The NUS-USI Student Volunteering & Community Officer shall convene at least one meeting open at the start of each semester to all Member Unions interested in developing their own community projects, for the purpose of providing training and sharing ideas.

v) The NUS-USI Student Volunteering & Community Officer shall provide a written report of his/her activities to meetings of the NUS-USI Conference and NUS-USI Council, and will adhere to the

principle of collective responsibility in the implementation of decisions agreed by these bodies.

14.20 *The NUS-USI Disabled Students' Officer*

i) The NUS-USI Disabled Students' Officer shall effect the policy of the NUS-USI Disabled Students' Conference.

ii) The NUS-USI Disabled Students' Officer shall execute business referred to him/her by the Disabled Students' Conference, the Disabled Students' Campaign Committee, NUS-USI Executive Committee, NUS-USI Council and Conference.

iii) The NUS-USI Disabled Students' Officer shall convene at least one meeting of the NUS-USI Disabled Students' Conference and at least one meeting per semester of the NUS-USI Disabled Students' Campaign Committee.

iv) The NUS-USI Disabled Students' Officer shall provide a written report of his/her activities to meetings of the Disabled Students' Conference, NUS-USI Conference, NUS-USI Council and Conference, and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies.

**15. Trustee Board**

15.1 The Board of Trustees shall be responsible for the management and administration of the NUS-USI and may exercise all the powers of the National Union as set out in this constitution.

15.2 The Trustee Board's principal function in exercising its powers, duties and functions shall be to serve the aims, objects and wishes of the Conference, Council and committees in line with Policy set out by those bodies.

15.3 No alteration of this constitution shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made. A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.

15.4 The Board of Trustees' powers shall include but not be limited to ultimate responsibility for the:

15.4.1 Management and administration of NUS-USI; and

15.4.2 The budgets of NUS-USI

15.4.3 The appointment of a returning officer to steering committee

15.5 In conjunction with the Executive, the formulation and proposal to the Conference of the Budget of NUS-USI as presented by the President.

15.6 The Board of Trustees shall only have the power to overrule administrative implications of decisions of the Conference, Council, the Executive, and the committees on the following grounds:

- 14.6.1 Financial risk; and
- 14.6.2 Legal requirements, and
- 15.7 The Trustee Board shall seek appropriate external advice before exercising its power to overrule and shall report every exercise of its power to overrule the Conference.
- 15.8 The Trustee Board shall not have any power to overrule or amend Policy and it shall not have the power to overrule constitutional changes made by the Conference.
- 15.9 The board shall appoint a returning officer for NUS-USI elections, based on a set of criteria. Such an appointment must be ratified by the next NUS-USI regional council. If the suggested appointment is rejected, the trustee board will submit other potential candidates until regional council approves the appointment.

*Composition of the Trustee Board*

- 15.10 There shall be at least seven but not more than fifteen trustees.
- 15.11 The Trustees shall be made up of the following persons:
  - 15.11.1 Not more than five executive trustees, one of whom shall be the NUS-USI president;
  - 15.11.2 Not more than six student trustees
  - 15.11.3 Not more than four lay trustees

15.12

*Executive Trustees*

- 15.12.1 The NUS-USI president and
- 15.12.2 Four executive members appointed by and from the executive
- 15.13 Executive trustees shall remain in office for a term of one year

*Student Trustees*

- 15.14 Student Trustees elected as a block at the Conference. For the avoidance of doubt, an Officer or a person who was previously an Officer or a Lay Trustee shall not be eligible for appointment as a Student Trustee
- 15.15 Student Trustees shall stay in office for a term of two years. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end.
- 15.16 A Student Trustee may serve a maximum of one term.

*Lay Trustees*

- 15.17 Lay Trustees shall be appointed by a simple majority vote of the Conference from such persons as have been recommended by the

Executive in line with the rules. In recommending a Lay Trustee the Committee must make sure that:

14.17.1 they are not in the employment of NUS-USI, NUS, or USI and have not been for twelve months preceding the nomination; and

14.17.2 they or any company or firm of which they are a paid director, partner or employee, or shareholder holding more than 1% of the capital has not received any payment from NUS-USI for the provision of goods and services, including professional services and they have not for at least three years before the nomination.

15.18 Lay Trustees shall stay in office for a term of up to three years worked out from the date of appointment.

15.19 A Lay Trustee may serve a maximum of two terms. For the avoidance of doubt, these terms may be either consecutive or non-consecutive.

#### *Disqualification, Removal or Resignation of Trustees*

15.20 The office of a Trustee shall be vacated if:

15.20.1 She/he becomes bankrupt;

15.20.2 She/he resigns by notice to NUS-USI (but only if at least three Trustees will stay in office when the notice of resignation is to take effect);

15.20.3 She/he becomes incapable by reason of ill-health or injury of managing and administering her own affairs; or

15.20.4 In the case of a Trustee who is not the President, she/he fails to go to three consecutive meetings of the Trustees and the other Trustees resolve that she/he be removed for this reason.

15.20.5 She/he is removed by resolution of the Board on the grounds of misconduct

15.20.6 The office of a Trustee shall be vacated if a motion of no confidence in the Trustee detailing the way in which the Trustee is failing in her/his duty to make sure the delivery of NUS-USI's aims and objects and political wishes as expressed through the Conference, Council and related bodies is passed by a two thirds majority vote of the Conference or Executive

#### *Replacement of Trustees*

15.21 If there is a casual vacancy on the Board of Trustees the relevant appointing body will be invited to appoint a replacement Trustee meeting the relevant criteria set out here.

#### *Proceedings of the Trustee Board*

15.22 Subject to the provision of this constitution, the Trustees may regulate their proceedings as they think fit. Rules may set out, amongst other things, provisions in respect of notice, quorum, and approval of resolutions in written, electronic or at a virtual meeting.

- 15.23 The Trustee Board shall report on its activities to each executive meeting, which will have the power to reference back in part or full each report. In this event the Trustee Board shall take steps to revise the work and report back at the next Executive meeting.

*Delegation of Trustees' Powers*

- 15.24 The Trustees may by power of attorney or otherwise appoint any person to be the agent of NUS-USI for such purposes and on such conditions as they decide.
- 15.25 The Trustees may delegate any of their powers or functions to any committee or the carrying out of any of their resolutions and day to day management of the affairs of NUS-USI to any person or committee in line with the conditions set out in these Articles.

*Delegation of day to day management powers*

- 15.26 The Trustees shall usually appoint NUS or USI to act as the managing union to operate the administration of NUS-USI on its behalf on a day to day basis
- 15.27 In the case of delegation of the day to day management of NUS-USI to NUS or USI:
- 15.28 the delegated power shall be to manage the National Union in line with any requirements and within a Detailed Internal Budget approved by the Trustees and if applicable to advise the Trustees and Executive about any policy, strategy and Budget;
- 15.28.1 the Trustees shall provide the managing union with a description its role and the extent of its authority; and
- 15.28.2 the managing union shall report regularly to the Trustees on the activities undertaken in managing the operation and provide them regularly with management accounts enough to explain the financial position of NUS-USI.

*Bank Account*

- 15.29 For the avoidance of doubt, the Trustees may delegate all internal financial matters to a managing union and may empower such body to resolve upon the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Trustee

**16. Indemnity**

- 16.1. Every Officer, Committee Member, Trustee or employee or auditor shall be indemnified out of the assets against any liability incurred by her/him in defending any proceedings, whether civil or criminal, in which judgment is given in her/his favour or in which she/he is acquitted or in connection with any application in which relief is granted to her/him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs, and against all costs, charges, losses, expenses or liabilities incurred by her/him in the execution and discharge of her/his duties or in relation thereto.

## **17. The NUS-USI Steering Committee**

17.1 *There shall be an NUS-USI Steering Committee that shall comprise:*

- i) NUS-USI Three members, two of whom are elected by NUS-USI annual conference: the other shall be the returning officer appointed by the board of trustees.
- ii) The members of Steering Committee shall not be a member of NUS-USI Executive Committee or an officer of a member students' union.
- iii) In addition to part ii) above, a member of Steering Committee shall not attend NUS-USI Conference, or NUS-USI Council, as a representative or observer of a Member Union.

17.2

- i) Ordinary Members of Steering Committee shall serve for a period of two years, not excepting part ii) below.
- ii) The longest serving member of steering committee shall stand down at NUS-USI Conference. They shall be eligible for re-election for one term only.
- iii) If two or more members of Steering Committee have served the same length of time, Steering Committee shall decide by lot which one should stand down.
- iv) Casual vacancies shall be filled by election at the next meeting of NUS-USI Conference, or NUS-USI Regional Council.
- v) Steering Committee shall, in consultation with the NUS-USI Executive, also appoint temporary members to stand in for absent Steering Committee members at NUS-USI Conference or other events the committee have been invited to participate in.
- vi) Steering Committee, under the responsibility of the Returning Officer shall cover all elections and shall appoint suitable representatives to organise the electoral process for the Liberation conferences, who meet the self-defined guidelines. No election can take place without Steering Committee's involvement.
- v) Steering Committee members do not have any voting entitlement.

17.3 *The Steering Committee shall have the following powers and duties:*

- i) The Steering Committee is responsible for the calling of NUS-USI Conference, drafting commissions, credentials, elections, the order paper and disputes.
- ii) Steering Committee, if required, may advise and supervise the organisation of NUS-USI Council, NUS-USI Further Education Conference, NUS-USI Women's Conference, NUS-USI Environmental Conference and NUS-USI LGBT Conference.
- iii) The Steering Committee may propose motions to NUS-USI Conference to amend the Constitution and Standing Orders of NUS-USI. Such motions shall be confined to matters relating to the remit and responsibilities of Steering Committee.

iv) Steering Committee may propose and speak on amendments for consideration by NUS-USI Conference to Constitutional Amendments submitted by Member Students' Unions to prevent the constitution becoming, incoherent or unclear in meaning. Steering Committee may speak 'on' individual union motions (as opposed to 'for' or 'against') to clear up any constitutional problems or constitutional repercussions with the motion.

v) NUS-USI elections are the responsibility of the returning officer. NUS-USI elections cannot take place without the appointment and ratification of a returning officer. The returning officer shall appoint appropriate representatives to act on their behalf at all events if they cannot attend the election. In the case of liberation elections the representative must be self-defining into the relevant campaign. The returning officer may also ask for the assistance of steering committee colleagues in conducting the elections during the year.

vi) The returning officer may serve on steering committee for a 3 year term. He/She shall be eligible for re-election for one term only.

vii) The Steering Committee shall be the credentials committee and shall be responsible for carrying out the duties as specified in the Constitution and in the Standing Orders.

viii) The NUS-USI Steering Committee shall meet as and when it deems fit.

iv) The expenses of members of the NUS-USI Steering Committee in the execution of their duties shall be met out of the funds of NUS-USI.

## **18. The NUS-USI Women's Campaign Committee**

18.1 There shall be a NUS-USI Women's Campaign Committee of women only, which shall comprise:

i) The NUS-USI Women's Officer who shall be a member with voting rights.

ii) Four other members with voting rights elected at the NUS-USI Women's Conference.

iii) Women members of the NUS-USI Executive and female officers of the National Union of Students and Union of Students in Ireland shall be non-voting members of the Committee.

18.2 i) The NUS-USI Women's Officer shall be responsible for convening meetings of the NUS-USI Women's Campaign Committee.

ii) The quorum for the meetings will be at least one half plus one of the actual full members.

iii) Any full member of the NUS-USI Women's Campaign Committee who fails to attend three consecutive meetings without

submitting apologies shall be deemed to have resigned. Such resignation shall come into effect following the issue of a written warning by the NUS-USI Women's Officer after failure to attend a second meeting.

18.3 *The NUS-USI Women's Campaign Committee shall have the following powers:*

i) To effect the policy determined by the NUS-USI Women's Conference.

ii) To fill any vacancy amongst the members of the NUS-USI Women's Campaign committee, with the exception of the NUS-USI Women's Officer, with a non-voting co-optee. The NUS-USI Women's Campaign Committee shall ensure that notice of any vacancy to be filled by co-option is circulated to all Member Students' Unions in sufficient time to receive notification of proposed co-optees.

18.4 The members of the NUS-USI Women's Campaign Committee shall be accountable to the NUS-USI Women's Conference.

18.5 The members of the NUS-USI Women's Campaign Committee shall take office on 1 July after the NUS-USI Women's Conference at which they are elected and shall serve until the last day of June in the following year.

## **19. The NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee**

19.1 *There shall be a NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee of lesbians, gays and bisexuals which shall comprise:*

i) The NUS-USI Lesbian, Gay, Bisexual and Transgender Officer who shall be a member with voting rights.

ii) Four other members with voting rights elected at the NUS-USI Lesbian, Gay, Bisexual and Transgender Conference.

iii) Lesbians, gays and bisexual members of the NUS-USI Executive and Lesbian, Gay, Bisexual and Transgender officers of the National Union of Students and Union of Students in Ireland shall be non-voting members of the Committee.

19.2 i) The NUS-USI Lesbian, Gay, Bisexual and Transgender Officer shall be responsible for convening meetings of the NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee.

ii) The quorum for the meetings will be at least one half plus one of the actual members.

iii) Any member of the NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee who fails to attend three consecutive meetings without submitting apologies shall be deemed to have resigned. Such resignation shall come into effect following

the issue of a written warning by the NUS-USI Lesbian, Gay, Bisexual and Transgender Officer after the second meeting.

- 19.3 *The NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee shall have the following powers:*
- i) To effect the policy determined by the NUS-USI Lesbian, Gay, Bisexual and Transgender Conference.
  - ii) To fill any vacancy amongst the members of the NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee, with the exception of the NUS-USI Lesbian, Gay, Bisexual and Transgender Officer, with a non-voting co-optee. The NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee shall ensure that notice of any vacancy to be filled by co-option is circulated to all Member Students' Unions in sufficient time to receive notification of proposed co-optees.
- 19.4 The members of the NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee shall be accountable to the NUS-USI Lesbian, Gay, Bisexual and Transgender Conference.
- 19.5 The members of the NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee shall take office immediately after the NUS-USI Lesbian, Gay, Bisexual and Transgender Conference at which they are elected and shall serve until the last day of June in the following year.

## **20. The NUS-USI Further Education Committee**

- 20.1 *There shall be a NUS-USI Further Education Committee that shall comprise:*
- i) The NUS-USI Further Education Officer who shall be a member with voting rights.
  - ii) Four other members with voting rights elected at the NUS-USI Further Education Conference.
  - iii) One delegate from each further education Member Union who shall be non-voting members of this committee.
- 20.2 i) The NUS-USI Further Education Officer shall be responsible for convening meetings of the NUS-USI Further Education Committee.
- ii) The quorum for the meetings shall be at least one half plus one of the voting members.
- 20.3 *The NUS-USI Further Education Sector Committee shall have the following powers:*
- i) To effect the policy determined by the NUS-USI Further Education Conference.

ii) To fill a vacancy amongst the voting members of the NUS-USI Further Education Sector Committee with the exception of the NUS-USI Further Education Officer.

20.4 The voting members of the NUS-USI Further Education Committee shall take office after the NUS-USI Further Education Conference at which they are elected and shall serve until the last day of June in the following year.

20.5 The further education committee will be elected at further education conference which will be chaired by the further education officer.

## **21. The NUS-USI Disabled Students' Campaign Committee**

21.1 There shall be a NUS-USI Disabled Students' Campaign Committee of disabled students' only, which shall comprise:

i) The NUS-USI Disabled Students' Officer who shall be a member with voting rights.

ii) Four other members with voting rights elected at the NUS-USI Disabled Students' Conference.

iii) Disabled members of the NUS-USI Executive and female officers of the National Union of Students and Union of Students in Ireland shall be non-voting members of the Committee.

21.2 i) The NUS-USI Disabled Students' Officer shall be responsible for convening meetings of the NUS-USI Disabled Students' Campaign Committee.

ii) The quorum for the meetings will be at least one half plus one of the actual full members.

iii) Any full member of the NUS-USI Disabled Students' Campaign Committee who fails to attend three consecutive meetings without submitting apologies shall be deemed to have resigned. Such resignation shall come into effect following the issue of a written warning by the NUS-USI Disabled Students' Officer after failure to attend a second meeting.

21.3 The NUS-USI Disabled Students' *Campaign Committee shall have the following powers:*

i) To effect the policy determined by the NUS-USI Disabled Students' Conference.

ii) To fill any vacancy amongst the members of the NUS-USI Disabled Students' Campaign committee, with the exception of the NUS-USI Women's Officer, with a non-voting co-optee. The NUS-USI Disabled Students' Campaign Committee shall ensure that notice of any vacancy to be filled by co-option is circulated to all Member Students' Unions in sufficient time to receive notification of proposed co-optees.

- 21.4 The members of the NUS-USI Disabled Students' Campaign Committee shall be accountable to the NUS-USI Disabled Students' Conference.
- 21.5 The members of the NUS-USI Disabled Students' Campaign Committee shall take office on 1 July after the NUS-USI Disabled Students' Conference at which they are elected and shall serve until the last day of June in the following year.

## **22. Elections**

22.1 *The NUS-USI Executive shall be elected in accordance with the following provisions:*

i) The President, Deputy President, Education and Welfare Officer, Further Education Officer, Environmental Awareness Officer, Student Volunteering & Community Officer, Equality Officer shall be elected individually by Alternative Transferable Vote at NUS-USI Conference.

ii) Voting arrangements will comprise a secret ballot system. Voting will consist of a proportional ATV system, based on a voting entitlement for each member union equal to the number of full-time equivalent students for which is paid its annual affiliation fee, as detailed in 9.2(i).

iii) Members of the NUS-USI Executive, who are not formally included within the voting delegation of their Member Students' Union, shall be entitled to a single voting entitlement in the elections.

iv) A person shall be eligible to stand for election if, at the close of nominations, s/he is a full or part-time student member of the National Unions. Steering Committee shall disqualify any person who at the close of nominations is not a full or part-time member of the National Unions in NUS-USI. The President or his/her representative of each Member Union shall provide a list of names and student numbers of voting delegates representing his/her Students' Unions to a member of Steering Committee before 12 noon on the first day of Conference. Failure to meet this deadline will result in Steering Committee excluding that Students' Union from voting on motions and in elections. Such a decision could be appealed by the college at the conference and would need a three-quarters majority to overturn Steering Committee's decision.

v) Steering Committee shall disqualify from voting any person who is not a full or part-time member of the National Unions in NUS-USI.

vi) Delegates shall not have voting rights in elections, motions or proceedings of conference, unless and until the required conference registration fee has been paid and received by NUS-USI.

vii) Delegates shall not have voting rights in elections, motions or proceedings of conference until they have in person registered as in attendance at conference. Registration shall be carried out by

NUS-USI Steering Committee or a person(s) acting on its behalf. Delegates not registered as in attendance by 12 noon on the second day of conference shall not be able to vote on motions, proceedings or in elections held at conference.

viii) By way of derogation from paragraphs 22.1 vi) and 22.1 vii), in exceptional circumstances, a delegate for whom the required registration fee has been paid and received by NUS-USI, but is unable to attend conference, may delegate his/her voting rights to another registered delegate of his/her Member Student Union. Such a transfer shall only be valid if a written hard copy letter, signed by the delegate concerned and stating to whom his/her voting rights should be transferred is received by NI Steering Committee by 12noon on the second day of conference. The provisions described in this paragraph shall only apply to elections held at conference. Other than under circumstances described in this paragraph, where delegates are not in attendance, no votes shall be recorded on his/her behalf.

ix) At an Extraordinary Conference or at an election held at NUS-USI Council, Steering Committee shall determine the timetable for the provision of a delegate list by Member Students' Unions and the registration of delegates.

x) Any person who has held the post of President on two occasions shall be ineligible to stand for re-election to that post.

xi) Part-time officers may not serve on the NUS-USI executive for more than two years.

xii) Nominations for the posts of President, Deputy President, Education & Welfare Officer, Further Education Officer, Environmental Awareness Officer, Student Volunteering & Community Officer or Equality Officer shall be made by at least five full or part-time student members of the National Unions in NUS-USI from at least three different Member Students' Unions.

xiii) Nominations must be received by the NUS-USI returning officer no later than 2pm ten working days before the first day of NUS-USI Conference.

22.2 *The NUS-USI Steering Committee shall be elected in accordance with the following provisions:*

i) The Steering Committee (with the exception of the returning officer) shall be elected by alternative transferable vote as detailed in paragraph 22.1 (ii) on the second day of NUS-USI Conference.

ii) Nominations must be received by the returning officer no later than 12.00 p.m. on the second day of NUS-USI Conference.

iii) Nominations shall be made by at least five full or part-time student members of the national unions in NUS-USI from at least three different member students' unions. Successful candidates will be trained by NUS-USI.

- 22.3 *The NUS-USI Women's Officer shall be elected in accordance with the following provisions:*
- i) The NUS-USI Women's Officer shall be elected by Alternative Transferable Vote as detailed in paragraph 20.1(ii) at the NUS-USI Women's Conference held in accordance with paragraph 10.
  - ii) A woman shall be eligible to stand for election as NUS-USI Women's Officer if, at the close of nominations, she is a full or part-time student member of the National Unions.
  - iii) Any woman who has held the post of Women's Officer on two occasions shall be ineligible to stand for re-election to that post.
  - iv) Nominations for the post of NUS-USI Women's Officer shall be made by at least five full or part-time women student members of the National Unions in NUS-USI from at least three different Member Students' Unions.
  - v) Nominations must be received by the NUS-USI returning officer, or the representative, no later than 2pm ten days before the first day of NUS-USI Women's Conference.
- 22.4 *The NUS-USI Lesbian, Gay, Bisexual and Transgender Officer shall be elected in accordance with the following provisions:*
- i) The NUS-USI Lesbian, Gay, Bisexual and Transgender Officer who must be Lesbian, Gay, Bisexual or Transgender shall be elected by Alternative Transferable Vote as detailed in 20.1(ii) at the NUS-USI Lesbian, Gay, Bisexual and Transgender Conference held in accordance with paragraph 11. .
  - ii) Nominations for the post of Lesbian, Gay, Bisexual and Transgender Officer shall be made by at least three full or part-time students from at least two different Member Unions in NUS-USI.
  - iii) Nominations must be received by the returning officer, or the representative, no later than 2pm NUS-USI ten working days before the first day of NUS-USI Lesbian, Gay, Bisexual and Transgender Conference.
- 22.5 *The NUS-USI Women's Campaign Committee shall be elected in accordance with the following provisions:*
- i) The four members of the NUS-USI Women's Campaign Committee shall be elected by single Transferable Vote at the NUS-USI Women's Conference held in accordance with paragraph 10.
  - ii) A woman shall be eligible to stand as a member of the NUS-USI Women's Campaign Committee if, at the close of nominations, who is a full or part-time student member of the National Unions in NUS-USI.
  - iii) Any woman who has served as a member of the NUS-USI Women's Campaign Committee on two occasions shall be ineligible for re-election to the Committee.

- iv) Nominations for election to the NUS-USI Women's Campaign Committee shall be made by at least three full or part-time student members of the National Unions in NUS-USI.
  - v) Nominations must be received by the returning officer, or the representative, no later than 2pm NUS-USI ten working days before the start of NUS-USI Women's Conference.
- 22.6 Casual vacancies on the NUS-USI Executive with the exception of the NUS-USI Women's Officer, or NUS-USI Lesbian, Gay, Bisexual and Transgender Officer shall be filled in accordance with the following provisions:
- i) Casual vacancies arising for whatever reason shall be filled by election at a Special Electoral Meeting.
  - ii) The procedure for such elections shall be the same for each appropriate post as that specified in the relevant sections of this Constitution.
  - iii) A person elected to fill a casual vacancy on the NUS-USI Executive shall hold office until the last day of the following June.
- 22.7 A casual vacancy for Women's Officer shall be filled at a Special Electoral Meeting convened according to the provisions governing the Women's Conference.
- 22.8 Casual vacancies amongst the four members of the NUS-USI Women's Campaign Committee, arising for whatever reason, may be filled at a Special Electoral Meeting.
- 22.9 The business of any Special Electoral Meeting called for the purposes of paragraphs 20.7 and 20.8 above shall be confined solely to the matter of elections.
- 22.10 The following provisions shall govern the conduct of all elections within NUS-USI.
- i) If the NUS-USI returning officer is satisfied that a person's failure to comply with any election regulation is directly due to circumstances beyond that person's control, it may be at their discretion to exempt that person from that regulation. Any such exceptions shall be reported to the appropriate conference or council for its information.
  - ii) When, at the closing time for nominations in any election, insufficient nominations have been received to fill the vacancies, the returning officer shall be empowered to extend the closing time.
  - iii) A candidate may be nominated for any number of positions provided that all other regulations are met and provided that no person may hold more than one post simultaneously.

iv) Steering Committee shall determine all matters relating to the publication and distribution of election manifestos and all other publicity material.

v) The result of an election shall be declared orally. The result sheet, which shall include a statement of the total votes credited to each candidate at the end of every count, shall be retained for inspection.

vi) Where any matter relating to any election is not specified in the NUS-USI Constitution or Standing Orders, the NUS-USI Steering Committee shall decide, by reference in the first instance to the National Union Constitutions.

22.11 The NUS-USI Disabled Students' Officer shall be elected in accordance with the following provisions.

i) The NUS-USI Disabled Students' Officer shall be elected by Alternative Transferable Vote as detailed in paragraph 22.1(ii) at the NUS-USI Disabled Students' Conference held in accordance with paragraph 12.

ii) A student shall be eligible to stand for election as NUS-USI Disabled Students' Officer if, at the close of nominations, they are a full or part-time student member of the National Unions.

iii) Any student who has held the post of Disabled Students' Officer on two occasions shall be ineligible to stand for re-election to that post.

iv) Nominations for the post of NUS-USI Disabled Students' Officer shall be made by at least five full or part-time disabled student members of the National Unions in NUS-USI from at least three different Member Students' Unions.

v) Nominations must be received by the returning officer, or the representative, no later than 2pm ten days before the first day of NUS-USI disabled students' conference.

### **23. Motions of No Confidence**

23.1 Any member of the NUS-USI Executive shall be bound to resign within three days of a motion of no confidence being passed against him/her by one of the following:

- i) NUS-USI Conference
- ii) NUS-USI Council

23.2 In the case of 21.1 i) and ii) any such motion must be submitted in accordance with the procedure for submitting motions for discussion at Conference or Council as specified in the Standing Orders of NUS-USI.

23.3 The NUS-USI Women's Officer, or any member of the NUS-USI Women's Campaign Committee, shall be bound to resign within three days of a motion of no confidence being passed against her by the NUS-USI Women's Conference, or any meeting of NUS-USI Conference or Council. Such a motion must be submitted in accordance with the procedure for

submitting motions for discussion at Women's Conference as specified in the Standing Orders of NUS-USI.

23.4 The NUS-USI Lesbian, Gay, Bisexual and Transgender Officer, or any member of the NUS-USI Lesbian, Gay, Bisexual and Transgender Campaign Committee, shall be bound to resign within three days of a motion of no confidence being passed against them by the NUS-USI Lesbian, Gay, Bisexual and Transgender Conference or a meeting of NUS-USI Conference or Council. Such a motion must be submitted in accordance with the procedure for submitting motions for discussion at Lesbian, Gay, Bisexual and Transgender Conference as specified in the Standing Orders of NUS-USI.

23.5 The NUS-USI Further Education Officer, or any member of the NUS-USI Further Education Committee, shall be bound to resign within three days of a motion of no confidence being passed against them by the NUS-USI Further Education Conference or a meeting of NUS-USI Conference or Council. Such a motion must be submitted in accordance with the procedure for submitting motions for discussion at the Further Education Conference as specified in the Standing Orders of NUS-USI.

23.6 The NUS-USI Disabled Students' Officer, or any member of the NUS-USI Disabled Students' Campaign Committee, shall be bound to resign within three days of a motion of no confidence being passed against her by the NUS-USI Disabled Students' Conference, or any meeting of NUS-USI Conference or Council. Such a motion must be submitted in accordance with the procedure for submitting motions for discussion at Disabled Students' Conference as specified in the Standing Orders of NUS-USI.

23.7 The NUS-USI Steering Committee shall be bound to resign within three days of a motion of no confidence being passed against them by the NUS-USI Conference or Council. Such a motion must be submitted in accordance with the procedure for submitting motions for discussion at Conference as specified in the Standing Orders of NUS-USI.

23.8 In all cases, a motion of no confidence shall require a two thirds majority of those present and voting in favour in order to be passed using the voting system as detailed in 20.1(ii).

23.9 In all cases, the person against whom the motion is proposed shall be entitled to attend and address the meeting at which the motion is to be discussed.

## **24. Interpretation of the Constitution and Standing Orders**

24.1 Interpretation of the Constitution and Standing Orders of NUS-USI shall rest with the NUS-USI Steering Committee.

24.2 Whilst NUS-USI Conference or Council is in session, interpretation of the Standing Orders shall rest with the Chairperson of the meeting, subject to the right of the meeting to revoke an interpretation made by the Chairperson.

24.3 The NUS-USI returning officer shall interpret the constitution and standing orders regarding election regulations.

24.3.1 The decision of the returning officer, or their nominated deputy, in any election shall be final.

## **25. Amendments to the Constitution**

25.1 Any amendment to the constitution shall be submitted in writing by member students' unions to the NUS-USI steering committee at least 20 working days before NUS-USI annual conference. Amendments to the constitution submitted by NUS-USI steering committee shall conform to the same provisions. Steering committee shall provide written advice to all CMs who have submitted constitutional amendments as regards to the constitutional issues involved. CMs can ignore such advice, but it is the duty of steering committee to inform conference of this. CMs should allow for the submitting of the constitutional amendments, advice from steering, and for the re-submitting of the amended constitutional amendment in time, and within the timetable outlined above.

25.2 All amendments to the Constitution shall require a two thirds majority of those present and voting in order to be passed using the voting system detailed in 22.1(ii).

25.3 An amendment receiving such approval shall take effect from the end of the NUS-USI Conference at which it was approved.

25.4 Constitutional amendments shall have priority over all other motions at NUS-USI Conference.

25.5 Constitutional amendments shall not contribute towards the fifteen policy motions, which Member Students' Unions may submit in accordance with the Standing Orders. There shall be no limit to the number of constitutional amendments which a Member Students' Union may submit.

## Standing Orders

### 1. Procedure before Meetings of NUS-USI Conference

1.1 The timetable before a conference of NUS-USI shall be as follows:

i) Written notice of meeting to all Member Students' Unions and the National Unions from NUS-USI Steering Committee.

**40 Working Days**

ii) Written notice of motions and Constitutional Amendments from Member Students' Unions to reach the NUS-USI Steering Committee.

**20 Working Days**

iii) Circulation of motions document and priorities ballot form to all Member Students' Unions from NUS-USI Steering Committee.

**15 Working Days**

iv) Written notice of amendments submitted by Member Students' Unions to reach NUS-USI Steering Committee.

**10 Working Days**

v) NUS-USI Executive Report to be circulated to all Member Students' Unions.

**15 Working Days**

vi) Order Paper and Compositing Motions Document circulated to Member Students' Unions by NUS-USI Steering Committee.

**5 Working Days**

vii) Written questions to members of the NUS-USI Executive on the Executive Report from Members to reach NUS-USI Steering Committee.

**3 Working Days**

1.2. i) A Member Students' Union may submit up to fifteen motions to each Conference of NUS-USI, with no more than three motions to be submitted under one policy heading and be signed by an appropriate Executive Officer of the Member Students' Union.

ii) The NUS-USI Executive Committee may submit up to fifteen motions to each Conference of NUS-USI, with no more than three motions to be submitted under one policy heading and be signed by the President.

iii) The NUS-USI Steering Committee shall rule out of order any motion submitted under SO 1.2(I) which:

a) has not been submitted by a procedure approved by the governing body of the Member Students' Union

b) has not arrived within the specified deadline

c) is more than one thousand words in length.

iv) The NUS-USI Steering Committee shall amalgamate motions submitted under a single policy heading and draft a composite motion and amendments to it.

v) The NUS-USI Steering Committee shall draft a Motions Document in which all motions not ruled out of order shall be included.

vi) Objections to compositing carried out by the NUS-USI Steering Committee must reach Steering Committee before the commencement of NUS-USI Conference. The NUS-USI steering Committee shall rule on such objections and its ruling shall be final subject only to the right of NUS-USI Conference to revoke it. Such revocation shall require a simple majority of those present and voting in favour in order to be passed using the proportional voting system prescribed in 20.1(ii).

1.3 i) A Member Students' Union may submit up to six amendments to motions included in the motions document, each of which must be submitted under a separate policy heading and signed by the appropriate Executive Officer of the Member Students' Union.

ii) Standing Order 1.2(ii) shall apply to amendments as to motions except that no amendment may be more than three hundred words in length.

iii) The NUS-USI Steering Committee shall draft any amendments into composite amendments under each policy heading.

iv) There shall be no limit to the number of constitutional amendments that can be submitted. Constitutional amendments or subsequent amendments to constitutional amendments shall not be subject to a word limit.

1.4 i) The NUS-USI Steering Committee shall, in consultation with NUS-USI Executive Committee and Member Unions, establish

a) the order of motions for debate

b) the speaking order for each motion

c) the inter-relationships of amendments and the order in which amendments shall be discussed

d) the inter-relationships of amendments and the relationship of each amendment to the motion

ii) Objections to determinations of NI Steering Committee carried out under part i) above must reach Steering Committee by the commencement of NUS-USI Conference. The Steering Committee shall rule on each objection. Such a ruling may only be overturned by a simple majority of those present and voting at NI Conference.

1.5 The Chair of NUS-USI Steering Committee shall notify, in writing, the Member Students' Union concerned of any motion or amendment which s/he rules out of order. Such notification must be given at least three days before the meeting of NUS-USI Conference or Council is to begin.

- 1.6 Member Students' Unions may appeal against the ruling out of order of any of its motions or amendments by the Chair of NUS-USI Steering Committee. Such an appeal must be supported by at least ten delegates and be upheld by a two thirds majority of those present and voting in favour of the appeal for the ruling to be overturned using the voting procedure prescribed in 20.1(ii).
- 1.7 The President shall circulate details to Member Students' Unions on preferences for topics to be discussed at any plenary or workshop held at the meeting of NUS-USI Conference or Council. The list of suggested topics received by the deadline specified shall be forwarded to the NUS-USI Executive whose decision on topics shall be final.

## **2. Procedure before NUS-USI Women's Conference**

- 2.1 The NUS-USI Women's Officer shall give written notice of the NUS-USI Women's Conference to all Member Students' Unions at least eight weeks and one day before the day on which the Conference is to be held.
- 2.2
  - i) Written notice of motions submitted by Member Students' Unions shall reach NUS-USI Women's Officer or her nominated agent at least five weeks before the Conference.
  - ii) A Member Students' Union may submit up to three ordinary motions.
- 2.4
  - i) Emergency Motions may be submitted in writing to the NUS-USI Women's Officer or her nominated agent up to 5 p.m., three days before the Conference.
  - ii) An Emergency Motion must satisfy the criteria of Standing Order 10.2.
  - iii) A Member Students' Union may submit only one Emergency Motion.
- 2.5 The NUS-USI Women's Officer shall rule out of order any motion or amendment which has not been passed by a women-only group or meeting which all women members of the Member Students' Union are entitled to attend.
- 2.6 The NUS-USI Women's Officer shall have the power to prioritise one motion for discussion at the NUS-USI Women's Campaign Committee.
- 2.7 Members of the NUS-USI Women's Campaign will not have voting rights at Women's Conference but may be included in the voting delegations of their Member Union.
- 2.8 All other procedures shall follow the Standing Orders of NUS-USI.

## **3. NUS-USI Steering Committee**

- 3.1 The members of NUS-USI Steering Committee shall, after each NUS-USI Conference, elect, from their own members, a Chairperson who shall serve for one year but shall be eligible for re-election.
- 3.2 The Steering Committee shall be the Credentials' Committee for meetings of NUS-USI Conference. The Committee shall authorise the issue of credentials only to those members of a delegation from a Credentials' Committee under the provisions of paragraph 9 of this Constitution. The committee shall, at the first session of NUS-USI Conference, list any person to whom it has refused credentials for the meeting under this provision. Any loss of credentials for the meeting of NUS-USI Conference shall be reported to the Credentials' Committee. New credentials may be issued only after at least a period of four conference hours and Credentials' Committee decision on this issue shall be final. The Credentials' Committee will issue all visitors' credentials.
- 3.3 A document or publication may not be circulated or distributed in the room in which the meeting of NUS-USI Conference is taking place except with the authority of NUS-USI Steering Committee. The Committee shall notify its reasons to any person to whom permission is refused: such person may then overturn the decision of Steering Committee provided a simple majority of the meeting votes in favour of this. The authority of NUS-USI Steering Committee shall not be required for the circulation of any documents originating from the Steering Committee itself or the NUS-USI Executive providing that any such document or publication relates to the business of the meeting of NUS-USI Conference.
- 3.4 NUS-USI Steering Committee may produce a report on its actions to NUS-USI Conference or NUS-USI Council. Such a report may include comments on the organisation and procedure of meetings of NUS-USI Conference and Council and recommend improvements to the running of meetings.
- 3.5 Whenever NUS-USI Conference amends the Constitution or Standing Orders, NUS-USI Steering Committee shall ensure that cross-referencing and new numbering of clauses are correct.

#### **4. Order of Business**

- 4.1 The NUS-USI Steering Committee shall draw up an Order Paper for NUS-USI Conference that shall be confined to:
  - i) Formal business, namely opening and closing speeches.
  - ii) Motions submitted under SO 1.
  - iii) Emergency motions.
  - iv) Minutes of the latest meeting of NUS-USI Conference and Council and any other meeting of NUS-USI in that period.
  - v) The NUS-USI Executive Report.

- vi) The Reports of any ad hoc bodies established by resolution of NUS-USI Conference.
  - vii) Elections required by the Constitution or by resolution of NUS-USI Conference.
  - viii) The NUS-USI Steering Committee Report
  - ix) Policies which fall under the provision of SO 1.2.
  - x) Plenary sessions and workshops under the provisions of SO 1.1(vi).
- 4.2 The first items to be considered at each meeting of NUS-USI Conference shall be items 4.1 iv, v, vi, vii and viii above.
  - 4.3 The Order Paper shall be circulated to Constituent Members in accordance with SO 1.1 (viii).
  - 4.4 Objections or amendments to the proposed Order Paper shall be received by the Chair of NUS-USI Steering Committee before the start of the first session of the meeting of NUS-USI Conference or Council. If no objection or amendment is received, the Order Paper shall be deemed to be accepted and shall not be moved for adoption.
  - 4.5 Where objections or amendments to the proposed order paper have been received, these shall be heard at the start of the first session of the meeting. There shall be one speech in favour of the objection or amendment followed by a response from the Chair of NUS-USI Steering Committee. To be upheld, an objection or amendment shall require the support of a simple majority of those present at voting.
  - 4.6 After all objections and amendments have been decided, the Order Paper shall be moved formally for adoption and shall be accepted if supported by a simple majority of those present at voting.
  - 4.7 Any other amendments or revisions to the Order Paper during the meeting of NUS-USI Conference or Council shall only be discussed if supported by ten delegates and shall be accepted only if a simple majority of those present, and voting, support it.
  - 4.8 If any item or part of an item has reached the end of the time allocated to it on the Order Paper or, for a motion, the time agreed at the start of the debate, the Chair of NUS-USI Steering Committee shall indicate to the Chairperson and to the meeting that the guillotine for that matter has fallen. The guillotine shall be observed immediately unless there is an objection. To be discussed, an objection shall have the support of ten delegates. There shall then be one speech in favour of the objection and one speech against; preference for which shall be given to the Chair of NUS-USI Steering Committee. The objection shall be sustained if it is supported by two thirds of those present at voting. Any objections must specify the length of time, which the objector wishes to see added to this item.

## **5. Debate Procedure**

- 5.1 A motion or amendment shall be proposed by the Member Students' Union that tabled it. The same Member Students' Union shall have the right to sum up immediately before the vote is taken on the motion or amendment.
- 5.2 If an amendment is passed which has not been accepted by the proposer of a motion, then the proposer of that amendment shall be deemed to be the proposer of the amended motion unless it has been agreed otherwise by a drafting commission. The right to sum up shall then pass to the new proposer of the amended motion.
- 5.3 If an amendment is passed which deletes all of the original or subsequently amended motion, and which has not been accepted by the proposer, then the proposer shall have the right to the last speech against the new substantive motion, such speech to be taken immediately before the summation.
- 5.4 Any motion or amendment shall be proposed by the Member Students' Union which tabled it and then the Chair will ask for a speech against followed by a speech for and so on, within the time limit set.
- 5.5 Any Member Students' Union wishing the meeting to consider parts of a motion or amendment separately must give notice of this intention to the Member of NUS-USI Steering Committee in the chair, specifying such parts, and the chair shall notify the meeting immediately after the summation on that motion or amendment but before the vote.
- 5.6 Any move to consider parts separately must be supported by ten delegates to be discussed. There shall then be a speech in favour of removing the specified parts from the motion or amendment followed by a speech against this removal, before a vote is taken. After consideration of all sets of parts the remaining text of the motion or amendment shall be the subject of a vote in favour or against.
- 5.7 Only one motion or amendment may be debated at one time.

## **6. Points of Order**

- 6.1 Points of Order may be raised to ask for a quorum count, a Chairperson's ruling, an interpretation of procedure, or to address any other question relating to procedure. Points of Order shall have precedence over all other business but cannot be raised during a speech or when a vote is in progress unless it relates to the conduct of the vote.
- 6.2 Points of Order shall have priority in the following descending order:
  - i) A request for a quorum count

- ii) A request for a Chairperson's ruling or interpretation of procedure
  - iii) A request for a re-vote
  - iv) Any other point of order
- 6.3 Only one Point of Order may be discussed at any one time.

## **7. Procedural Motions**

- 7.1 Procedural Motions have precedence over all other business except Points of Order but cannot be raised during a vote unless relating to the conduct of that vote.
- 7.2 There shall be the following Procedural Motions.
- i)
    - a) That the meeting has no confidence in the Chairperson
    - b) That the Chairperson's ruling be overturned
    - c) That a Standing Order be suspended
    - d) That the meeting be adjourned or closed
  - ii)
    - a) That the question as specified be now put
    - b) That the question as specified be not put
    - c) That a specified category of person attending the meeting be excluded from the meeting
  - iii)
    - a) That the question as specified be adjourned to later in the same meeting or to a later meeting
    - b) That the question as specified be referred or remitted to another body or person as specified
- 7.3 Any motion under 7.2 above shall require the support of ten delegates in order to be discussed.
- 7.4 All Procedural Motions shall have one speech in favour and one speech against. In the case of 7.2 (i)(a) or 7.2 (i)(b), the Chairperson shall have the right to take the speech against. Speeches will not be granted extensions.
- 7.5 In the case of Procedural Motion 7.2 (i)(a) or 7.2 (i)(b), the Chairperson shall vacate the Chair and another member of the NUS-USI Steering Committee shall take the Chair during the discussion of the motion.
- 7.6 If Procedural Motion 7.2 (i)(a) is passed, the person against whom the motion was proposed shall not resume the Chair for the duration of that session of the meeting.
- 7.7 Procedural Motions shall require the support of a simple majority of those present and voting in order to be passed, with the exceptions of 7.2 (i)(c) and 7.2 (i)(d) which shall require a two thirds majority of those present and voting using the system detailed in paragraph 20.1(ii).

7.8 Only one Procedural Motion may be debated at any one time.

## **8. NUS-USI Executive Report**

- 8.1 The Executive of NUS-USI shall be required to formulate a Draft Plan of Work for the coming year to be circulated to Constituent Organisations by 30 September.
- 8.2 A Conference of Constituent Organisations shall be convened on the last Wednesday of October to discuss and agree the Final Plan of Work for the year ahead. Amendments to the proposed Draft Plan of Work must be submitted to the office at least three clear days before the meeting.
- 8.3 The NUS-USI Executive shall present to each meeting of NUS-USI Conference and Council a Report outlining the work done since the previous meeting of either Conference or Council.
- 8.4 The Report shall indicate clearly the member or members responsible for each area of work and shall:-
- i) Include a description of work carried out by the NUS-USI Executive.
  - ii) List attendance at NUS-USI Executive Committee meetings.
  - iii) List rulings made by the President since the last Executive Report.
- 8.5 The NUS-USI Executive may also produce additional reports on specialist subjects or as instructed by a previous NUS-USI Conference. These shall be discussed by the meeting in the same way as the NUS-USI Executive Report.
- 8.6 Member Students' Unions may submit questions to the Executive Report in accordance with SO 1.1 (vii).
- 8.7 Questions to the NUS-USI Executive Report shall be answered by the NUS-USI Executive Member responsible.
- 8.8 Member Students' Unions which have submitted written questions shall be entitled to ask supplementary questions at the meeting of NUS-USI Conference or Council. They shall also be entitled to submit Report Motions but only if they have notified the Chair of NUS-USI Steering Committee of their intention to do so by the date specified Standing Order 1.1 (vii), the closing date for the submission of written questions.

## **9. Report Motions**

- 9.1 There shall be the following Report Motions:-
- i) Reference back of all or part of a Report

ii) Rejection of a specific decision taken against or without a mandate or instruction from a meeting of NUS-USI Conference or Council.

iii) Censure of a member or members of the NUS-USI Executive.

iv) Removal of a specific responsibility or responsibilities of a member or members of the NUS-USI Executive.

9.2 Each Report Motion shall require the support of ten delegates in order to be discussed. Where there is such support, the Member Students' Union submitting the motion shall speak in favour and the NUS-USI Executive Member concerned shall speak against. A vote shall be taken by a show of delegates' cards and a simple majority of those present and voting shall be required for the motion to be passed.

9.3 At the end of discussion on written questions and Report Motions the President shall indicate to the meeting the length of time remaining on the Order Paper for discussion of the Report. If time is remaining, Member Students' Unions shall be entitled to ask questions of the NUS-USI Executive on their Report but shall not be entitled to move Report Motions.

9.4 At the end of discussion a vote shall be taken on whether or not the Report is accepted by the meeting, less any parts of the Report referred back or decisions rejected. This will require a simple majority of those present and voting to be passed.

9.5 Members of the NUS-USI Executive may not participate in any vote taken on their Report.

## **10. Other Reports**

10.1 Reports of any other ad hoc body established by resolution at NUS-USI Conference shall be moved by a member of the committee or body concerned.

10.2 Only Report Motions specified within SO 9.1 (i) (ii) and (iii) shall apply to such Reports.

10.3 SO 9.4 shall apply to such Reports.

10.4 Notice of intention to move a Report Motion as specified in 9.2 above must be received by the President at least eight days before the day on which the meeting is to begin.

## **11. Emergency Motions**

11.1 Emergency Motions may be submitted by Member Students' Unions in writing to any member of Steering Committee by no later than 5.00 p.m. on the date specified in SO 1.1 (vi).

11.2 An Emergency Motion is one whose substance concerns events occurring after the latest date for the submission of motions as

specified in SO 1.1 (ii). No motion shall be an Emergency Motion unless the work of NUS-USI would be severely impaired by the failure of the meeting to discuss it.

- 11.3 The Chair of NUS-USI Steering Committee shall rule whether any motion submitted under these Standing Orders is an Emergency Motion with the meaning given in 11.2 above.
- 11.4 The Chair of NUS-USI Steering Committee shall rule out of order any such motion submitted which is more than 1,000 words in length.
- 11.5 The Chair of NUS-USI Steering Committee may draft any such motions into a composited motion and amendment to it for the meeting.
- 11.6 The order of debate for any Emergency Motions shall be established in the same way as specified in SO 1.4 except that Member Students' Unions may indicate a preference for up to six motions.
- 11.7 Following the establishment of the order of debate for Emergency Motions the Chair of NUS-USI Steering Committee shall announce how many motions may be discussed within the time allocated on the Order Paper and shall notify the meeting of his/her rulings under 11.3 above.
- 11.8 Any Member Students' Union may object to the NUS-USI Steering Committee's rulings under 11.7 above if the motion in question has been prioritised for debate under 11.6 and 11.7 above. Any such objections shall be sustained if, after a vote following a speech for a speech against the objection, it is supported by two thirds of those present and voting.

## **12. The Chair**

- 12.1 The chair at all meetings of NUS-USI council shall be taken by president and/or by the deputy president or another member of the NUS-USI executive. At NUS-USI conference, steering committee will be in the chair for questions to the NUS-USI executive, constitutional amendments, policy lapse, and for the hustings. Motions should, in co-operation with steering committee, be chaired by the executive committee. Training shall be provided for executive members on chairing motions.
- 12.2 No member of Steering Committee may speak on a motion unless it is regarding a matter of procedure.
- 12.3 The Chairperson shall ensure that the meeting is in order, that remarks are relevant to the question under debate and that no defamatory remarks are made by one member of the meeting concerning another.
- 12.4 In the event of a tied vote, the chairperson of the meeting shall have a casting vote. If steering is in the chair, the motion falls.

### **13. Voting**

- 13.1 Voting on a question may be by a show of delegate's cards, or secret ballot.
- 13.2 Voting in elections shall be by secret ballot.
- 13.3 The Chairperson may appoint tellers to assist with a vote by show of delegates' cards. Votes by secret ballot shall be administered by the NUS-USI Steering Committee.
- 13.4 A delegation from a Member Students' Union may delegate the exercise of their vote to an observer from the same Member Students' Union but no-one may vote more than once in any vote. With regard to votes by secret ballot and elections the Steering Committee shall issue a ballot paper individually to each voting delegate on production of his/her delegate card at the ballot box.
- 13.5 After any vote by show of delegates' cards, a re-vote shall be held providing that request is made immediately and that the request is supported by ten delegates. Such a re-vote may be by secret ballot or by show of delegates' cards. The Steering Committee shall ensure that each delegate is allowed a secret and free vote.
- 13.6 A re-vote shall only be held after a vote by secret ballot if Steering Committee rules that there has been misconduct in the vote. Such re-vote shall be by the same method as the original vote.
- 13.7 A re-count may be held on any vote by secret ballot if the Steering Committee rules that there has been misconduct or an error in the counts.
- 13.8 Only delegates with voting rights whom are present from Member Students' Unions and the NUS-USI Executive shall be entitled to vote notwithstanding the provision of standing order 14.4 and paragraphs 9.2(i) and 20.1 (ii) of the Constitution.

### **14. Policy Lapse**

- 14.1 At the beginning of each meeting of NUS-USI Conference, Steering Committee shall table those policies that have been in existence for five years or where last ratified under this Standing Order five years earlier. These shall be notified in advance and shall be prominently displayed within the meeting room.
- 14.2 Unless an objection is raised these policies shall lapse at the end of the last session of the meeting of NUS-USI.
- 14.3 Objections to the lapse of any such policy shall be delivered to the Chair of Steering Committee by the start of the penultimate session of the meeting.
- 14.4 During the last session of the meeting of NUS-USI, the Chair of NUS-USI Steering Committee shall invite a speech moving each objection and a speech against. The debate shall be confined to

whether or not the policy should lapse. The Chairperson shall then move to a vote where a simple majority shall retain the policy.

- 14.5 After each meeting of NUS-USI, the President shall up-date the policy of NUS-USI in respect of the policy passed at the meeting.

## **15. Extraordinary Conferences**

- 15.1 An Extraordinary NUS-USI Conference shall be held within twenty-eight working days of the receipt by the Chair of NUS-USI Steering Committee of a request for such a conference from one of the parties listed in paragraph 9.1 of the Constitution and can only discuss the issue for which it was called.
- 15.2 Motions must be received by the Chair of NUS-USI Steering Committee at least fifteen days before the date on which the Extraordinary Conference is to begin.
- 15.3 Amendments to such motions must be received by the Chair of NUS-USI Steering Committee at least three days before the date on which the Extraordinary Conference is to begin.
- 15.4 Any report from the NUS-USI Executive on the topic cited in the request shall be circulated to Member Students' Unions at least **ten** days before the date on which the Extraordinary conference is to begin.
- 15.5 Questions on such a report may be tabled by Member Students' Unions providing that they are received by the Chair of NUS-USI Steering Committee at least three days before the date on which the Extraordinary Conference is to begin.
- 15.6 Report Motions on such a report may only be moved by those Member Students' Unions who notified their intention to do so to the Chair of NUS-USI Steering Committee by the date specified in 15.5.