



NUS-UKSI constitution

as amended at NUS-UKSI conference 2018

NUS-USI constitution

Contents

	Page
Preamble	3
1 Name	3
2 Objectives	3
3 Equal Opportunities	4
4 Powers and Limitations	4
5 Income and Property	5
6 Competence	6
7 Membership	6
8 Meetings of the Region	6
9 Conference and Council	7
10 Autonomous Conferences	9
11 Executive Committee	10
12 Accountability	16
13 Motions of No Confidence	17
14 Engagement Group	18
15 Trustee Board	18
16 Indemnity	21
17 Steering Committee	22
18 Autonomous Committees	23
19 Elections	24
20 Interpretation of the Constitution and Standing Orders	27
21 Amendments to the Constitution	27
22 Reviewing the Constitution	28

Standing Orders

1 Procedure before Meetings of Conference	29
2 Procedure before all Liberation and Further Education Conferences	31
3 Steering Committee	31
4 Order of Business	32
5 Debate Procedure	33
6 Points of Order	34
7 Procedural Motions	34
8 Executive Report	35
9 Report Motions	36
10 Other Reports	36
11 Emergency Motions	36
12 The Chair	37
13 Voting	37
14 Policy Lapse	38
15 Extraordinary Conferences	38



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. 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 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 Region (each year shall see at least the following):

- 8.1 Conference
- 8.2 Council (once per term)
- 8.3 Women's Conference
- 8.4 Lesbian, Gay, Bisexual & Transgender + Conference
- 8.5 Further Education Conference
- 8.6 Disabled Students Conference
- 8.7 Black, Asian & Ethnic Minority Students' Conference

- 8.8 Trans Students' Conference
- 8.9 International Students' Conference

9. Conference and Council

9.1 *Definitions of Council & Conference:*

i) Conference is the formal decision-making body of the membership. Its purpose is to hold the executive to account, enact new policies, and elect the executive each year.

ii) Council is a more regular meeting of the membership. Its purpose is to ensure the executive are taking action on policy and serving the interests of its membership, whilst also enabling the membership to communicate and share developments. It does not have the power to elect officers to the executive.

9.1 A Conference, or Council, shall be called by the President at the request of either:

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

9.2 Persons attending 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 Conference, Extraordinary Conference and 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 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 Executive Committee, shall be resolved by the Steering Committee.

ii) Member Unions who have not paid affiliation fees before the commencement of conference shall not have voting rights at 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 Council and Conference. Co-opted members of the 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 Conference or Council.

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

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

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

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

ii) To determine policy of by ratifying policy decisions taken at the Women's Conference, Lesbian, Gay, Bisexual and Transgender + Conference, Disabled Students' Officer, Black Asian & Ethnic Minority Conference, Further Education Conference, Trans Students' Conference and International Students' Conference.

iii) To amend the Constitution and Standing Orders.

iv) To set the Regional Levy for affiliation to.

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

vi) To confer Honorary Life Membership.

vii) To elect the Executive and Steering Committee.

9.6 Vacancies on the executive, either through resignation or non-election, will be re-opened if they have occurred before the end of the calendar year. Vacancies in a new calendar year may be re-opened at the discretion of the executive. An election for vacant positions must be held as an extraordinary conference.

- 9.7 Regional council shall also have the power to ratify the appointment of the returning officer selected by the trustee board.
- 9.8 Each Officer shall provide a written report of their general activities undertaken to each meeting of the Council. An Officer who fails to submit a report to two consecutive meetings of the Council, shall normally be deemed to have resigned their post as a member of the Executive Committee.
- 9.9 A Officer who fails to attend a meeting of the Council, shall normally be deemed to have resigned their post as a member of the Executive Committee.
- 9.10 A Officer who fails to attend two consecutive meetings of the Council, with apologies, shall normally be deemed to have resigned their post as a member of the Executive Committee.
- 9.11 A Officer affected under paragraphs 9.8, 9.9 or 9.10 shall be informed in writing by the President within five working days of the meeting of 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 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 officer who is deemed to have resigned their seat on the Executive Committee according to the provisions of paragraphs 9.8, 9.9 or 9.10, shall not be barred from seeking re-election.

10. Autonomous Conferences

- 10.1 There shall be the following autonomous conferences in addition to the annual conference of the whole membership:
- 10.2
- i) Further Education Conference
 - ii) Women's Conference
 - iii) Disabled Students' Conference
 - iv) Lesbian, Gay, Bisexual & Transgender + Students' Conference
 - v) Black, Asian & Ethnic Minority Students' Conference
 - vi) Trans Students' Conference
 - vii) International Students' Conference
- 10.3 All persons attending these conferences in whatever capacity must be self-defining members i.e. a self-defining woman to the Women's Conference, with the exclusion of Further Education which is defined by type of student. Attendees 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 Conferences as to the Annual Conference. The related Officer and members excepting co-opted members of related Committees 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 related committee or the conference and may be granted speaking permission by the committee or the conference.

iii) Visitors

Visitors shall be present only with the permission of the related committee or the conference and may be granted speaking permission by the campaign or the conference.

- 10.4 No session of a conference, excluding workshops, shall proceed to business unless three Member Students' Unions are represented.
- 10.5 Each conference shall be regulated by the steering committee in accordance with the Constitution and Standing Orders of NUS-USI.
- 10.6 Each Conference shall have the following powers:
- i) To pass resolutions on matters of interest to each conferences constituents, which shall be binding on the related committee.
 - ii) To receive reports and ask questions of the related committee either collectively or individually.
 - iii) To elect the related Officer.
 - iv) To elect four other members of the related Committee, two of which must self-define as women and / or non-binary person.

11. Executive Committee

- 11.1 There shall be an 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 Women's Officer.
 - iii) The Lesbian, Gay, Bisexual and Transgender + Officer.
 - iv) The Further Education Officer.
 - v) The Welfare Officer.
 - vi) The Sustainability Officer.
 - vii) The Campaigns & Citizenship Officer.
 - viii) The Disabled Students' Officer.
 - ix) The Black, Asian & Ethnic Minority Students' Officer
 - x) Trans Students' Officer
 - xi) International Students' Officer

- 11.2 The term of office of members of the Executive shall extend from 1 July to 30 June.
- 11.3 No Student may hold more than one Regional Executive Committee post simultaneously.
- 11.4 Each REC Officer is a member of a team and should, as far as possible and practical, work together in a team spirit for the benefit of the membership. Officers shall at all times have regard to the principles of democracy and collective responsibility.
- 11.5
- i) The President shall call at least three meetings of the Executive per semester.
 - ii) The Executive may also invite individuals to attend its meetings for specific purposes.
 - iii) The quorum for the meetings of the Executive shall be half of the actual membership plus one.
 - iv) The Executive shall ensure that proper records and minutes of its meetings and all other meetings within are maintained and filed at the headquarters of and circulated to Member Unions and National Unions.
 - v) The expenses of members of the Executive in the execution of their duties shall be met out of the funds of.
- 11.6 The executive shall have the following powers:
- i) To effect the policy of as determined by Conference and Council.
 - ii) To execute business remitted to it by Conference and Council.
 - iii) To institute business for the consideration of Conference and Council.
 - iv) To call meetings of Conference, Council or an Extraordinary Conference, Women's Conference, Lesbian, Gay, Bisexual and Transgender + Conference, Black, Asian & Ethnic Minority Students' Conference, Further Education Conference, Trans Students' Conference and International Students' Conference.
 - v) To fill by co-option any vacancy caused by the resignation of any of its members after 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 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

11.7 The 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.

11.8 The 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 Conference in this context is deemed to include Women's Conference, Lesbian, Gay, Bisexual and Transgender + Conference, Black, Asian & Ethnic Minority Students' Conference, Trans Students' Conference and International Students' Conference. Each member of the Executive shall be deemed to be a full-time member of the National Unions for the period of their office.

11.9 *President*

i) The President shall be responsible for the overall direction of the work of the Executive Committee, Council, 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 agenda, minutes and reports.

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

iv) The President shall adhere to normal office working practices and hours (9.30 a.m. – 5.30 p.m.) and will be expected to work additional hours as required. They will also adhere to the terms and conditions of the contract specified for the post of President. They will also be expected to attend relevant meetings of the National Union of Students UK and the Union of Students in Ireland, and other events delegated by Conference or Council. A written report of their activities will be provided at each meeting of conference and Council. Absences, due to illness, and notice of holiday leave, must be reported to Council.

v) They 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 Executive members of any meetings and planned press releases pertinent to their officer remit throughout their time in office.

vii) The President must select a deputy who shall act for the President in their absence from the elected officer group after annual conference and inform the membership of their selection.

viii) The President must work with the Executive and Council to appoint members to the Engagement Group

11.10 *Welfare Officer*

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

ii) The Welfare Officer shall execute business referred to them by the Executive Committee, Council and Conference.

iii) The Welfare Officer shall provide a written report of their activities to meetings of Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by the Executive Committee, Council and Conference.

11.11 *Women's Officer*

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

ii) The Women's Officer shall execute business remitted to her by Women's Conference and Women's Campaign Committee.

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

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

11.12 *Lesbian, Gay, Bisexual and Transgender + Officer*

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

ii) The Lesbian, Gay, Bisexual and Transgender + Officer shall execute business remitted to them by the Lesbian, Gay, Bisexual and Transgender + Conference, Lesbian, Gay, Bisexual and Transgender + Campaign Committee, Executive Committee, Council and Conference.

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

iv) The Lesbian, Gay, Bisexual and Transgender + Officer shall provide a written report of their activities to meetings of the Lesbian, Gay, Bisexual and Transgender + Conference, 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.

11.13 *Further Education Officer*

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

ii) The Further Education Officer shall execute business remitted to them by the Further Education Conference, Further Education Committee, Council and Conference.

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

iv) The Further Education Officer shall provide a written report of their activities to meetings of the Further Education Conference, Further Education Committee and 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.

11.14 *Sustainability Officer*

i) The Sustainability Officer will effect the policy of annual conference where it pertains to environmental matters.

ii) The Sustainability Officer shall execute business remitted to them by the Executive Committee, Conference and Council.

iii) The Sustainability Officer shall provide a written report of their activities to meetings of Council and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies.

11.15 *Campaigns & Citizenship Officer*

i) The Campaigns and Citizenship Officer shall effect the policy of the Conference in regards to campaigns and elections, and student involvement in volunteering, charitable, and community projects.

ii) The Campaigns and Citizenship Officer shall execute business remitted to them by the Executive Committee, Conference and Council.

iii) The Campaigns and Citizenship Officer shall be responsible for assisting and advising Member Unions on the development of campaigns and student-led activities.

iv) The Campaigns and Citizenship Officer will be responsible to convene at least one meeting at the start of each term for Member Unions interested in developing and sharing ideas in relation to campaigns and student-led activities.

v) The Campaigns and Citizenship Officer shall provide a written report of their activities to meetings of the Council, and will adhere to the principle of collective responsibility in the implementation of decision agreed by these bodies.

11.14 *Disabled Students' Officer*

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

ii) The Disabled Students' Officer shall execute business referred to them by the Disabled Students' Conference, the Disabled Students' Campaign Committee, Executive Committee, Council and Conference.

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

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

11.16 *Black, Asian & Ethnic Minority Students' Officer*

i) The Black, Asian & Ethnic Minority Students' Officer shall effect the policy of the Black, Asian & Ethnic Minority Students' Conference.

ii) The Black, Asian & Ethnic Minority Students' Officer shall execute business remitted to them by the Black, Asian & Ethnic Minority Students' Conference and the Black, Asian & Ethnic Minority Students' Campaign Committee.

iii) The Black, Asian & Ethnic Minority Students' Officer shall convene at least one meeting of the Black, Asian & Ethnic Minority Students' Conference and at least one meeting per semester of the Black, Asian & Ethnic Minority Students' Campaign Committee.

iv) The Black, Asian & Ethnic Minority Students' Officer shall provide a written report to meetings of the Black, Asian & Ethnic Minority Students' Conference, Black, Asian & Ethnic Minority Students' Campaign Committee and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies.

11.17 *Trans Officer*

i) The Trans Students' Officer shall effect the policy of the Trans Students' Conference.

ii) The Trans Students' Officer shall execute business remitted to them by the Trans Students' Conference and the Trans Students' Committee.

iii) The Trans Students' Officer shall convene at least one meeting of the Trans Minority Students' Conference and at least one meeting per semester of the Trans Students' Campaign Committee.

iv) The Trans Students' Officer shall provide a written report to meetings of the Trans' Students' Conference, Trans Students' Campaign Committee and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies.

11.18 *International Students' Officer*

i) The International Students' Officer shall effect the policy of the International Students' Conference.

ii) The International Officer shall execute business remitted to them by the International Students' Conference and the International Students' Campaign Committee.

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

iv) The International Students' Officer shall provide a written report to meetings of the International Students' Conference, International Students' Campaign Committee and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies.

12. Accountability

12.1 The Executive, with the exception of the Women's Officer who shall also be responsible to the Women's Conference, the Lesbian, Gay, Bisexual and Transgender + Officer who shall also be responsible to the Lesbian, Gay, Bisexual and Transgender + Conference, the Disabled Students' Officer who shall also be responsible to the Disabled Students' Conference, the Trans Students' Officer who shall also be responsible to the Trans Students' Conference and International Students' Officer who shall also be responsible to the International Students' Conference, shall be further to Conference and Council.

12.2 An Officer who fails to attend three consecutive meetings of the Executive Committee shall normally be deemed to have resigned their post.

12.3 An Officer affected under paragraph 11.8 shall be informed in writing by the President within five working days of the meeting of the 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 Council and the officer concerned shall remain in post until then. A simple majority shall either accept the appeal or dismiss the officer.

12.4 An Officer who is deemed to have resigned their seat on the executive committee according to the provisions of paragraph 11.8, shall not be barred from seeking re-election, notwithstanding 17.1 (ix).

12.5 A quorate amount of self-defining students are able to call extraordinary liberation or FE conferences to hold officers to account.

Half or more members of the REC can raise an accountability concern about any other officers of the REC including the President and Liberation officers, triggering the appropriate mechanism of accountability such as an extraordinary conference or regional council.

The reasons can be presented in written format, co-signed by those who trigger it and the decision on what action is to be taken will be made by the body to which that officer is accountable, such as self-defining students in the case of a vote of no-confidence in a liberation officer.

12.6 Every member of the REC, any committee, engagement group or other representative of NUS-USI must adhere to NUS staff protocol and code of conduct at all times.

REC officers shall act in a professional manner appropriate to their post in carrying out their roles and responsibilities, and have a responsibility to work in the best interests of all the students they represent regardless of religious belief, political opinion, race, sex, marital status, colour, ethnic origin, sexual orientation or disability.

- 12.7 In the absence of any liberation officer it is the responsibility of the President and other officers to stimulate interest in that liberation campaign, with a view to encouraging students to self-organise and generate interest in running for that role.

In the absence of interest in any officer post or conference for a period of more than two years, that role shall be reviewed, and that conference shall become dormant until such times as other officers have generated sufficient interest in it being held.

These areas should not be neglected in this time period, but these resources should be refocussed in addressing engagement as opposed to holding events which students do not attend, thus damaging the growth and reputation of these campaigns.

13. Motions of No Confidence

- 13.1 Any member of the Executive shall be bound to resign within three days of a motion of no confidence being passed against them by one of the following:

- i) Conference
- ii) Council
- iii) Extraordinary Liberation Conferences

- 13.2 In the case of 13.1 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.

- 13.3 Officers with attached committees and conferences, and committee members, will be bound to resign within three days of a motion of no confidence being passed against them by the related conference. Such a motion must be submitted in accordance with the procedure for submitting motions for discussion at the relevant conference as specified in the Standing Orders.

- 13.4 Members of the Steering Committee shall be bound to resign within three days of a motion of no confidence being passed against them by 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.

- 13.5 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 17.1(ii).

- 13.6 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.

14. Engagement Group

- 14.1 This group will have the responsibility to aid the President and the regional executive in the representation of students within Northern Ireland.
- 14.2 The President will have the responsibility of nomination of individuals for this group from the Membership. Regional Executive and Council also has the responsibility to aid the President in the recruitment of individuals to this group.
- 14.3 Regional Council will have the responsibility to ratify this group at the second regional council meeting of the Presidents' term in office.
- 14.4 This Engagement Group will have the following members, all of which must self-define to their role:
 - i) International Students' Representative
 - ii) Mature Students' Representative
 - iii) Student Parent Representative
 - iv) Post-Graduate Representative
 - v) Student Carer Representative
- 14.5 Officers from the National Union of Students and the Union of Students in Ireland may be requested to assist the group when required.
- 14.6 This group will meet at least once a semester, the President will chair this group and will have the responsibility to formulate an agenda for this meeting.
- 14.7 The President will report to regional council and conference the work of this group and will be held accountable for its work.

15. Trustee Board

- 15.1 The Board of Trustees shall be responsible for the management and administration of 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:
 - 15.6.1 Financial risk; and
 - 15.6.2 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 ten trustees.
- 15.11 The Trustees shall be made up of the following persons:
 - 15.11.1 Four executive trustees, one of whom shall be the President
 - 15.11.2 Three students trustees
 - 15.11.3 Three Lay Trustees

Executive Trustees

- 15.12.1 The NUS-USI president and
- 15.12.2 Three 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:

- 15.17.1 they are not in the employment of NUS-USI, NUS, or USI and have not been for twelve months preceding the nomination; and
 - 15.17.2 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 They become bankrupt;
- 15.20.2 They resign 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 They become 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, they fail to go to three consecutive meetings of the Trustees and the other Trustees resolve that they are removed for this reason.
- 15.20.5 They are 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 Quorum for meetings of the Trustee Board shall be half of the group plus one.
- 15.23 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 and approval of resolutions in written, electronic or at a virtual meeting.

15.24 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

15.25 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.

15.26 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

15.27 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

15.28 In the case of delegation of the day to day management of NUS-USI to NUS or USI:

15.29 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

15.30 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 their favour or in which they are 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. Steering Committee

17.1 There shall be a Steering Committee that shall comprise:

- i) Four members, three of whom are elected by 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 the 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 Conference, or 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 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 Conference, or Regional Council.
- v) Steering Committee shall, in consultation with the Executive, also appoint temporary members to stand in for absent Steering Committee members at 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.
- vii) 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 Conference, drafting commissions, credentials, elections, the order paper and disputes.
- ii) Steering Committee, if required, may advise and supervise the organisation of Council, Further Education Conference, Women's Conference, Disabled Students' Conference, LGBT+ Conference, the Black, Asian & Ethnic Minority Students' Conference, Trans Students' Conference and International Students' Conference.
- iii) The Steering Committee may propose motions to Conference to amend the Constitution and Standing Orders. 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 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) Elections are the responsibility of the returning officer. 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. They shall be eligible for re-election for one term only.

vii) 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) 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. Autonomous Committees

18.1 *There shall be the following autonomous committees:*

i) Further Education Committee

ii) Women's Campaign Committee

iii) Disabled Students' Campaign Committee

iv) Lesbian, Gay, Bisexual & Transgender + Campaign Committee

v) Black, Asian & Ethnic Minority Students' Campaign Committee

vi) Trans Students' Campaign Committee

vii) International Students' Campaign Committee.

18.2 *The committees shall comprise:*

i) The Officer to which the committee shares its title i.e. the Further Education Officer to the Further Education Committee

ii) Four other members with voting rights, elected at the annual conference for each campaign. Two of these members must self-define as woman and / or non-binary person in each committee.

iii) Self-defining officers of NUS-USI, NUS and USI shall be non-voting members of these committees, with the exclusion of Further Education, defined by the relevant officer position.

iv) An Apprentice place shall be reserve on the NUS-USI Woman's Committee

18.3 *The committee officers shall be responsible for convening meeting of their respective committees:*

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

ii) Any full member of a 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 relevant Officer after failure to attend a second meeting.

18.4 *The committees shall have the following powers:*

i) To effect the policy determined by their relevant conferences

ii) To fill any vacancy amongst the members of the committees, with the exception of the Officer, with a non-voting co-optee. The committees 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.

18.5 Committee members shall be accountable to their respective conferences.

18.6 Committee member shall take office on 1 July after the Conference at which they are elected and shall serve until the last day of June in the following year.

19. Elections

19.1 *The following officers of the Executive shall be elected in accordance with the following provisions:*

i) The President, Welfare Officer, Sustainability Officer and Campaigns & Citizenship Officer shall be elected individually by Alternative Transferable Vote at 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 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, they are a full or part-time student member of the Member Unions. Steering Committee shall disqualify any person who at the close of nominations is not a full or part-time member of the Member Unions in. The President or their representative of each Member Union shall provide a

list of names and student numbers of voting delegates representing their 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 Member Unions.

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.

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

ix) No person may be an officer for more than 3 years on the Executive, and no more than 2 years in any one position.

x) Nominations for the posts of President, Welfare Officer, Sustainability Officer, Campaigns & Citizenship Officer shall be made by at least five full or part-time student members of the Member Unions in from at least three different Member Students' Unions.

xi) Nominations can be submitted in physical form containing signatures of the candidate's nominees or online using a similar format to NUS election nominations. The format of the online nomination is to be determined by the NUS-USI Returning Officer.

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

19.2 *The following officers of the Executive Committee shall be elected in accordance with the following provisions:*

i) The Women's Officer, Disabled Students' Officer, Lesbian, Gay, Bi-sexual & Transgender + Officer, Black, Asian & Ethnic Minority Students' Officer, Further Education Officer, Trans Students' Officer and International Students' Officer shall be elected individual by Alternative Transferable Vote at their respective conferences, by the self-defining attendees to those conferences.

ii) A student shall be eligible to stand for election as the above officers if, at the close of nominations, they are a full or part-time student member of NUS-USI and self-define within the grouping.

iii) Nominations for the above officers shall be made by at least three full or part-time self-defining student members of NUS-USI from at least three different Member Students' Unions.

iv) Nominations must be received by the NUS-USI returning officer, or the representative, no later than 2pm ten days before the first day of the related Conference.

19.3 *Casual vacancies on the Executive or Campaign Committees shall be filled in accordance with the following provisions:*

i) Casual vacancies arising for whatever reason shall be filled by election at an Extraordinary Conference.

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.

iv) The business of any extraordinary conference called for the above purposes shall be confined solely to the matter of elections.

19.4 *The 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 19.1 (ii) on the second day of Conference.

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

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

19.5 The following provisions shall govern the conduct of all elections.

i) If the 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 Constitution or Standing Orders, the Steering Committee shall decide, by reference in the first instance to the National Union Constitutions.

19.6 There are two positions reserved for NUS-USI on the NUS National Executive Committee. Since the President retains the first position, candidates for election to the 2nd position must be from a different self-defined gender to the President.

20. Interpretation of the Constitution and Standing Orders

20.1 Interpretation of the Constitution and Standing Orders shall rest with Steering Committee.

20.2 Whilst 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.

20.3 The returning officer shall interpret the constitution and standing orders regarding election regulations.

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

21. Amendments to the Constitution

21.1 Any amendment to the constitution shall be submitted in writing by member students' unions to steering committee at least 20 working days before annual conference. Amendments to the constitution submitted by 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.

21.2 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).

21.3 An amendment receiving such approval shall take effect from the end of the Conference at which it was approved.

21.4 Constitutional amendments shall have priority over all other motions at Conference.

21.5 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.

22. Reviewing the Constitution

22.1 Steering Committee must assess the need to review or otherwise amend the constitution at least once every three years, in order to keep it up to date. It must communicate its advice on the matter to the President.

21.2 Should Steering Committee decide a review is prudent, it must convene a Constitutional Review Group in consultation with the President, to discuss matters for review.

Standing Orders

1. Procedure before Meetings of Conference

1.1 The timetable before conference shall be as follows:

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

40 Working Days

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

20 Working Days

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

15 Working Days

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

10 Working Days

v) 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 Steering Committee.

5 Working Days

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

3 Working Days

1.2. i) A Member Students' Union may submit up to fifteen motions to each Conference, 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 Executive Committee may submit up to fifteen motions to each Conference, with no more than three motions to be submitted under one policy heading and be signed by the President.

iii) 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) Steering Committee shall amalgamate motions submitted under a single policy heading and draft a composite motion and amendments to it.

v) 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 Steering Committee must reach Steering Committee before the commencement Conference. Steering Committee shall rule on such objections and its ruling shall be final subject only to the right of 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) 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) Steering Committee shall, in consultation with 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 Steering Committee carried out under part i) above must reach Steering Committee by the commencement of Conference. Steering Committee shall rule on each objection. Such a ruling may only be overturned by a simple majority of those present and voting at Conference.
- 1.5 The Chair of Steering Committee shall notify, in writing, the Member Students' Union concerned of any motion or amendment which they rule out of order. Such notification must be given at least three days before the meeting of 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 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 Conference or Council. The list of suggested topics received by the deadline specified shall be forwarded to the Executive whose decision on topics shall be final.

- 2. Procedure before Liberation (Women's, LGBT+, BAEM, Disabled Students', Further Education, Trans Students' and International Students') Conference**
- 2.1 The Liberation (Women's, LGBT+, BAEM, Disabled Students', Further Education, Trans Students' and International Students') Officer shall give written notice of their Conferences 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 the Liberation Officer or their 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 Liberation Officer or their 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 Liberation Officer shall rule out of order any motion or amendment which has not been passed by a self-defining group or meeting which all self-defining members of the Member Students' Union are entitled to attend.
- 2.6 The Liberation Officer shall have the power to prioritise one motion for discussion at their designated Campaign Committee.
- 2.7 Members of each of the Liberation Campaigns will not have voting rights at the Liberation Conferences but may be included in the voting delegations of their Member Union.
- 2.8 All other procedures shall follow the Standing Orders.
- 3. Steering Committee**
- 3.1 The members of Steering Committee shall, after each Conference, elect, from their own members, a Chairperson who shall serve for one year but shall be eligible for re-election.
- 3.2 Steering Committee shall be the Credentials' Committee for meetings of 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 Conference, list any person to whom it has refused credentials for the meeting under this provision. Any loss of credentials for the meeting of 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 Conference is taking place except with the authority of 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 Steering Committee shall not be required for the circulation of any documents originating from the Steering Committee itself or the Executive providing that any such document or publication relates to the business of the meeting of Conference.
- 3.4 Steering Committee may produce a report on its actions to Conference or Council. Such a report may include comments on the organisation and procedure of meetings of Conference and Council and recommend improvements to the running of meetings.
- 3.5 Whenever Conference amends the Constitution or Standing Orders, Steering Committee shall ensure that cross-referencing and new numbering of clauses are correct.

4. Order of Business

- 4.1 The Steering Committee shall draw up an Order Paper for 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 Conference and Council and any other meeting of in that period.
 - v) The Executive Report.
 - vi) The Reports of any ad hoc bodies established by resolution of Conference.
 - vii) Elections required by the Constitution or by resolution of Conference.
 - viii) The 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 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 Steering Committee before the start of the first session of the meeting of 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 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 of revisions to the Order Paper during the meeting of 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 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 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 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 17.1(ii).
- 7.8 Only one Procedural Motion may be debated at any one time.

8. Executive Report

- 8.1 The Executive 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 Executive shall present to each meeting of 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 Executive.
 - ii) List attendance at Executive Committee meetings.
 - iii) List rulings made by the President since the last Executive Report.
- 8.5 The Executive may also produce additional reports on specialist subjects or as instructed by a previous Conference. These shall be discussed by the meeting in the same way as the 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 Executive Report shall be answered by the Executive Member responsible.
- 8.8 Member Students' Unions which have submitted written questions shall be entitled to ask supplementary questions at the meeting of Conference or

Council. They shall also be entitled to submit Report Motions but only if they have notified the Chair of 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 Conference or Council.
- iii) Censure of a member or members of the Executive.
- iv) Removal of a specific responsibility or responsibilities of a member or members of the 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 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 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 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 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 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 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 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 Steering Committee shall announce how many motions may be discussed within the time allocated on the Order Paper and shall notify the meeting of their rulings under 11.3 above.
- 11.8 Any Member Students' Union may object to the 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 council shall be taken by president and/or by the deputy president or another member of the executive. At conference, steering committee will be in the chair for questions to the 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 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 their 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 Executive shall be entitled to vote notwithstanding the provision of standing order 14.4 and paragraphs 9.2(i) and 17.1 (ii) of the Constitution.

14. Policy Lapse

- 14.1 At the beginning of Conference, Steering Committee shall table those policies that have been in existence for three years or where last ratified under this Standing Order three years earlier. These shall be notified in advance and shall be prominently displayed at conference.
- 14.2 Unless an objection is raised these policies shall lapse at the end of the last session of conference.
- 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 conference.
- 14.4 During the last session of the meeting, the Chair of 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 Conference, Steering Committee shall up-date the policy file in respect of the policy passed and/or lapsed at conference.

15. Extraordinary Conferences

- 15.1 An Extraordinary Conference shall be held within twenty-eight working days of the receipt by the Chair of Steering Committee of a request for such a conference from one of the parties listed in paragraph 9 of the Constitution and can only discuss the issue for which it was called.
- 15.2 Motions must be received by the Chair of 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 Steering Committee at least three days before the date on which the Extraordinary Conference is to begin.
- 15.4 Any report from the 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 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 Steering Committee by the date specified in 15.5.