

THE QUEEN'S UNIVERSITY OF BELFAST

**CONSTITUTION OF THE STUDENTS' UNION
OF THE QUEEN'S UNIVERSITY OF BELFAST**

Approved by Management Board on the 13th day of October 2022

Chapter One – The Union**1. Name**

The name of the organisation shall be 'the Students' Union'.

2. Status

The Students' Union derives its existence and authority from the University's Statutes. The governing body of the Students' Union is the Union Council ('the Council') which acts in accordance with the University's Statutes and with the approval of the Senate of the University. The roles and responsibilities of the Students' Union, as set out in Chapter XXI of the Statutes, are detailed in Annex 1.

3. Aims and Objectives

Subject to the terms of Chapter XXI of the Statutes, the aims and objectives of the Students' Union shall be:

- 3.1 To promote the general and particular interests of its members and to represent them in all matters affecting their interests both to the University and to persons and bodies outside the University;
- 3.2 To promote equality of opportunity and a safe and relaxed environment for all its members;
- 3.3 To support a range of student Societies in the University and to provide competitively priced entertainments in a safe environment;
- 3.4 To represent the interests of its members in the arrangements made for the provision of commercial services, which will be staffed wherever practical by its members, for the benefit of its members;
- 3.5 To promote unity of spirit among its members and to enhance relations between its members and the members of other institutions of higher education and the entire community;
- 3.6 To communicate with all other organisations with whom the Union maintains contact for the attainment of these objects;
- 3.7 To formulate policy and deliver strategy on student matters;
- 3.8 To raise awareness in relation to issues arising as a result of the Union's representational role;
- 3.9 To promote the interests of its members in relation to:

- 3.9.1 freedom from harassment or intimidation;
- 3.9.2 reasonable access to funds / finance in accordance with the Rules;
- 3.9.3 the opportunity to participate in Union elections and activities;
- 3.9.4 the opportunity of freedom of expression, the right of assembly and association and the right to participate in associations (subject in the case of University Societies to Chapter 4 of this Constitution) and subject to compliance with the law properly relating to the right to freedom of expression and the right to the freedom of peaceful assembly.

It is recognised that these functions may be amended/superseded by subsequent Students' Union Councils.

4. Definitions

Definitions pertaining to this Constitution are detailed in Annex 2.

5. Membership

5.1 The Union shall be composed of:

- 5.1.1 Students of the University as defined within the Constitution.
- 5.1.2 Honorary and Associate Membership – such members, although not students of the University, shall be entitled, subject to any provision made within the Rules, to enter the Union premises and make use of Union facilities designated by the Union from time to time. Such persons shall not, however, be entitled to access any of the advisory or support services provided by the Union.
- 5.1.3 Honorary Members of the Union shall be persons who, after having rendered outstanding service, have been elected Honorary Members.
- 5.1.4 Associate Members of the Union shall be either:
 - a) members of staff of the University; or
 - b) persons registered for a course, for which there is no registration requirement, held under the auspices of the University; or
 - c) members of those students' unions with which the Union has concluded a reciprocal arrangement.

5.1.5 PROVIDED THAT

Persons who are enrolled on a course of study at St Mary's University College, Stranmillis University College and any and all other bodies with which the University has a collaborative agreement, shall, although not members of the Union, be entitled, subject to the Rules, to enter the Union premises and make use of Union facilities as designated by the Union from time to time. Such persons shall not, however, be entitled to access any of the advisory or support services provided by the Union.

Students of INTO Queen's University Belfast shall be considered to be Students of the University provided that they meet the registration

requirements of the University and the relevant Memorandum of Agreement enables membership. However, the Students will not be eligible to stand for election to the Executive Management Committee of the Students' Union and will have no voting rights to vote for other eligible students who may stand for election to the Executive Management Committee of the Students' Union.

- 5.2 The Union may, with the approval of the University, enter into agreements with the representative student bodies of those persons enrolled in Saint Mary's University College, Stranmillis University College or any body with which the University has a collaborative agreement to provide advisory or support services.

6. Agreed Principles

- 6.1 The Students' Union is an organisation of students within the University established in accordance with and deriving its existence from the Statutes.

- 6.2 Statute XXI defines the relationship between the Union and the University, and provides that the Constitution shall be prescribed by Senate Rules following consultation with the Council, which shall take account of the views of the membership of the Union.

- 6.3 The University recognises the need for an organisation of students within the University to which students are entitled to membership. The University shall allocate adequate and appropriately maintained premises to be occupied by the Union and which shall be used by the Union in pursuance of its aims and objectives, and in accordance with this Constitution and its accompanying Rules. The Union shall not have the right to sub-let these premises.

- 6.4 The Union recognises:

6.4.1 That it benefits from its association with the University as contained within the Charter and Statutes and the Constitution.

6.4.2 That there are approved paths of discussion and consultation as outlined in the Statutes and the Constitution.

6.4.3 That the Union shall engage in the business of the University's Committees in the interests of students.

6.4.4 That the Union will comply with the Charter, Statutes, Senate Regulations, the Constitution and Union Rules in carrying out the business of the Union.

6.4.5 That the Union will take all reasonable measures within its powers and resources to protect:

- its members while on the Union premises; and
- the Union premises from interference, wilful damage and vandalism.

6.4.6 That the Union will comply with all legislation which applies to the University, insofar as this legislation refers or relates to the Union.

6.4.7 That those elected members representing the Union must take into account the best interests of the Union members.

- 6.5 The University recognises:

- 6.5.1 The requirement for the Council to consult with and take into account the views of the membership of the Union in accordance with Statute XXI, and in all other matters to respect the democratic principle that every student shall have the opportunity to participate in the governance of the Union.
- 6.5.2 The importance of student representation in all matters concerning students.
- 6.5.3 That it will give reasonable hearing to the elected representatives of the Union.
- 6.5.4 That the Union requires Student Officers supported by Union Staff.
- 6.5.5 That the Union requires adequate and appropriately maintained premises.
- 6.5.6 That the Union will provide a range of advisory and support services.
- 6.5.7 That the Union will support a range of student Societies.
- 6.5.8 That the Union will provide a range of commercial and entertainments activities.
- 6.5.9 That the Union, in addition to the income generated by it, requires a budget allocation to ensure the delivery of its core services, including its democratic and representational processes. This budget allocation and other financial arrangements will be the subject of a specific Rule accompanying this Constitution.

7. Powers

In pursuance of its aims and objectives, the powers of the Students' Union shall include the power to provide and facilitate for its members:

- 7.1 Access to advice and facilities within the Union, and
- 7.2 Reasonable participation in demonstrations on issues of interest, concern or benefit to its members, subject to compliance with the law properly relating to the right to freedom of expression and the right to the freedom of peaceful assembly.

8. Structure of the Union

- 8.1 The Union shall be governed by its members for the benefits of its members.
- 8.2 The government of the Union shall be based on the democratic principle that every ordinary member shall have the fullest opportunity to participate in Union affairs.

9. The Council

- 9.1 The Council, as the governing body of the Students' Union, shall have responsibility for the conduct of the affairs of the Students' Union subject to Chapter XXI of the University Statutes, and shall take due account of any resolutions duly passed at Union General Meetings or any Referendum. The Council shall function as required in the Rules.
- 9.2 The Council shall have a President who shall be a Sabbatical Officer, together with such Sabbatical Officers, such Non-Sabbatical Officers and such other officers of

the Council, as the Council may determine by Rules from time to time, subject to Chapter 1, 14.

- 9.3 The Council shall be elected annually from among the members of the Union in accordance with the Rules.
- 9.4 The Council shall be entitled to make representations to the Senate on any matter affecting the interests of students.
- 9.5 Subject to the Statutes, the Council may regulate its own procedures, appoint its own committees and officers, and exercise such powers and additional functions in accordance with Union Rules and subject to the approval of the Senate.
- 9.6 The executive functions of the Council shall be vested in a Management Board which will represent and act for and on behalf of the Council.
- 9.7 The Council shall elect representatives from the membership of the Council to the University Senate, Academic Council and Academic Board in accordance with the provisions of the Charter, Statutes, Senate Regulations and the Constitution.

10. The Management Board

- 10.1 There will be a Students' Union Management Board whose primary responsibility will be to oversee the planning and implementation of the Students' Union's activities. The executive functions of the Council shall be vested in this Management Board which will represent and act for and on behalf of the Council. The Management Board will take due account of any resolution passed by the Council.
- 10.2 The remit of the Management Board, as delegated by the Council, will be:
 - 10.2.1 To determine the strategic framework of the Union by approving and overseeing the implementation of the SU Strategic Plan and Annual Action Plans.
 - 10.2.2 To establish the Union's values and strive to ensure that everyone acting on behalf of the Union upholds them.
 - 10.2.3 Subject to Chapter 1, 3.7 and Chapter 1, 10.1, to agree and regularly review the strategies and policies of the Union.
 - 10.2.4 To ratify all routine amendments to the Constitution, following their approval by the Council, and to submit substantial amendments to the Senate for consideration and approval.
 - 10.2.5 To approve and monitor annual financial forecasts and budgets and ensure that the requisite financial estimates are provided to the University, in line with the reporting schedule for the Planning and Finance Committee.
 - 10.2.6 To ensure robust financial management by monitoring financial performance, agreeing financial delegation and approving budgets.
 - 10.2.7 To ensure that procedures are in place to enable full compliance with legal responsibilities.

- 10.2.8 To annually review the effectiveness of the Union and to agree priorities for improving performance.
- 10.2.9 To support the Director of the Students' Union and effectively review their performance.
- 10.2.10 To ensure that the Union actively seeks the opinion of members on appropriate issues, maintains regular connections with them, seeks to promote the active involvement of students and does everything possible to benefit them.
- 10.2.11 To enhance the Union's public image.
- 10.2.12 To induct new members of the Management Board and implement a programme of ongoing training to enhance effectiveness.
- 10.3 The membership of the Management Board is detailed in Annex 3 of this Constitution.
- 10.4 The Management Board shall report to each Statutory Meeting of the Council, as detailed within the Rules.

11. The Executive Management Committee

- 11.1 An Executive Management Committee shall be formed, as a sub-committee of the Management Board, in order to deal with the Students' Union's day-to-day operations. This Committee shall be recognised as the body with responsibility to act as the 'driving force' of the organisation.
- 11.2 The Executive Management Committee derives its authority from the Council, and shall report to the Council via the Management Board.
- 11.3 Membership
- Union President (who shall Chair the Committee)
 - Sabbatical Officers
 - Non-Sabbatical Officers
 - Director of the Students' Union
 - Deputy Directors of the Students' Union

The staff members within this Committee will withdraw from those sections of the meeting when 'reserved' student officer business is being discussed.

An appropriate member of staff should be in attendance acting as Clerk to the Committee. Students' Union managers, or other persons of expertise, shall be invited to be in attendance for specific items as appropriate.

- 11.4 The executive functions of the Council shall be vested in the Management Board which shall represent and act for and on behalf of the Council. The Executive Management Committee shall report to the Management Board and shall function in accordance with the provisions of the Rules.

12. Constitution and Rules

- 12.1 Constitution

- 12.1.1 Proposals for amendment to this Constitution shall be put before the Senate by the Council having consulted with the students of the Union, and the views of the students may be expressed by Union General Meeting or by means of a Referendum. All proposed amendments shall require approval of the Management Board prior to consideration by Senate.
- 12.1.2 Any such proposal shall also require the vote of a two-thirds majority of those present and voting at a meeting of the Council, provided that those voting in favour of the motion constitute at least one-half of the elected membership of the Council, and that due notice of such a motion has been given as stipulated within the Rules.

12.2 Rules

Any of the Rules to the Constitution may be amended in whole or in part, subject to the following procedures:

12.2.1 Rules

- a. Any member of The Council may propose a Rule or any amendment to any Rule, subject to the provisions contained within Chapter 1, Section 12 and the Rules;
- b. In addition, the Management Board may bring forward a Rule or any amendment to any Rule. The proposal for a Rule or any amendments to any Rule shall be submitted to the Council by the Management Board;
- c. At least ten working days' notice in writing shall be given to each member of the Council of any meeting at which such amendment is to be proposed and the notice shall set out the full terms of the proposal;
- d. Any such proposal shall also require the vote of a two-thirds majority of those present and voting at a meeting of the Council, provided that due notice of such a motion has been given as stipulated within the Rules.
- e. Proposals for Rules or any amendment to the Rules of the Constitution shall be ratified by Union General Meeting or by Referendum prior to submission to the Management Board for approval. All approved amendments shall be reported to the Senate for information purposes.
- f. On receipt of a petition from 15% of Councillors any proposed amendment to the Rules shall be referred to the Management Board for review. Any such petition shall state the requested grounds for review. The Management Board shall consider the petition and make a recommendation to Council on the petition.

12.2.2 Finance Rules

- a. Any proposed finance rule or amendment to any finance rule shall, before being submitted to the Council, be the subject of consultation between the Management Board and the Director of Finance of the University.

- 12.2.3 All Rules concerning the following shall be put before the Senate by the Management Board and shall require the approval of the Senate:
- a. General Rules for: Council, the Management Board, Union General Meetings, Referenda and removal or resignation of elected Union officers.
 - b. General procedures for the conduct of Elections and Election Courts
 - c. Finance Rules
- 12.2.4 There shall be nothing in the Rules that is contrary to the Charter and Charter, Statutes, Senate Regulations and the Constitution.

13. Elections

- 13.1 The procedures for Elections to be undertaken by the Union for whatever purpose shall be determined by the Rules pertaining to Elections.
- 13.2 The purpose of a Referendum is to determine the opinion of the membership of the Union on a specific issue.
- 13.3 All Referenda shall be conducted in accordance with the appropriate Rules.

14. Student Officers:

- 14.1 The functions and responsibilities of the Sabbatical Officers and the Non-Sabbatical Officers are set out in the Rules;
- 14.2 Sabbatical Officers shall be registered students of the University at the time of election and not subject to suspension. They shall be registered by the University for the academic year of their sabbatical office.
- 14.3 Non-Sabbatical Officers shall be students of the University at the time of their election.
- 14.4 In common with Non-Sabbatical Officers and members of the Council speaking at Statutory Meetings of the Council, Sabbatical Officers shall not be subject to the disciplinary action of the University where they exercise their freedom within the law to put forward controversial or unpopular opinions;
- 14.5 They shall serve a maximum of two Sabbatical terms of office, including no more than two Sabbatical terms of office in a single post.
- 14.6 Sabbatical Officers will be issued with formal terms and conditions of engagement in advance of commencement of their terms of office.

Chapter Two - Affiliations

1. Affiliations

- 1.1 The Union believes that being part of regional, national and international affiliations can be beneficial to its membership and there should be an opportunity for such affiliations to occur.

- 1.2 The Union may affiliate to any external organisation whose aims and objectives are not contrary to the terms and spirit of the Constitution, by means of a motion passed by the Council. Such a motion shall have effect until such time as the motion is rescinded by the Council.
- 1.3 Affiliations to the National Union of Students (NUS), the Union of Students in Ireland (USI) and the National Union of Students - Union of Students in Ireland (NUS-USI) should be reviewed, by means of a Union Referendum, the procedures of which shall be governed by the Rules pertaining to Elections. Only one such Referendum may take place in each academic year.

Chapter Three – Meetings and Conduct

1. Meetings

- 1.1 All Union meetings, including those of the Council, the Management Board and the Executive Management Committee, shall be conducted in accordance with the appropriate Rules.
- 1.2 Minutes shall be taken of all public Union meetings and these shall be made available to all of the membership.
- 1.3 Except where specified elsewhere in the Rules, decisions taken at a meeting shall only be deemed to be valid if at least one-third of the voting membership is in attendance.
- 1.4 Except where specified elsewhere, details of the membership and procedures for committee meetings are contained within the Rules.

2. Union General Meetings and Referenda

- 2.1 Mandatory Policy for the Union may be determined by a Union General Meeting or by a Referendum in accordance with the procedures contained within the Rules.

Chapter Four – Clubs and Societies

1. Clubs and Societies

- 1.1 The Students' Union shall recognise and support a range of student Clubs & Societies in the University that seek to foster a unity of spirit amongst its members and enhance relations between its members. The Students' Union shall promote participation in student Clubs & Societies to its members.
- 1.2 The Council shall have the power to establish, recognise, dissolve or withdraw recognition from any Club or Society.
- 1.3 A recognised Club or Society shall not have a separate legal entity to that of the Students' Union.
- 1.4 All recognised Clubs & Societies shall have a constitution. The Council shall approve the constitutions of all Clubs & Societies and any subsequent amendments to these constitutions.

- 1.5 The Students' Union shall maintain a register of constitutions of all Clubs & Societies. The constitution of a Club or Society shall be made available to any Student Member on request.
- 1.6 The Students' Union shall maintain, and publish, a register of all recognised Clubs & Societies.
- 1.7 The Students' Union shall have clear, published, procedures in the Rules for the approval and recognition, operation and funding, governance and conduct of Clubs and Societies.
- 1.8 The Students' Union shall have processes, procedures, and requirements to which all Clubs & Societies must comply.
- 1.9 Clubs and Societies shall be recognised and administered according to the Rules.
- 1.10 No Club or Society shall be recognised if its aims or objectives are contrary to the Charter and Statutes of the University, or the Constitution or Rules. The Vice-Chancellor may determine that the aims or objectives of a Club or Society are contrary to the terms or spirit of the Constitution. If such a determination is made, the Vice-Chancellor, pending the next meeting of the Senate, may withhold or withdraw approval. The decision by the Vice-Chancellor shall be ratified or amended by the Senate.
- 1.11 The Students' Union Executive Management Committee, according to the Rules, shall have the power to impose such penalty or penalties as it deems necessary upon any recognised Club or Society which, in its determination, has acted in a manner contrary to the aims, objectives and terms of the Constitution and Rules, subject to a right of appeal to the Council.

Chapter Five – Other Procedures

1. Breaches of Discipline

- 1.1 The procedures and protections of the Student Conduct Regulations of the University shall apply in respect of Sabbatical Officers as they apply to any Student.
- 1.2 In relation to any Student Officer who acts in a manner which, in the opinion of at least a two-thirds majority of the Management Board, is in contravention of the Student Conduct Regulations or the Student Officer Protocol, then the Management Board may at its discretion request that the Vice-Chancellor of the University consider whether disciplinary action is appropriate in the circumstances.
- 1.3 The Senate shall be notified, at the earliest reasonable opportunity, of all instances whereby allegations of misconduct against a Sabbatical Officer are proven. All such disciplinary action shall be implemented in line with the University's Student Conduct Regulations.
- 1.4 The University's Student Conduct Regulations shall apply to Non-Sabbatical Officers, in relation to any breach of discipline including a breach of the Student Officer Protocol
- 1.5 Minor offences as defined in the University's Student Conduct Regulations by Non-Sabbatical Officers shall be dealt with by the Union according to the instrument of delegation of disciplinary powers as contained within the Student Conduct Regulations.

2. Removal from Office for Good Cause

- 2.1 The Council shall have the power, upon representation from a majority of the Executive Management Committee or the Management Board, or a petition of concern from 20 Council members, to take into consideration the conduct of the holder of any Sabbatical or Non-Sabbatical Officer post and, for good cause as defined in Rule 1, call a Referendum to remove them from the post. The resolution for such a Referendum shall not be carried by the Council unless supported by two-thirds of all of the voting members of the Council.
- 2.2 Student Members shall have the power, upon receipt of a Petition for a referendum, in accordance with the Rules, to call a referendum to remove a Sabbatical or Non-Sabbatical Officer from their post, for good cause as defined in Rule 1.
- 2.3 Any such Referendum shall be conducted in accordance with the Rules. Such a Referendum shall be binding on the Union provided that that those votes cast in to remove a Sabbatical or Non-Sabbatical Officer from their post is exceeds the number of votes cast in their favour at the time of their election. Such a Referendum may only occur twice in a single term of office of a Student Officer.
- 2.4 The Council shall have the power, upon representation from a majority of the Executive Management Committee or the Management Board, or a petition of concern from 20 Council members, to take into consideration the conduct of the holder of any office in the Union, not being a Sabbatical Officer or Non-Sabbatical Officer, and for good cause as defined in Rule 1 remove them from the post. The resolution for such removal shall not be carried unless supported by at least two-thirds of those members of the Council present and voting (by secret ballot) at a Special Meeting of the Council called for such purpose.

3. Union Staff

- 3.1 Union Staff are employees of the University and it will be specified in Rules that it is a central responsibility for them to assist the Council, the Management Board, the Executive Management Committee and student officers in providing advice, support and continuity. If student officers or members of the Council have concerns relating to Union Staff in regard to the performance of their duties, they should raise these with the relevant line manager.
- 3.2 The Union Staff are subject to and protected by the University's employment, disciplinary and grievance procedures. The Union Staff have the responsibility to provide support and advice to the Council, the Management Board and the Executive Management Committee, but will remain independent from the Council and, as employees of the University, will not be accountable to the Council. On any issue of performance (in regard to their responsibility to provide advice, support and continuity to the Council, the Management Board, the Executive Management Committee and the student officers) the Union Staff shall be accountable to the University.
- 3.3 The University will employ a Director of the Students' Union, funded from within the allocated Students' Union Budget, who will be accountable, on operational matters, to the Management Board of the Students' Union and the President of the Students' Union. An annual appraisal of the Director of the Students' Union shall be carried out jointly by the Union President, the Chair of the SU Management Board and a nominee of the Registrar and Chief Operating Officer of the University.

- 3.4 An annual appraisal of the Director of the Students' Union shall be carried out jointly by the Union President and the Director of the Students' Union's relevant University line manager.
4. Bye-laws
 - 4.1 The administration of any premises occupied by the Union shall be subject to the provisions contained within the Rules.

Chapter Six - Finance

1. Finance

The finances of the Union and its Societies shall be administered by the Union in accordance with the Rules. All budget allocations by the University to the Union shall be made for the purpose of enabling the Union to carry out its aims and objectives. The provisions within the Rules are based on the premise that all financial arrangements will involve the University and the Union working as a partnership.

Annex 1**Relevant Excerpts from the University Charter and Statutes**

1. Article 16 of the Charter of the University provides:-

‘There shall be an organisation of students of the University whose constitution, powers and functions shall be prescribed by the Statutes’.
2. Chapter XXI of the Statutes sets out the role and responsibilities of the Students’ Union as follows:-
 - 2.1 There shall be an organisation of students within the University to be known as the Students’ Union which shall elect from its own number a Union Council, hereinafter to be known as “the Council”.
 - 2.2 The students of the University for this purpose shall be the Sabbatical Officers and those, whether graduates or undergraduates, who have registered and are pursuing systematic courses of study leading to a University degree, diploma, certificate or other approved award, as shall be prescribed by Regulations made by the Senate from time to time.
 - 2.3 Subject to these Statutes, the Constitution of the Students’ Union shall be prescribed by Regulations made by the Senate following consultation with the Council, which shall take account of the views of the membership of the Students’ Union.
 - 2.4 The Council shall consist of a President and such other officers and members elected from among the members of the Students’ Union in such manner as the students may determine by Rules to be made by the Council after consultation with the membership of the Students’ Union and with the approval of the Senate. The Rules shall not be altered except with the approval of the Senate.
 - 2.5 The functions of the Council shall be;
 - 2.5.1 To promote the general and particular interests of its members and to represent them in all matters affecting their interests both to the University and to persons and bodies outside the University;
 - 2.5.2 To promote equality of opportunity and a safe and relaxed environment for all its members;
 - 2.5.3 To support a range of student societies in the University and to provide competitively priced entertainments in a safe environment;
 - 2.5.4 To represent the interests of its members in the arrangements made for the provision of commercial services, which will be staffed wherever practical by its members, for the benefit of its members;
 - 2.5.5 To promote unity of spirit among its members and to enhance relations between its members and the members of other institutions of higher education and the entire community;
 - 2.5.6 To communicate with all other organisations with whom the Union maintains contact for the attainment of these objects;
 - 2.5.7 To formulate policy and deliver strategy on student matters;

- 2.5.8 To raise awareness in relation to issues arising as a result of the Union's representational role;
- 2.5.9 To promote the interests of its members in relation to:
- (i) freedom from harassment or intimidation;
 - (ii) reasonable access to funds/finance in accordance with the Students' Union Constitutional Rules;
 - (iii) the opportunity to participate in Union elections and activities;
 - (iv) the opportunity of freedom of expression, the right of assembly and association and the right to participate in associations (subject in the case of University societies to Chapter 4 of the Students' Union Constitution) and subject to compliance with the law properly relating to the right to freedom of expression and the right to the freedom of peaceful assembly.

It is recognised that these functions may be amended/superseded by subsequent Students' Union Councils.

- 2.6 The Council shall be entitled to make representation to the Senate on any matter affecting the interests of the students.
- 2.7 Subject to the provisions of these Statutes and to any Regulation or Resolutions of the Senate, the Council, having consulted the membership of the Students' Union, may regulate its own procedure, appoint its own committees and officers, and the Council, its committees and officers may exercise such powers and additional functions as the Senate may approve or delegate to them.

DEFINITIONS

In this Constitution and its Rules, the following expressions shall have the following meanings:

'The Charter'	means the Charter of the University
'The Constitution'	means the Constitution of the Students' Union of the University
'The Council'	means the Council of the Union
'Union Rules'	means the Rules of the Union made by the Union under and in accordance with Chapter 1 Part 9 of the Constitution
'Sabbatical Officers'	means the Full-Time Student Officers of the Union.
'Non-Sabbatical Officers'	means the Part-Time Student Officers of the Union.
'Senate'	means the Senate of the University
'Society'	means a non-sporting Society, association or similar group
'Club'	means a sporting Club, association or similar group, whose primary aim is the promotion of, and participation in, sport.
'Statutes'	means the Statutes of the University
'Student'	means a student of the University, who has not been required to withdraw from the University, graduate or undergraduate, who has registered and is pursuing a systematic course of study leading to a university degree, diploma, certificate or other approved award as shall be prescribed by University Regulations from time to time and 'Student' shall include for the purposes of this definition the Sabbatical Officers who have not been required to withdraw from the University, provided that persons who are enrolled on a course of study at St Mary's University College, Stranmillis University College and any and all other bodies with which the University has a collaborative agreement, shall not be Students of the University for the purposes of this definition.
'Union Staff'	means the professional administrators and other employees of the University approved by and designated by the University to assist the elected student officers in the governance and administration of the Union and its premises.
'The Union'	means the organisation of Students as defined under the Charter and Statutes.
'The University'	means Queen's University Belfast.
'Referendum'	means a question that is submitted, in accordance with the Rules pertaining to Elections, to be voted upon by the membership of the Union.

Annex 3

The membership of the Management Board will be:

- President of the Students' Union
- Five Sabbatical Officers
- Two Non-Sabbatical Officers (to be elected by the Non-Sabbatical Officers, by secret ballot in accordance with the Rules)
- Three members of the Students' Union Council (to be elected at the first Statutory Meeting of Council by secret ballot)
- Director of the Students' Union
- One representative of University Senior Management team (as appointed by the Registrar)
- One representative of University Senate
- The Chair or Deputy Chair of Convocation (representing the Alumni Voice)
- Three non-student appointees / lay members (to be appointed for a three-year term of office). Appointees may serve a maximum of two three-year terms of office.

In attendance: Other University representatives, as appropriate

When appointing external members, the Board shall use its best endeavours to ensure representation of the diversity of the student community through an open and transparent process in the same way it would when recruiting new staff members.

Non-student appointees shall require formal ratification by the Students' Union Council.

At least one non-student appointee should have a background in, and prior experience of, the external students' union movement.

The Chair of the Management Board will be one of the three non-student appointees / lay member.

The contribution of the nominated University and Lay Members is recognised as integral to the good governance of the Union.

In the event of a tied vote of the Board, the President of the Students' Union alone may deliver a casting vote.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 1

**PROCEDURES FOR THE COUNCIL, UNION GENERAL MEETINGS, REFERENDA AND
REMOVAL OR RESIGNATION OF ELECTED UNION OFFICERS**

1. THE COUNCIL

- 1.1 The Council shall consist of elected representatives as defined within Rule 2.
- 1.2 The Council shall have responsibility for the conduct of the affairs of the Students' Union, and is required to consult with and take into account the views of the membership of the Union in accordance with University Statute XXI, and in all other matters to respect the democratic principle that every Student shall have the opportunity to participate in the governance of the Union.
- 1.3 The procedures for meetings of the Council shall be governed by the provisions within Rule 7.
- 1.4 The Standing Committees of Council and representatives for University Committees shall be elected at the first Statutory Meeting of the Council, according to the provisions of Rule 2.
- 1.5 Notwithstanding any provision to the contrary, any of the elections to the Committees of Council and representatives for University Committees may be conducted electronically, at the discretion of the Returning Officer, with polling taking place no later than the date of the first Statutory Meeting of Council.
- 1.6 The Council for each session shall be deemed to have entered office when the Chairperson (Union President) of the first Statutory Meeting of the Council declares the session inaugurated.
- 1.7 There shall be three Statutory Meetings of the Council convened in each of the first and second semesters. Each meeting shall be scheduled such that the meetings are regularly spaced throughout the academic year. The final meeting shall also be known as the Annual Business Meeting.
- 1.8 Meetings shall only take place in normal teaching weeks, except for the Annual Business Meeting which may be held outside normal teaching weeks.
- 1.9 The Management Board will report to the Council at each Statutory Meeting of the Council. The Management Board, through the Union President, supported by the Director of the Students' Union, shall provide a written report to the Students' Union Council once per semester on the activity of the Board. This report shall include activity associated with the advisory, support and development services of the Union. The Council may make relevant recommendations to the Management Board.
- 1.10 Annual reports are required to be presented at the Annual Business Meeting by:
 - 1.10.1 Sabbatical Officers on their own behalf and on behalf of their respective Committees;
 - 1.10.2 Non-Sabbatical Officers of the Executive Management Committee who are responsible for particular areas, as listed in Rule 4.

- 1.10.3 Other relevant reports concerning Students' Union affairs since the previous Annual Business Meeting may be presented at the discretion of the Management Board.
- 1.11 Special Council Meetings shall be held when the Council or the Management Board deems it necessary or upon presentation to the Clerk of the Students' Union Council of a Petition bearing the signature and student numbers of:
- 1.11.1 20 members of the Council; or
 - 1.11.2 250 Student Members
- 1.12 A meeting convened under the above arrangements shall only discuss the item(s) put forward by the Council or the Management Board, or the item(s) stated on the submitted Petition.
- 1.13 The date and time of a meeting convened under the above arrangements may be decided by the Executive Management Committee, or may be as stated on the submitted request, provided that 72 hours (excluding Saturday and Sunday) are allowed following the receipt of the Petition.
- 1.14 Council Meetings shall only be convened during normal teaching weeks between the hours of 5.00 p.m. and 8.00 p.m.
- 1.15 Council Meetings shall be arranged insofar as it is possible to avoid coinciding with examinations and annual Students' Union functions and events.
- 1.16 The quorum at a Council Meeting shall be one-quarter of the total elected membership of the Council.
- 1.17 Notices will be posted on the Students' Union website and authorised noticeboards announcing the date, place and time of meetings of the Council. Notices will also be circulated by electronic mail to all members of the Council. Advance notification shall be communicated:
- 1.17.1 Not less than 10 clear days prior to a Statutory Council Meeting;
 - 1.17.2 Not less than 24 hours (excluding Saturday and Sunday) prior to a Special Council Meeting.
- 1.18 Reports of business transacted shall be given to any Student Member upon request by at least 7 clear days (excluding Saturday and Sunday) after the Council Meeting.
- 1.19 The Council shall be entitled to make representations to the Senate on any matter affecting the interests of Students, in accordance with Chapter 1 Section 9 of the Constitution.
- 1.20 Subject to the Statutes, the Council may regulate its own procedures, appoint its own Committees and Officers, and exercise such powers and additional functions in accordance with these Rules and subject to the approval of the University Senate.
- 1.21 In accordance with Chapter 1 of the Constitution, the executive functions of the Council shall be vested in a Management Board which will represent and act for and on behalf of the Council.
- 1.22 The Council shall, at its first Statutory Meeting, elect the following representatives:-
- 1.22.1 One representative to the University Senate.
 - 1.22.2 One representative to Academic Council.
 - 1.22.3 Four representatives to Academic Board.

2. UNION GENERAL MEETING

- 2.1 Subject to Paragraph 2.3, Union General Meetings (UGMs) will be held to provide a forum at which any Student Member, subject to the provisions in this Rule, can propose motions and discuss Union policy and any matters affecting the Union or the interests of its members.
- 2.2 Procedure at UGMs shall be governed by the provisions of Rule 7.
- 2.3 UGMs shall be held when the Council deems it necessary, or upon the presentation to the Union President of a Petition bearing the signatures and student numbers of:
- 2.3.1 20 members of the Council; or
 - 2.3.2 250 Student Members
- 2.4 A meeting convened under the above arrangements shall only discuss the item(s) put forward by the Council, or the item(s) stated on the submitted request.
- 2.5 The date and time of a meeting convened under the above arrangements may be decided by the Council, or may be as stated on the submitted request, provided that 72 hours (excluding Saturday and Sunday) are allowed following the receipt of the Petition.
- 2.6 UGMs shall only be convened during normal teaching weeks between the hours of 12.00 p.m. and 5.00 p.m.
- 2.7 No UGM shall be held in a place where, and at a time when, Student Members are congregated for any other purpose than a UGM.
- 2.8 All UGMs shall normally be held within the confines of the Students' Union building.
- 2.9 The quorum of a UGM shall be 0.5% of the Student Membership.
- 2.10 Notices shall be posted, not less than 48 hours (excluding Saturday and Sunday) prior to a UGM, on authorised noticeboards announcing the date, place and time of the UGM, and the nature of the business that is scheduled to be considered.
- 2.11 Any Student Member may propose an amendment to any motion tabled for a UGM:
- 2.11.1 By submitting the amendment in writing, duly seconded, to the Union President not less than 24 hours prior to the meeting; or
 - 2.11.2 Verbally during the meeting, when the motion in question is called for debate.
- 2.12 No-one may propose or second more than three motions at any UGM.
- 2.13 A decision relating to the policy of the Students' Union taken at a UGM and voted upon with the exception of the Constitution and its associated Rules:
- 2.13.1 By at least 10% of the Student Membership shall be mandatory and binding, if more than 50% of the above Students vote in favour of the policy.
- 2.14 A motion or proposal to alter or rescind a mandatory decision of the Student Membership shall not be considered within 12 months from the date of passing such a decision.
- 2.15 A mandatory decision of the Student Membership shall only be amended or overturned by a mandatory decision of the Student Membership.

- 2.16 A quorate UGM attended by less than 10% of the Student Membership shall have powers of recommendation which shall be advisory only.

3. MEMBERS OF THE COUNCIL

- 3.1 A Councillor shall be deemed to have vacated their seat on the Council, or any office or any Committee thereof, if the Councillor lodges their resignation in writing with the Clerk of the Students' Union Council. A Councillor shall also be deemed to have vacated their seat on the Council if the Councillor fails to attend two consecutive meetings of the Council without submitting apologies. A Councillor shall be deemed to have vacated their seat on the Council if the Councillor fails to attend three consecutive meetings of the Council. A Councillor may be reinstated if they can demonstrate that exceptional circumstances or a valid academic commitment prevented Council attendance.
- 3.2 A Councillor who ceases to be a Student Member shall be deemed to have vacated their seat on Council, and any office or any Committee thereof, except in the case of a member of the Executive Management Committee, who may complete their term of office.
- 3.3 Councillors should adequately represent the interests of their constituents and ensure that there is feedback of information from UGMs and meetings of the Council and, as appropriate, should liaise with the Staff Student Consultative Committee representatives of every department within their School and Faculty.

4. REFERENDA

- 4.1 A Referendum shall be held on any proposal when more than half of all of the voting members of the Council deem it necessary or upon receipt by the Returning Officer (see Rule 2) of a Petition bearing the names, signatures and student numbers of 1.5% of the Student Membership. The Returning Officer shall determine the form of a Petition document and may also, at their discretion, accept digital Petitions provided that they can verify the identity and authenticity of petitioners. Petitions shall not be deemed valid unless submitted to the Returning Officer within twenty working days from the date on which the Petition commenced.
- 4.2 A Referendum held under 4.1 shall be on a proposal decided by the Council, or as stated on the submitted Petition. If more than one proposal is submitted, the procedure in 4.1 must be adhered to with regard to each separate proposal.
- 4.3 If the Referendum is called by the Council as in 4.1, then the date on which the Council decision is minuted and placed on the Students' Union website and authorised noticeboards shall be treated as comparable to the receipt of a Referendum Petition as in 4.1 and shall be used for the purpose of calculating when the Referendum is to be held.
- 4.4 The Referendum must begin within 21 clear days from the receipt of the Referendum Petition, but no earlier than eight clear days from the receipt of the Referendum Petition, and can last no longer than ten working days (excluding Saturday and Sunday).
- 4.5 Polling for any Referendum must open and close in term time on a Monday, Tuesday or Thursday.
- 4.6 The Returning Officer shall be responsible for the conduct of all Referenda and shall appoint such assistants as may be necessary.
- 4.7 Each side in the Referendum shall be entitled only to the following printed publicity which must be printed by the Students' Union:

- 4.7.1 200 A3 Posters;
- 4.7.2 500 A4 Posters;
- 4.7.3 1000 A5 Flyers.

The Returning Officer may amend the entitlement to printed publicity material, provided that each side in a referendum campaign receive the same entitlement.

- 4.8 Referendum publicity that is to be printed must be handed in an electronic format to the Returning Officer by a date specified by the Returning Officer.
- 4.9 The Returning Officer and assistants may require each intending voter to produce for inspection the intending voter's Union membership card.
- 4.10 The Returning Officer will make arrangements for polling to take place, and shall publicise such arrangements in advance of all Referenda.
- 4.11 A decision relating to the policy of the Students' Union taken by a Referendum and voted upon by at least 10% of the Student Membership, with the exception of the Constitution and associated Rules, shall be mandatory and binding on the Union or any Union body to which it is directed, provided that those votes in favour exceed 50% of the total number of votes cast.
- 4.12 A motion or proposal to alter or rescind a mandatory decision of the Student Membership shall not be considered within 12 months from the date of passing such a decision.
- 4.13 A mandatory decision of the Student Membership shall only be amended or overturned by a mandatory decision of the Student Membership.
- 4.14 A decision taken by a Referendum and voted upon by less than 10% of the Student Membership shall have powers of recommendation which shall be advisory only, provided that those votes in favour exceed 50% of the total number of votes cast.
- 4.15 A body which has carried out a mandate or recommendation of the Student Membership shall report to the next Statutory Council Meeting.
- 4.16 The Returning Officer will post the result of any Referendum submitted under 4.2 on all of the authorised noticeboards not later than two clear days (excluding Saturday and Sunday) after the Referendum has been held.
- 4.17 Any Student Member who has reason to believe that there was any irregularity of any kind regarding the conduct of a Referendum, shall have the right to lodge a Referendum Petition with the Returning Officer within 72 hours of the alleged irregularity, according to the provisions of Rule 2.

5. REMOVAL OF AN OFFICER OF THE UNION

- 5.1 The Council shall have the power to take into consideration the conduct of a holder of any office provided for in these Rules and for good cause (as defined below) call a referendum to remove them from post.
- 5.2 The resolution for such censure and / or removal shall not be carried unless supported by at least two-thirds of those members of Council present and voting at a properly constituted Meeting of the Council. In such a circumstance, all votes that are cast in favour of the resolution and all votes that are cast in opposition to the resolutions and all abstentions shall be deemed to be valid votes.

- 5.3 Where a resolution is placed before the Council to call a referendum to remove an officer from post, that officer shall have the right to address Council on the issue.
- 5.4 Student Members shall have the power, upon receipt of a Petition for a referendum, in accordance with the Rules, to call a referendum to remove a Sabbatical or Non-Sabbatical Officer from their post, for good cause as defined in Rule 1.
- 5.5 Any such Referendum shall be conducted in accordance with the Rules. Such a Referendum shall be binding on the Union provided that that those votes cast in to remove a Sabbatical or Non-Sabbatical Officer from their post is exceeds the number of votes cast in their favour at the time of their election.
- 5.6 Where an officer has been removed from office, the remaining elected officers shall ensure that another elected officer shall carry out the functions of the officer removed, according to the provisions of Rule 4.
- 5.7 'Good Cause' shall mean:
- 5.7.1 conviction of any offence which the Council considers to be such as to render the person concerned unfit to execute the duties of their post;
- 5.7.2 conduct of an immoral or scandalous or disgraceful nature which the Council considers such as to render the person concerned unfit to continue to hold their post;
- 5.7.3 conduct which the Council considers to be such as to constitute failure or inability of the person concerned to perform the duties of their post;
- 5.7.4 conduct which the Council considers to be contrary to the provisions of the Constitution.

6. RESIGNATION OF AN OFFICER OF THE UNION

The holder of any office provided for in these Rules may only resign by writing to the Council through the President, except in the case of the President who may only resign by writing to the Council through the Clerk of Council.

7. LAPSE OF UNION POLICY

- 7.1 All policies that have been in existence for three years or more will lapse at the Annual Business Meeting of the Council, unless Council otherwise directs.
- 7.2 A list of headings of all policies due to lapse shall be available for consultation in the office of the Clerk of Council not less than 15 days (excluding Saturday and Sunday) before the Annual Business Meeting.
- 7.3 Any Student Member may submit a written objection to the lapse of any policy to the Clerk of Council by 5.00 p.m. on the closing date for business for the Annual Business Meeting. Such an objection will be tabled as a motion to the Annual Business Meeting.
- 7.4 Any policy to which there is no such objection shall lapse at the Annual Business Meeting.
- 7.5 Mandatory policy of the Students' Union shall not lapse until such time as it has been rescinded by a mandatory decision of the membership.

8. THE MANAGEMENT BOARD

- 8.1 The Management Board ('the Board') shall consist of those members as set out in Annex 3 of the Students' Union Constitution and shall have remit and responsibilities as set out in Chapter 1 Clause 10 of the Constitution and as delegated by Council under Rules.
- 8.2 The Board shall report to the Council at each Statutory Meeting of the Council.
- 8.3 The Board will meet at least five times in every calendar year and shall receive reports from the Executive Management Committee at each meeting. The Council shall have the power to instruct the Board to convene an extraordinary meeting in order to address any matter passed to it by the Council.
- 8.4 The quorum at a meeting of the Board shall be three-quarters of the total membership of the Board, providing the Union President (or nominated deputy), and the representative of University Senior Management are present. If either the Union President (or nominated deputy) or the University representative is not present, the meeting shall be deemed to be inquorate and shall not proceed.
- 8.5 Subject to the Constitution, its Rules and any instruction from the Council, the Board may regulate its own procedures.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 2

ELECTIONS

1. INTRODUCTION

- 1.1 All elections to the Council and the Executive Management Committee and all elections to committees and delegations which are elected by the Council, shall be:
 - 1.1.1 held only during normal teaching weeks;
 - 1.1.2 by secret ballot;
 - 1.1.3 conducted by the single transferable vote system of proportional representation according to the provisions of this Rule;
 - 1.1.4 conducted in a free and fair manner.
- 1.2 All Students as defined within the Constitution shall be entitled to vote in any Union election. All candidates and all proposers and all seconders of candidates in any election, as defined in 1.1, shall be Students.
- 1.3 Whenever in this Constitution the term 'conduct of an election' is used, it shall be deemed to include all stages from the calling of nominations to the declaration of the result.
- 1.4 The Director of the Students' Union shall appoint a Returning Officer at the beginning of each academic year:
 - 1.4.1 At the beginning of each academic year, the Director of the Students' Union shall appoint a separate Returning Officer, to oversee the Elections for full-time officers to serve on the Executive Management Committee. This Returning Officer may neither be a member of the student body nor a member of staff of the Union or University. The appointment must be approved by Council at its first possible Meeting. If an appointment is not approved, the Director shall nominate other candidates as necessary, subject to the same criteria.
 - 1.4.2 At the beginning of each academic year, the Director of the Students' Union shall appoint a Returning Officer, to oversee the Elections for part-time officers to serve on the Executive Management Committee. This shall normally be the Clerk of Council (or their nominee).
 - 1.4.3 At the beginning of each academic year, the Director of the Students' Union shall appoint a Returning Officer, to oversee the Elections for all other posts, delegations, committees and referendums not detailed in 1.4.1 and 1.4.2. This shall normally be the Clerk of Council (or their nominee).
- 1.5 The Returning Officer shall appoint such assistants as they deem necessary provided that no such assistant shall be involved in the election for which they are an Assistant Returning Officer.
- 1.6 For elections to the Executive Management Committee where there are any nominations, ballot papers shall include as an option the statement 'Re-Open Nominations'.
- 1.7 In all other elections, in the event of the number of candidates for any election being equal to or less than the number of vacancies, the said candidates shall be returned.

- 1.8 As the sole arbitrator in all matters relating to the election, the Returning Officer may issue regulations and rulings concerning polling areas, areas of valid campaigning, guidance for voters, the validity of votes, the process for the counting of votes and other operational matters for all elections conducted using manual or electronic voting.
- 1.9 Notwithstanding any provision to the contrary, the Returning Officer may, at their discretion, accept electronic submission of Election Nomination Forms and election materials for all elections conducted under the Rules.
- 1.10 The Returning Officer shall determine whether any election conducted under the Rules shall be conducted manually or electronically.

2. INSTRUCTION FOR THE GUIDANCE OF VOTERS

- 2.1 A vote shall be cast by placing the figure '1' in the space provided at the right hand side of the name of the candidate of the voter's first choice.
- 2.2 A voter may also place the figures '2', '3', '4', etc. in the appropriate spaces opposite the names of the other candidates in the order of the voter's preference.
- 2.3 A ballot paper is liable to be rejected on which:
 - 2.3.1 the figure '1' is placed opposite the name of more than one candidate;
 - 2.3.2 the figure '1' is not placed opposite the name of any candidate;
 - 2.3.3 the figure '1', together with some other figure denoting a different number is placed opposite the name of the same candidate.

3. VALIDITY OF VOTES

- 3.1 A ballot paper:
 - 3.1.1 which does not bear an official mark;
 - 3.1.2 on which anything is written or marked by which the voter can be identified;
 - 3.1.3 which is unmarked or void for uncertainty;
 - 3.1.4 on which the figure '1' or other symbol aforesaid is placed opposite the name of more than one candidate;
 - 3.1.5 on which the figure '1' or other symbol aforesaid together with some other figure or symbol denoting a different number is placed opposite the name of any candidate;may, subject to Paragraphs 2.2 and 2.3, be void and not counted.
- 3.2 A ballot paper shall not be void by reason only that the figure '1' or other symbol denoting the number '1' is placed opposite the name of one candidate and that any or all of the spaces opposite the names of the other candidates are either left blank or marked with a mark other than a number.
- 3.3 A ballot paper on which the vote is marked elsewhere than in the proper place, or by more than one mark, shall not be deemed void if:
 - 3.3.1 there is a clear intention that the vote has been cast for a particular candidate;
 - 3.3.2 the paper is not so marked as to identify the voter;
 - 3.3.3 it is not shown that the voter can be identified by means of such a mark.

4. PROCEDURE FOR THE COUNTING OF VOTES IN MANUAL ELECTIONS

4.1 First Stage

- 4.1.1 the voting papers will be sorted according to first preferences, setting aside any invalid papers and the number of invalid papers will be determined;
- 4.1.2 the first preference vote for each candidate will be determined;
- 4.1.3 the quota will be determined as follows: divide the total valid vote by one more than the number of places to be filled. If the result is more than 100, ignore the remainder, and add one. If the result is less than 100, continue the division to two decimal places, ignore the remainder, and add 0.01;
- 4.1.4 any candidate shall be deemed to be elected whose vote equals or exceeds the quota, provided that the number of candidates deemed elected does not exceed the number of places to be filled.
- 4.1.5 this completes the first stage of the count.

4.2 Subsequent Stages

- 4.2.1 If one or more candidates have surpluses above the quota, and the total of such surpluses together with any vote in suspense does not exceed the differences between:
 - a) the vote of the candidate credited with the least vote and the vote of the candidate next above, or
 - b) the total vote of two or more candidates with the least votes and the vote of the candidate next above,the transfers of such surpluses shall be deferred.
- 4.2.2 Otherwise, if one or more of the candidates have surpluses, the largest surplus shall be transferred. If the surpluses of two or more candidates are equal, the surplus of the candidate who had the greatest vote at the earliest stage at which they had unequal votes shall be transferred. If the votes of the two or more such candidates have been equal at all stages of the count, the Returning Officer shall decide by lot which surplus to transfer.
- 4.2.3 If after all surpluses have been transferred or deferred, one or more places remain to be filled, the candidate or candidates with the least votes shall be excluded.
- 4.2.4 The two or more candidates with the least votes shall be excluded together if the total votes of such two or more candidates, together with the total of any deferred surpluses does not exceed the vote of the candidate next above.
- 4.2.5 Otherwise the candidate with the least vote when that vote, together with the total of any deferred surpluses and any vote in suspense, does not exceed the vote of the candidate next above or the vote required on election deposit shall be excluded. If the votes of two or more candidates are equal least, the candidate who had the least vote at the earliest stage at which they had unequal votes shall be excluded. If the votes of the two or more such candidates have been equal at all stages of the count, the Returning Officer shall decide by lot which candidate to exclude.

4.3 Transfer of Surplus

- 4.3.1 In the case of a surplus arising at the first stage, all of the papers which a candidate has received shall be examined.
- 4.3.2 In the case of a surplus arising at a later stage consequential on the transfer of another surplus or from the exclusion of a candidate or candidates, only the last batch of papers, all of one value, which gave rise to the surplus shall be examined.
- 4.3.3 The voting papers to be examined shall be sorted according to next available preferences for continuing candidates. Those papers on which no next available preference is expressed shall be set aside.
- 4.3.4 The number of papers for each candidate shall be determined.
- 4.3.5 The present total value of the transferable papers shall be determined. If this exceeds the surplus, the transfer value of each paper shall be determined by dividing the surplus by the number of transferable papers to two decimal places, ignoring the remainder. Otherwise, the transfer value of each paper is its present value.
- 4.3.6 The values to be credited to each candidate shall be determined and the total reconciled.
- 4.3.7 Any candidate whose vote now equals or exceeds the quota shall be deemed to be elected.

4.3.8 The transfer of a surplus constitutes a further stage in the count.

4.4 Exclusion of a Candidate or Candidates

- 4.4.1 The papers of the excluded candidate or candidates shall be arranged in batches in descending order of transfer value. The number and total value of the papers in each batch shall be ascertained and reconciled with the total vote of the excluded candidate(s).
- 4.4.2 The batch of papers of highest transfer value shall be transferred. The papers shall be sorted according to next available preferences for continuing candidates and those papers on which no next available preference is expressed shall be set aside as non-transferable.
- 4.4.3 The number of papers for each candidate and the number of non-transferable papers shall be determined.
- 4.4.4 Except in the cases of papers at full value, the value of the papers for each candidate and of the non-transferable papers shall be determined and the total reconciled.
- 4.4.5 The voting papers for each candidate shall be placed with those previously received.
- 4.4.6 In the same way, each batch of papers shall be sorted and transferred in turn in descending order of transfer value.

- 4.4.7 Any candidate whose vote now equals or exceeds the quota shall be deemed to be elected.
- 4.4.8 The exclusion of a candidate or candidates constitutes a further stage in the count.
- 4.5 Final Count
- 4.5.1 If at any stage, as a result of a proposed exclusion of one or more candidates, the number of continuing candidates would equal the number of places remaining unfilled, such continuing candidates shall be deemed to be elected.
- 4.5.2 If at any stage the number of candidates deemed to be elected is equal to the number of places to be filled, no further transfers of papers shall be made and the remaining continuing candidate(s) shall be formally excluded.
- 4.5.3 The count is now completed.

5. PROCEDURE FOR THE COUNTING OF VOTES IN ELECTRONIC ELECTIONS

- 5.1 When electronic voting is being used, the mathematical methodology for determining electoral results shall be on the basis outlined within Rule 2 Section 4.
- 5.2 The Returning Officer make rulings to amend the procedure for the counting of votes in electronic elections to take account of technological limitations, provided that all counting is conducted by the single transferable vote system of proportional representation. Any such ruling shall be published with the Elections Pack before the close of nominations.

6. GLOSSARY OF TERMS

First Preference

The figure '1' standing alone against just one candidate on a voting paper or the name of the candidate entered on a voting paper as a first preference.

Valid Voting Paper

A voting paper on which a first or an only preference is unambiguously expressed.

Invalid Voting Paper

A voting paper on which no first or only preference is expressed, or on which any first preference is void for uncertainty.

Subsequent Preferences

The figure '2', '3', etc. standing alone against different candidates on a voting paper or the names of candidates entered in order on a voting paper as second, third, etc. preference.

Candidate's Vote

The value of voting papers credited to a candidate at any stage of the count.

Stage of the Count

The determination of the first preference vote for each candidate (first stage) or the transfer of a surplus or the exclusion of a candidate, two or more candidates at the same time.

Quota

The vote which, if attained by as many candidates as there are places to be filled, leaves at most a quota for all other candidates, the total valid vote divided by one or more than the number of places to be filled.

Surplus

The amount by which a candidate's vote exceeds the quota.

Continuing Candidates

Any candidate not yet elected or excluded.

Next Available Preference

The next preference in order, passing over earlier preferences for candidates already elected or excluded.

Transferable Paper

A voting paper on which a next available preference for a continuing candidate is expressed or on which any next available preference is void for uncertainty.

Non-Transferable Paper

A voting paper on which no next available preference for a continuing candidate is expressed or on which any next available preference is void for uncertainty.

Transfer Value

The value, being unity or less, at which a voting paper is transferred from an elected or an excluded candidate to a continuing candidate.

Non-Transferable Vote

The value credited as non-transferable at any stage of the count. A paper not marked in numerical order is only transferable to such preferences that are in numerical order e.g. a paper marked 1,2,3,5 may not be transferred beyond preference number 3.

7. CONDUCT OF MANUAL ELECTION COUNT

- 7.1 The Returning Officer shall be responsible for the conduct of an Election Count.
- 7.2 The Returning Officer shall appoint tellers for the counting of votes.
- 7.3 Each candidate may at their discretion appoint scrutineers up to a maximum determined by the following formula – number of tellers / number of candidates.
- 7.4 Any candidate or proposer of a candidate may at any time during the count, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise) request the Returning Officer to re-examine and re-count the

- papers of all or any of the candidates (not being paper at any previous transfers as finally dealt with) and the Returning Officer shall comply with such reasonable requests.
- 7.5 Where the Returning Officer is not satisfied with the accuracy of any count, they may at their discretion re-count the votes either once or more than once.
- 7.6 Nothing in the foregoing provisions of the Rule shall make it obligatory on the Returning Officer to re-count the same votes more than once.
- 7.7 If, upon consideration of an Election Petition under Paragraphs 11.1 to 11.17, any ballot papers counted by the Returning Officer are rejected or held invalid, or any ballot papers rejected by the Returning Officer are held valid, the Election Court may direct that the whole or any part of the ballot papers be re-counted and that the results of the elections be ascertained in accordance with these Rules.
- 7.8 On a re-count each paper shall, subject to such modifications as may be necessary by reason of any error in the original count, take the same course as at the original count.
- 7.9 If any question arises in relation to any transfer of votes, the decision of the Returning Officer whether expressed or implied by their acts shall be final unless any candidate or their proposer objects thereto before the declaration of the result of the Election and where an objection is so made that the decision may be reversed by means of an Election Petition; and where such a decision is so reversed:-
- 7.9.1 any ballot papers counted by the Returning Officer are rejected or held invalid;
- 7.9.2 the Election Court shall direct:
- (a) what transfer is to be made in lieu thereof;
- (b) that the subsequent operations be carried out and the result of the Election ascertained in accordance with these Rules.
- 7.10 The Returning Officer shall declare the result of the Election immediately after the completion of the final count.

8. ELECTIONS TO THE COUNCIL

- 8.1 Student Members not following a postgraduate course may offer themselves as candidates and exercise the right to vote in the following constituencies:-
- Arts, Humanities and Social Sciences
Engineering and Physical Sciences
Medicine, Health and Life Sciences
- 8.2 Except where otherwise stated, the number of Students which may be elected to the Council by any constituency for any session of the Council shall be determined by the Returning Officer. The number of seats in the constituencies referred to in 8.1 shall be proportionally calculated on the basis of the number of students that are enrolled within that constituency, and there shall be a minimum of five seats in each such constituency. The total membership of the Council shall be 140.
- 8.3 There shall be one Postgraduate constituency in which Students following a postgraduate course may offer themselves as candidates and exercise the right to vote. There shall be a minimum of five seats in this constituency.

- 8.4 There shall be an All First Year Student constituency. All Students, other than Postgraduate Students, in their first year of attendance at the University shall be entitled to offer themselves as candidates and exercise the right to vote in this constituency. There shall be a minimum of five seats in this constituency.
- 8.5 There shall be an All Student Constituency. All Students as defined in the Constitution shall be entitled to offer themselves as candidates and exercise the right to vote in this Constituency. There shall be a minimum of five seats in this constituency.
- 8.6 There shall be an International Student constituency. All International Students, whom would be classified as students whose country of residence is outside the United Kingdom and the Republic of Ireland, shall be entitled to offer themselves as candidates and exercise the right to vote in this constituency. Students of INTO Queen's University Belfast shall be entitled to offer themselves as candidates and exercise the right to vote in this constituency. There shall be a maximum of five seats in this constituency.
- 8.7 There shall be a Queen's Accommodation Constituency. All Students as defined in the Constitution shall be entitled to offer themselves as candidates and exercise the right to vote in this Constituency. There shall be a maximum of five seats in this constituency.
- 8.8 There shall be an Undergraduate School Representative constituency whose membership shall be an Undergraduate School Representative from each School and Institute in which students are enrolled, elected by the Students of each School / Institute, as defined by University Regulations. All undergraduate Students as defined in the Constitution, not in their final year of study, shall be entitled to offer themselves as candidates for the position of School Representative. All undergraduate Students as defined in the Constitution shall be entitled to exercise the right to vote for the position of School Representative. Nonwithstanding any provision to the contrary, the Returning Officer may conduct elections for the School Representative constituency of Council in the second semester.
- 8.9 There shall be a Postgraduate School Representative constituency whose membership shall be a Postgraduate School Representative from each School and Institute in which postgraduate students are enrolled, elected by the postgraduate Students of each School / Institute, as defined by University Regulations. All postgraduate Students as defined in the Constitution shall be entitled to offer themselves as candidates and exercise the right to vote for the position of Postgraduate School Representative.
- 8.10 The electoral status, being the Faculty of any intending candidate and / or voter, shall be determined by reference to the information held in the student records department of the University. Where the aforesaid electoral status is uncertain, the matter shall be referred to the Returning Officer for resolution; such resolution shall be final unless an Election Petition is lodged in accordance with the Rules.
- 8.11 For all elections to the Council, the Returning Officer and assistants may require each intending voter to produce for inspection the intending voter's Union Membership Card.
- 8.12 The name and student number of each voter may be recorded by a polling clerk.
- 8.13 No Student may seek election for a constituency of which they are not an elector. No Student may represent more than one constituency on the Council.
- 8.13.1 A Nomination Form for an Election to the Students' Union Council shall be a document officially issued by the Returning Officer. Any such Nomination Form shall include information on accessibility matters.

- 8.13.2 A Student may submit a nomination for only one of the following constituencies: Arts, Humanities and Social Sciences; Engineering and Physical Sciences; Medicine, Health and Life Sciences; Postgraduate; All First Year Student; All Student Constituency and International Student. If a student submits a nomination to more than one post in a single set of elections, the Returning Officer shall have sole discretion in determining the validity of each nomination, and shall decide by lot the constituency to which a student shall be deemed to have submitted a valid nomination.
- 8.13.3 A Student offering themselves as a candidate in any constituency of the Council must complete a Nomination Form and return it to the Returning Officer or an assistant authorised by the Returning Officer, before the close of nominations for the relevant election;
- 8.13.4 A candidate shall obtain a receipt when handing in their nomination form as evidence of having done so;
- 8.13.5 The Returning Officer shall publish an Elections Pack which shall contain the Election Regulations as outlined in this Rule and any other such regulations which the Returning Officer may issue. This shall take place before the closure of nominations.
- 8.14 A candidate may withdraw from an Election in any constituency of the Council providing that a written declaration of their intention is lodged with the Returning Officer or an assistant authorised by the Returning Officer before a deadline determined by the Returning Officer.
- 8.15 For each Election to the Council, the Returning Officer shall make arrangements for polling to take place and shall publicise such arrangements.
- 8.15.1 No person shall canvass within a polling area;
- 8.15.2 The Returning Officer shall specify in the notice announcing any Election the extent of each polling area with regard to each polling area;
- 8.15.3 Any candidate who canvasses, or knowingly permits another to canvass on their behalf in a polling area, after having been warned by the Returning Officer or an Assistant Returning Officer, that they are contravening the constitutional requirements, shall be liable, at the discretion of the Returning Officer, to have their nomination for that Election declared void;
- 8.15.4 A determination by the Returning Officer shall be effective only if posted in writing on at least one of the authorised noticeboards as listed in Rule 3 before 7.00 p.m. on the day of polling and it shall also be communicated to the candidate concerned as soon as possible.
- 8.16 On or before the fourteenth day of the first semester, the Returning Officer for all constituencies of Council shall post notices on authorised noticeboards declaring:-
- 8.16.1 the vacancies to be filled in each constituency;
- 8.16.2 the dates and times for closure of nominations and withdrawals;
- 8.16.3 the dates and times of polling.

- 8.17 On or before the twenty-first day of the first semester, the Returning Officer shall post notices on all authorised noticeboards calling for nominations in the All First Year Student and All Student constituencies:-
- 8.17.1 the dates and times for closure of nominations and withdrawals;
- 8.17.2 the dates and times for polling.
- 8.18 In addition to Paragraphs 8.13 to 8.15, the Returning Officer shall endeavour to create the widest possible interest in the Election amongst the student body.
- 8.19 Nominations for Council Elections shall close not later than 5.00 p.m. on the sixth day before the date on which the relevant Election is to be held:
- 8.19.1 the Returning Officer shall post on at least one authorised noticeboard within the Students' Union, not later than three working days after the closure of nominations, a list of all candidates for each of the constituencies;
- 8.19.2 the Returning Officer shall post on all authorised noticeboards, not later than three working days after the closure of nominations, the arrangements for polling and those credentials that are to be produced by each intending voter.
- 8.20 The Returning Officer shall post on all authorised noticeboards, not later than seven working days after an Election Count, the names of the candidates elected for each constituency.
- 8.21 A copy of the complete results for all elections shall be available from the Returning Officer to any Student upon request.
- 8.22 Candidates shall be responsible for their own publicity with regard to the Council Elections.
- 8.23 All such publicity must be approved by the Returning Officer prior to being displayed and candidates are required to satisfy the Returning Officer that such publicity did not cost more than £60.00 to produce at normal prices (2007 is the base year for this amount, which will increase annually by the rate of RPI.)

9. ELECTIONS TO THE EXECUTIVE MANAGEMENT COMMITTEE

- 9.1 The Executive Management Committee posts of President, Vice President Education, Vice President Welfare, Vice President Equality and Diversity, Vice President Campaigns and Engagement and Vice President Postgraduate shall be elected in the second semester by a cross campus ballot, as in Council Elections.
- 9.2 The Non-Sabbatical post of Union Speaker shall be elected at the first Statutory Meeting of the Council.
- 9.3 The Executive Management Committee Non-Sabbatical posts of Environmental Officer, Irish Language Officer and Student Parents' and Carers' Officer shall be elected in the second semester by a cross campus ballot, as in Council elections.
- 9.4 The Executive Management Committee Non-Sabbatical posts of Arts, Humanities and Social Sciences Postgraduate Taught Faculty Representative, Engineering and Physical Sciences Faculty Postgraduate Taught Faculty Representative, Medicine, Health and Life Sciences Postgraduate Taught Faculty Representative, Arts, Humanities and Social Sciences Postgraduate Research Faculty Representative,

Engineering and Physical Sciences Faculty Postgraduate Research Faculty Representative and Medicine, Health and Life Sciences Postgraduate Research Faculty Representative shall be elected in the first semester by means of a standard cross campus ballot of the qualifying electorate, as in Council elections.

- 9.5 The Executive Management Committee Non-Sabbatical posts of International Students' Officer, Mature and Part-Time Students' Officer; Arts, Humanities and Social Sciences Undergraduate Faculty Representative; Engineering and Physical Sciences Undergraduate Faculty Representative and Medicine, Health and Life Sciences Undergraduate Faculty Representative shall be elected in the second semester by means of a standard cross campus ballot of the qualifying electorate, as in Council elections. Candidates and voters in these elections shall, where possible, be defined by the relevant University student classification system as being members of the constituency in which they are standing and / or voting. All undergraduate Students as defined in the Constitution, not in their final year of study, shall be entitled to offer themselves as candidates for the position of Undergraduate Faculty Representative.
- 9.6 The Executive Management Committee Non-Sabbatical posts of Black, Asian and Minority Ethnic Students' Officer, Disabled Students' Officer, LGBT+ Officer, Trans Students' Officer and Women Students' Officer shall be elected at an Election Meeting or Election called by the Returning Officer for this purpose during the second semester. The mechanisms for notifying and conducting such elections shall normally be as in Council elections. Candidates and voters in these elections shall self-define as being members of the constituency or constituencies in which they are standing and / or voting.
- 9.7 The Returning Officer shall organise at least one 'question time' event for an Executive Management Committee Election for each full-time position between the close of nominations and the time of the election. At such an event, all duly nominated candidates may attend / participate. The Returning Officer may, at their discretion, permit the proposer or seconder of a candidate to participate on behalf of that candidate.
- 9.8 For all Elections to the Executive Management Committee, the Returning Officer and assistants may require each intending voter to produce for inspection the intending voter's Union Membership Card.
- 9.9 A Nomination Form for an Election to the Executive Management Committee shall be a document officially issued by the Returning Officer. Any such Nomination Form shall include information on accessibility matters.
- 9.9.1 Any student may offer themselves as a candidate in any Executive Management Committee Election provided that they complete a Nomination Form and return it to the Returning Officer before the close of nominations for the Executive Management Committee Election;
- 9.9.2 A student may submit a nomination for only one post in a concurrent set of elections to the Executive Management Committee. If a student submits a nomination to more than one post in a single set of elections, the Returning Officer shall have sole discretion in determining the validity of each nomination, and shall decide by lot the single post to which a student shall be deemed to have submitted a valid nomination. A bye-election shall be considered to be a separate election.
- 9.9.3 A candidate shall obtain a receipt when handing in their Nomination Form as evidence of having done so;

- 9.9.4 The Returning Officer shall publish an Elections Pack which shall contain the Election Regulations as outlined in this Rule and any other such regulations which the Returning Officer may issue. This shall take place before the closure of nominations.
- 9.10 A candidate may withdraw from any Executive Management Committee Election provided that a written declaration of their intention, bearing their signature, be lodged with the Returning Officer (or an assistant authorised by the Returning Officer) before a deadline determined by the Returning Officer.
- 9.11 When an Executive Management Committee post is to be elected by the General Union Membership, the Returning Officer shall make arrangements for polling to take place and shall be responsible for publicising such arrangements.
- 9.12 When an Executive Management Committee post is to be elected by the General Union Membership:
- 9.12.1 No person shall canvass within a polling area;
- 9.12.2 The Returning Officer shall specify, in the notice announcing any Election, the extent of each polling area;
- 9.12.3 Any candidate who canvasses or knowingly permits another to canvass on their behalf in a polling area, after having been warned by the Returning Officer or an Assistant Returning Officer that they are contravening the constitutional requirements shall be liable at the discretion of the Returning Officer to have their nomination for that Election declared void;
- 9.12.4 A determination by the Returning Officer under paragraph 9.11.3 shall be effective only if posted in writing on at least one of the authorised noticeboards as listed in Rule 3 before 7.00 p.m. on the day of polling and it shall also be communicated to the candidate as soon as possible;
- 9.12.5 All leaflets, hand-outs and other printed Election material issued by the candidate or on their behalf in the furtherance of their campaign must be printed by the Students' Union. These and other forms of Election campaign material must be authorised by the Returning Officer and a costing calculated before they may be produced and used. The cost of these forms of Election campaign material must not exceed £60.00 (2007 is the base year for this amount, which will increase annually by the rate of RPI);
- 9.12.6 The Returning Officer shall specify in the notice of Election and in the Election Pack when candidates must hand in their Election material to the Returning Officer and when it shall be handed out to candidates;
- 9.13 On or before the twenty eighth day before the date on which an Election to the Executive Management Committee is to be held, the Returning Officer shall post notices on authorised noticeboards as listed in Rule 3 declaring:
- 9.13.1 The Executive Management Committee post to be filled;
- 9.13.2 The dates and times for closure of nominations and withdrawals of nominations;
- 9.13.3 The dates, times and places of polling for each Election;
- 9.13.4 The dates and times for the handing in and out of Election material.

- 9.14 The Returning Officer shall be responsible for publicising the Election in order to attract maximum possible interest to it.
- 9.15 Nominations for an Executive Management Committee post which is to be elected by the General Union Membership shall close not later than 5.00 p.m. on the twelfth day before the date on which the relevant Election is to commence.
- 9.16 Not later than 5.00 p.m. on the fifth day (excluding Saturday and Sunday) after the closure of nominations for an Executive Management Committee post, the Returning Officer shall post on authorised noticeboards as listed in Rule 3:
- 9.16.1 a list of all of the candidates (with the names of their proposers and seconders);
- 9.16.2 the extent of the polling area with regard to each polling booth, where applicable;
- 9.16.3 the credentials to be produced by each intending voter, where applicable.
- 9.17 Candidates may withdraw from an Election for any Executive Management Committee post, provided that a written declaration of their intention and bearing their signature is lodged with the Returning Officer before the close of nominations for the relevant Election.
- 9.18 By no later than 5.00 p.m. on the third day (excluding Saturday and Sunday) after an Executive Management Committee Election, the Returning Officer shall post notices on authorised noticeboards as listed in Rule 3 declaring the candidate elected. The Returning Officer shall make the complete result available to any Student upon request.
- 9.19 If any Executive Management Committee post is vacant for any reason, the Returning Officer shall hold a Bye-Election for the said Executive Management Committee post, which should be held within a reasonable period of time.
- 9.20 Elections to each Executive Management Committee post in which at least one valid nomination has been received shall include on the ballot the option to Re-Open Nominations (RON).
- 9.21 If the Re-Open Nominations candidate is elected, the Returning Officer shall hold another Election as soon as the provisions of this Rule shall allow.
- 9.22 Candidates unsuccessful in an Election where Re-Open Nominations has been elected shall be allowed to stand in a subsequent Election provided that they remain Students of the University.
- 9.23 Candidates for Sabbatical posts shall normally be entitled to the following printed Election material and services provided by the Union:
- 9.23.1 Three x A0 Colour Posters
- 9.23.2 200 A3 Posters (one-sided);
- 9.23.3 500 A4 Manifestos (double-sided, four pages – one A3 sheet folded in half);
- 9.23.4 2500 A5 Flyers (double-sided);
- 9.23.5 Five x Colour T-Shirts with candidate's branding (front and back);
- 9.23.6 Four x Colour Placards; and
- 9.23.7 Adequate on-campus childcare between the hours of 9.00am and 5.00pm on the days of polling.
- 9.24 Candidates shall only display printed Election material in authorised places and must comply with any specific directions in this regard set down by the Returning Officer.

- 9.25 Candidates or others working on the candidates' behalf must not use any adhesive material by attaching Election materials to walls, notice-boards etc. which would damage property.
- 9.26 Posters must not be placed over other candidates' posters or existing current posters or notices.
- 9.27 Candidates or others working on the candidates' behalf must not remove other candidates' posters or other current posters and notices. Candidates who believe that posters are incorrectly displayed should report this to the Returning Officer for adjudication.
- 9.28 Candidates shall make all reasonable efforts to ensure that their campaign is conducted in an appropriate manner (including canvassers acting on their behalf), regardless of which medium is being utilised. Candidates should not undertake campaigning activity which others could not also reasonably undertake. Any candidate or supporter failing to comply with the instructions contained within Rule 2 Section 9 may be subject to disciplinary action under the University's Student Conduct Regulations.
- 9.29 Candidates shall make all reasonable efforts to ensure that information contained within Election material is true and accurate.
- 9.30 The Returning Officer shall have the power to limit the number of canvassers at any polling area.
- 9.31 The display of unauthorised printed Election material is an irregularity and may be considered by an Election Court upon petition.
- 9.32 Students' Union equipment and resources must not be used in any way in the furtherance of an Election campaign. The Returning Officer may at their discretion, with the approval of the Director of the Students' Union, make specified Union resources available to all candidates.
- 9.33 Candidates may approach the media in relation to any publicity that may be generated by the Election campaign. However, candidates are not permitted to make or receive any financial payment in return for media coverage.
- 9.34 Sabbatical Officers are free to take part in an Election in the same manner as any other student. However, they must not abuse their position in any way in the furtherance of an Election campaign. In particular, they must not take part in any Election campaign during hours of work unless they have been granted annual leave.
- 9.35 The Returning Officer shall be the sole arbitrator in all matters relating to the election.
- 9.36 Any candidate or their canvassers who breach any Election Rule will be given a warning by the Returning Officer. If the Rule is broken a second time or another Rule is breached, the candidate will forfeit their nomination. If the candidate is running on a ticket, then the ticket will receive a warning in place of the candidate. Further breaches will result in the entire team being disqualified. Appeals can be made to the Election Court.
- 9.37 Should any circumstances arise in an Election which are not covered by this Rule or the Constitution as a whole, the Returning Officer shall issue a written determination on the matter. Such a determination shall have the same standing as a Rule and shall be effective for that Election only. The Executive Management Committee shall, as

soon as possible after the Election is over, bring forward new regulations through the Election Working Group to cover such a circumstance in the future.

- 9.38 A determination issued by the Returning Officer may be challenged by referral to an Election Court upon petition.
- 9.39 If the Returning Officer is satisfied that a person's failure to comply with any Election regulation under this Rule is directly due to circumstances beyond that person's control, they may at their discretion exempt that person from that regulation. Such a decision may be challenged by reference to an Election Court upon petition.
- 9.40 Paragraphs 9.24 – 9.39 also apply to Council Elections and other Elections held under this Constitution, including Referenda as appropriate.

10. CONFERENCE DELEGATION ELECTIONS

National Union of Students (NUS), Union of Students in Ireland (USI) and National Union of Students - Union of Students in Ireland (NUS-USI)

- 10.1 Delegates to NUS Conference, NUS-USI Conference and USI Congress shall be elected by cross campus ballot as in the Council Elections.
- 10.2 One delegate to NUS Conference, six delegates to NUS-USI Conference and two delegates to USI Congress may be appointed ex-officio.
- 10.3 All Election materials shall be regulated as in the Council Elections (see Rule 2, Section 8).
- 10.4 A Nomination Form for a Delegation Election shall be a document officially issued by the Returning Officer and must be accompanied with a deposit of £40, which will be refunded after attendance at Conference. (2007 is the base year for this amount which will increase annually by the rate of RPI).
- 10.5 The Returning Officer shall post on authorised noticeboards, at least 14 days before the date on which the Delegation Election is to be held, a notice declaring:
- 10.5.1 the number of delegates to be elected;
- 10.5.2 the dates and times for closure of nominations;
- 10.5.3 the dates and times of polling.
- 10.6 The Returning Officer shall be responsible for publicising the Election in order to attract the widest possible interest in it.
- 10.7 Other aspects of these Elections shall be regulated as outlined in other parts of this Rule.

11. ELECTION COURT

- 11.1 Any Student who has reason to believe that there was any irregularity of any kind regarding the conduct of an Election or Referendum or Plebiscite shall have the right to lodge an Election Petition with the Returning Officer within 72 hours of the alleged irregularity or within 72 hours of the alleged irregularity becoming known.

- 11.2 An Election (or Referendum or Plebiscite) Petition shall contain all details regarding the alleged irregularity and shall be signed by at least one person who is willing to substantiate the statements therein.
- 11.3 An Election (or Referendum or Plebiscite) Petition shall only be valid if its purpose is to challenge or appeal a decision of the Returning Officer, or if there is valid reason that prevented the irregularity being presented to the Returning Officer for a ruling prior to the close of polling.
- 11.4 On receipt of an Election (or Referendum or Plebiscite) Petition, the Returning Officer (or Assistant Returning Officer) shall instruct the Director of the Students' Union to convene within seven days (excluding Saturday and Sunday) a meeting of the Election (or Referendum or Plebiscite) Court to consider the Petition. The Court shall rule on the validity of the Petition and subsequent action at the meeting.
- 11.5 In considering an Election (or Referendum or Plebiscite) Petition, the Election (or Referendum or Plebiscite) Court shall consider whether the alleged irregularity has, or may have, occurred and the Court shall, at its discretion, declare the Election (or Referendum or Plebiscite) valid or invalid, disqualify a candidate prior to or following an Election if they or their canvassers are found to have breached Election Rules, whether it is perceived that the outcome of the Election would have been affected or not. The Court may also, at its discretion, invoke the University's Student Conduct Regulations against any Student whom the Court believes to be guilty of misconduct.
- 11.6 The Election (or Referendum or Plebiscite) Court shall consist of the following members:
- 11.6.1 a member of Academic Staff nominated by the Director of Academic and Student Affairs;
 - 11.6.2 a member of Academic-Related Staff nominated by the Director of Academic and Student Affairs;
 - 11.6.3 a Lay Member of Senate who shall be Chair;
 - 11.6.4 the Director of the Students' Union (or their nominee) who shall act as Secretary;
 - 11.6.5 the President of the Students' Union, or a member of the Executive Management Committee (elected by the Executive Management Committee) if the President should be involved in any incident under consideration or unavailable.
- 11.7 Nominees shall not be Students of the University. Nominees of the Director of Academic and Student Affairs shall be members of staff of the University of an Academic or Academic-Related nature and shall not have direct connection to the Students' Union. Direct connection shall be defined as having their normal workplace within the confines of the Students' Union.
- 11.8 The nominee of the Director shall normally be a Deputy Director.
- 11.9 No person shall be a member of the Election (or Referendum or Plebiscite) Court who is involved in the Election in which the alleged incident has occurred;
- 11.10 The Returning Officer shall be in attendance but shall not have voting rights;

- 11.11 The candidate in the Election or Plebiscite or proposers of a Referendum in which the alleged incident occurred shall be informed of the date and time of the meeting and the members of the Election (or Referendum or Plebiscite) Court in writing by the Director of the Students' Union not less than 3 days (excluding Saturday and Sunday) before the scheduled meeting of the Court;
- 11.12 A candidate may object to a member of the Election (Plebiscite or Referendum) Court by informing the Chair not less than 24 hours before the scheduled time of meeting of the Court. The Chair shall rule on objections after consulting with the Returning Officer;
- 11.13 Should all members of the Executive Management Committee be involved with the Election in which the alleged incident has occurred, a Deputy Director of the Union shall sit on the Election (Referendum or Plebiscite) Court;
- 11.14 Members of the Election (or Referendum or Plebiscite) Court must declare any interest in the case appearing before them;
- 11.15 Witnesses may be called to appear and give evidence if the Court so wishes;
- 11.16 Three voting members shall constitute a quorum of the Court;
- 11.17 The decision of the Election (or Referendum or Plebiscite) Court shall be final and not open to challenge.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 3

AUTHORISED NOTICEBOARDS AND POLLING AREAS

- 1 The following shall be deemed to be authorised noticeboards.
 - 1.1 The Students' Union website and other electronic media;
 - 1.2 Authorised Students' Union noticeboards.

2. The following shall be deemed to be appropriate polling areas which may be used for the purposes of Elections and Referenda as set out in Rule 2.
 - 2.1 Central polling area – Entrance Foyer, Students' Union building.

Other appropriate polling areas:

 - 2.2 Ashby Building;
 - 2.3 Institute of Clinical Science, Royal Victoria Hospital site;
 - 2.4 Queen's Elms Village;
 - 2.5 Medical Biology Centre;
 - 2.6 Peter Froggatt Centre;
 - 2.7 David Keir Building.

3. Notices may not be displayed within the Students' Union premises that contravene the aims and objectives of the Union, as outlined in Chapter One of the Constitution.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 4

**THE STUDENTS' UNION EXECUTIVE MANAGEMENT COMMITTEE AND ELECTED
STUDENT OFFICERS**

1. THE EXECUTIVE MANAGEMENT COMMITTEE

1.1 The Executive Management Committee shall be composed of students who hold the following elected posts:

1.1.1 SABBATICAL POSTS

- (a) Union President
- (b) Vice President Education
- (c) Vice President Welfare
- (d) Vice President Campaigns and Engagement
- (e) Vice President Equality and Diversity
- (f) Vice President Postgraduate

1.1.2 NON-SABBATICAL POSTS

- (a) Union Speaker
- (b) Black, Asian and Minority Ethnic Students' Officer
- (c) Disabled Students' Officer
- (d) Environmental Officer
- (e) International Students' Officer
- (f) Irish Language Officer
- (g) LGBT+ Officer
- (h) Mature and Part-Time Students' Officer
- (i) Student Parents' and Carers' Officer
- (j) Trans Students' Officer
- (k) Women Students' Officer
- (l) Arts, Humanities and Social Sciences Undergraduate Faculty Representative
- (m) Engineering and Physical Sciences Undergraduate Faculty Representative
- (n) Medicine, Health and Life Sciences Undergraduate Faculty Representative
- (o) Arts, Humanities and Social Sciences Postgraduate Taught Faculty Representative
- (p) Engineering and Physical Sciences Postgraduate Taught Faculty Representative
- (q) Medicine, Health and Life Sciences Postgraduate Taught Faculty Representative
- (r) Arts, Humanities and Social Sciences Postgraduate Research Faculty Representative
- (s) Engineering and Physical Sciences Postgraduate Research Faculty Representative
- (t) Medicine, Health and Life Sciences Postgraduate Research Faculty Representative

The Student Officer Protocol is attached as Rule 4 Appendix 1.

- 1.2 Each Sabbatical Officer and Non-Sabbatical Officer shall:
 - 1.2.1 have speaking rights at meetings of the Executive Management Committee;
 - 1.2.2 have voting rights at meetings of the Executive Management Committee, with the exception of the Non-Sabbatical Officers;
 - 1.2.3 produce a written report of their activities to each meeting of the Management Board and, where appropriate, to the Annual Business Meeting of the Council.
- 1.3 Meetings of the Executive Management Committee shall be subject to the Rules governing Council Committees as laid out in Rule 5 and shall at all times have regard to the principles of democracy and collective responsibility.
- 1.4 The quorum for meetings shall be of the Executive Management Committee shall be as specified in the Constitution. The quorum for meetings shall be of the Executive Management Committee shall be 40% of the voting membership.
- 1.5 In the event of a vote being taken on any matter at a meeting of the Executive Management Committee, the manner in which each voting member has cast their vote shall be recorded within the minutes or filenote of the meeting.
- 1.6 Any Student of the Students' Union may attend an Executive Management Committee Meeting but has neither voting rights nor the right to contribute to the debate.
- 1.7 All Elections to Executive Management Committee posts shall be carried out according to the provisions of Rule 2.
- 1.8 A Sabbatical member of the Executive Management Committee elected by the General Union Membership shall take office from the first working day of July, except when the position to which they have been elected:
 - 1.8.1 is vacant, in which case they will assume office immediately upon the result being announced by the Returning Officer (subject to the provisions of Rule 2); or
 - 1.8.2 becomes vacant whilst they are an Executive Management Committee Officer-Elect, in which case they shall assume office immediately upon the post becoming vacant (subject to the provisions of Rule 2).
- 1.9 In the event of any Executive Management Committee Officer, except the Union President, vacating their seat on the Executive Management Committee, the Executive Management Committee will ensure that another elected officer shall carry out the functions of the vacated office until such time as the vacancy is filled following a Bye-Election, which should be held within a reasonable period of time.
- 1.10 No Student may hold more than one Executive Management Committee post simultaneously except as provided for in 1.9. The provisions of this paragraph shall not prevent an Executive Management Committee Officer from seeking election to the post of Executive Management Committee Officer-elect.
- 1.11 Except where otherwise provided for in relation to the membership of the Management Board, the Union President shall be an ex-officio member (without voting rights) of all Committees and Sub-Committees of the Council. Except where otherwise provided, and with the exception of the Management Board, other members of the Executive

- Management Committee shall have the right to attend and speak at these Committees, but shall not vote.
- 1.12 The Executive Management Committee Officer who is responsible for a Committee of the Council, Network or Forum shall represent the views of that Committee to the Executive Management Committee.
 - 1.13 Each member of the Executive Management Committee shall present a report of their activities since the preceding Management Board meeting to the Executive Management Committee and these will be reported to the Management Board.
 - 1.14 The Management Board, through the Director of the Students' Union, shall provide a written report to the Executive Management Committee on a quarterly basis on the activity of the Board. This report shall include activity associated with the advisory, support and development services of the Union. The Executive Management Committee may make relevant recommendations to the Management Board.
 - 1.15 Each Executive Management Committee Officer shall make a written report to the Annual Business Meeting of the Council.
 - 1.16 The Executive Management Committee shall present to the Annual Business Meeting of the Council a report on the representation of the Union on the various University Committees and Sub-Committees and shall present to each Statutory Council Meeting any changes in such representation.
 - 1.17 The Executive Management Committee shall have the right to re-allocate duties and responsibilities among members of the Executive Management Committee, provided that the Council shall have given its agreement beforehand.
 - 1.18 The Executive Management Committee shall be responsible for ensuring that the Students' Union supports effective student academic representation across the University, including the Student Academic Representation Code of Practice.
 - 1.19 The Executive Management Committee shall have oversight, in partnership with Students' Union staff, of governance, training and support, promotion, facilities, and development proposals for Clubs and Societies and for the overall delivery of the Freshers' Fair.
 - 1.20 The Executive Management Committee shall have oversight of the student development activities of the Students' Union, including clubs and societies, enterprise, employability and volunteering activities.
 - 1.21 The Executive Management Committee shall have the power to impose such penalty or penalties as it deems necessary upon any recognised Society which has in its determination acted in a manner contrary to the terms and spirit of the Constitution, subject to the right of appeal to the Council.
 - 1.22 The Executive Management Committee shall take all reasonable steps to ensure that a record of the names and addresses of all Student, Life and Honorary Members of the Union is maintained.
 - 1.23 The Executive Management Committee shall be responsible, in conjunction with the Entertainments Manager, for the provision of student-focused entertainments at competitive prices in a safe environment;

- 1.24 The Executive Management Committee shall be responsible for representing the interests of its members in the arrangements made for the provision of commercial services staffed by its members for the benefit of its members;
- 1.25 The Executive Management Committee shall produce and publish single a plan of work for the term of office of the Committee, to incorporate the collective and individual work plans of members of the Committee. This plan of work shall be available to the Student Membership at the beginning of the academic year and shall be considered by the first meeting of the Council in an academic year.
- 1.26 In cases where cheques and other financial documents require the signature of officers of the Union, they shall be valid only if signed by both the Union President and the Director of the Students' Union for and on behalf of the Union. In the absence of the Union President, their nominee shall be entitled to sign in their place. Similarly, the Director's nominee may sign these documents in their absence.
- 1.27 A Sabbatical Officer of the Executive Management Committee elected by the Student Membership shall not be allowed to hold another job within the University during the normal working week within their term of office on the Executive Management Committee, and must terminate all financial investments which have any relevance to the Union.
- 1.28 The Director of the Students' Union and their Deputies shall also be members of the Executive Management Committee. These members will withdraw from those sections of the meeting when reserved student officer business is being discussed.
- 1.29 The Executive Management Committee may, at its discretion, conduct business electronically.

2. THE UNION PRESIDENT

They:

- 2.1 Shall be the Chief Executive Officer of the Students' Union and have overall responsibility to lead the Union's work and to allocate and direct the work amongst the members of the Executive Management Committee.
- 2.2 Shall be the principle spokesperson of the Union and represent the views of the Students as expressed through the General Union Membership, the Students' Union Council, the Management Board or the Executive Management Committee to the University Authorities.
- 2.3 Shall chair all meetings of the Executive Management Committee and shall be responsible for the administration and functioning of all meetings of the Executive Management Committee.
- 2.4 Shall assume responsibility for chairing the Council in the absence of the Union Speaker or Deputy Union Speaker (if appointed).
- 2.5 Shall seek to ensure that individual Executive Management Committee officers carry out their duties with diligence, and may raise the matter with the Executive Management Committee where they believe that the Committee should consider whether there are sufficient grounds to recommend to Council the removal of the officer from post as provided for in Chapter Five of the Constitution.

- 2.6 Shall be responsible for supervising the commercial activities of the Students' Union on behalf of the Student Members.
- 2.7 Shall have overall responsibility for all communication with the Student membership, affiliated bodies, media and the general public. This includes responsibility for all official statements and press releases on behalf of the Union unless delegated on an ad hoc basis. Shall liaise with those Students' Union staff members responsible for marketing and communications in order to ensure that the Union is promoted in a positive manner.
- 2.8 Shall ensure good community cohesion and shall maintain good community relations, insofar as it is possible, with Residents' Groups and Associations in the South Belfast area. Shall act as the Students' Union's primary point of contact for such Groups and Associations and shall be responsible for ensuring that the Union is represented at all meetings to which an invitation has been received.
- 2.9 Shall attend all meetings of key University Committees or shall appoint a nominee to attend such meetings in their place.
- 2.10 Shall, in conjunction with the Management Board, be responsible for determining the strategic framework of the Students' Union.
- 2.11 Shall develop and foster key partnerships within the University in particular and within the community in general.
- 2.12 Shall, on behalf of the Students' Union, liaise with the National Union of Students (NUS), the Union of Students in Ireland (USI), the National Union of Students - Union of Students in Ireland (NUS-USI) and the Aldwych Group.
- 2.13 Shall liaise with Students' Union staff members to ensure that appropriate training and support are made available to Student Members of the Executive Management Committee.
- 2.14 Shall not act as Secretary or Treasurer of any Sporting Club or Non-Sporting Society.
- 2.15 Shall, with the Director of Student Plus, be responsible for reviewing the performance of the Director of the Students' Union.
- 2.16 Shall effectively act as line manager for all other Student Members of the Executive Management Committee, regulating and overseeing arrangements for holidays, sickness absence and performance management.

3. THE VICE PRESIDENT EDUCATION

They:

- 3.1 Shall, insofar as it is possible, represent the interests of the Students in all matters relating to their academic studies, with a particular focus on undergraduate Students.
- 3.2 Shall produce such reports as may be required to promote the members' interests at University, local and national levels.
- 3.3 Shall be responsible for liaising with the University Authorities on matters related to student academic representation and student voice, with a particular focus on undergraduate students.

- 3.4 Shall, insofar as it is possible, be concerned with the general issues of transfer of courses, university scholarships, and study skills, changes to School and Faculty Regulations, Progress Committees and careers education, information and guidance, with a particular focus on undergraduate Students.
- 3.5 Shall be responsible for the compilation of the Education Section of Students' Union publications, where relevant.
- 3.6 Shall work in partnership with the Vice President Campaigns and Engagement on campaigns related to the educational experience, with a particular focus on the undergraduate student experience.
- 3.7 Shall be a member of all relevant University Committees and groups.

4. THE VICE PRESIDENT WELFARE

They:

- 4.1 Shall, insofar as it is possible, represent the interests of the Students in all matters relating to their welfare.
- 4.2 Shall be concerned with the general issues of accommodation, safety and wellbeing for Students.
- 4.3 Shall be responsible for liaison with the Students' Union Crèche and other campus-based childcare facilities, representing the interests of Students in these areas.
- 4.4 Shall be concerned with the general issues of financial hardship and legal aid, and shall assist the Vice President Education with regard to Progress Committees.
- 4.5 Shall be responsible for the compilation of the Welfare Section of Students' Union publications, where relevant.
- 4.6 Shall, in partnership with the Union President and the Vice President Welfare, ensure good community cohesion and shall maintain good community relations, insofar as it is possible, with Residents' Groups and Associations in the South Belfast area.
- 4.7 Shall work in partnership with the Vice President Campaigns and Engagement on campaigns related to student welfare.
- 4.8 Shall be a member of all relevant University Committees and groups.

5. THE VICE PRESIDENT CAMPAIGNS AND ENGAGEMENT

They:

- 5.1 Shall have responsibility for identifying priority campaigns, in liaison with the Union President and the Executive Management Committee.
- 5.2 Shall have overall responsibility for organising and preparing all Union campaign strategies and plans of action, including the creation of a 'Campaigns Calendar,' as required by the Council or Executive Management Committee in pursuit of Union policy.
- 5.3 Shall seek to engender a campaigning spirit within the Student Membership and shall be a point of contact for advice, support and direction in relation to campaigns.

- 5.4 Shall develop and maintain contacts with trade unions and community organisations with which the Union has an official membership or partnership.
- 5.5 Shall, in partnership with the Union President and the Vice President Welfare, ensure good community cohesion and shall maintain good community relations, insofar as it is possible, with Residents' Groups and Associations in the South Belfast area.
- 5.6 Shall have overall responsibility for the coordination of student development, including clubs and societies, enterprise, employability and volunteering activities, within the Students' Union, in liaison with the President and relevant Students' Union staff, and shall seek to engage students with related opportunities that exist within the Union, to include the Freshers' Fair and training events for Clubs and Societies.
- 5.7 Shall, in partnership with Students' Union staff, provide advice and support to Clubs and Societies with regards to the terms set out in Rule 8.
- 5.8 Shall be responsible, insofar as it is possible, for ensuring that, as stipulated within Rule 8, public statements by a Society have the approval of the Union President and are not contrary to the terms and spirit of the Constitution.
- 5.8 Shall be responsible for fostering and developing an inclusive and diverse sense of community, among the Student Membership within the Union and across the University, in partnership with relevant University departments.
- 5.9 Shall work in association with the RAG organisation in order to assist with the execution of this body's duties and shall act as Treasurer of the Rag organisation.
- 5.10 Shall, in partnership with the Environmental Officer, be responsible for campaigns and initiatives related to sustainability and environmental activism within the Union, the University and wider society.
- 5.12 Shall be a member of all relevant University Committees and groups.

6. THE VICE PRESIDENT EQUALITY AND DIVERSITY

They:

- 6.1 Shall be responsible for the fair representation of all student groups within the Students' Union.
- 6.2 Shall liaise with the University with regard to all matters pertaining to equality, diversity and gender issues, and shall make effective representation and provide input in order to influence the policy making of the University regarding Equal Opportunities.
- 6.3 Shall, in partnership with relevant Non-Sabbatical Student Officers, be responsible for representing the interests of particular student groups, which shall include but are not limited to the following:
- (i) Disabled Students;
 - (ii) Mature Students;
 - (iii) Lesbian, Gay, Bisexual and Transgender Students;
 - (iv) International Students;
 - (v) Students of all Faith Groups;
 - (vi) Part-Time Students;
 - (vii) Student Carers;

- (viii) Care Leavers;
 - (ix) Student Parents; and
 - (x) Women Students.
- 6.4 Shall provide policy advice and support to relevant Non-Sabbatical Student Officers.
- 6.5 Shall develop and maintain contacts with external community and voluntary organisations or relevance under-represented or disadvantaged student groups with which the Union has an official membership or partnership.
- 6.6 Shall strive to ensure that a genuine spirit of diversity and equality of opportunity is present throughout the Students' Union and the University, and to support and represent those students who face discrimination.
- 6.7 Shall ensure that Students' Union services are accessible to all students, maintain communications with under-represented or disadvantaged groups and draw attention to instances of discriminatory behaviour within the Union and the University whenever these occur.
- 6.8 Shall work in partnership with the Vice President Campaigns and Engagement on campaigns related to equality and diversity.

7. THE VICE PRESIDENT POSTGRADUATE

They:

- 7.1 Shall, insofar as it is possible, represent the interests of the Students in all matters relating to their academic studies, with a particular focus on postgraduate Students.
- 7.2 Shall be concerned with general issues relating to postgraduate Students.
- 7.3 Shall produce such reports as may be required to promote the members' interests at University, local and national levels.
- 7.4 Shall be responsible for liaising with the University Authorities on matters related to student academic representation and student voice, with a particular focus on postgraduate students.
- 7.6 Shall, insofar as it is possible, be concerned with the general issues of transfer of courses, university scholarships, and study skills, changes to School and Faculty Regulations, Progress Committees and careers education, information and guidance, with a particular focus on postgraduate Students.
- 7.7 Shall be responsible for liaison with organisations, both external and internal to the University, which are relevant to postgraduate Students.
- 7.8 Shall encourage greater involvement of postgraduate Students in Union affairs.
- 7.9 Shall campaign on issues that impact upon the student experience of postgraduate Students.
- 7.10 Shall be responsible for the compilation of relevant postgraduate information for Students' Union publications, where relevant.

- 7.11 Shall work in partnership with the Vice President Campaigns and Engagement on campaigns related to the educational experience, with a particular focus on the postgraduate student experience.
- 7.12 Shall be a member of all relevant University Committees and groups.

8. THE UNION SPEAKER

- 8.1 The Union Speaker shall be elected from among the ordinary members by the Students' Union Council, according to the provisions of Rule 2, at its first Statutory Meeting.
- 8.2 The Union Speaker shall chair meetings of the Council and Union General Meetings.
- 8.3 Notwithstanding any provision to the contrary, the Union Speaker shall only have a casting vote and may not take part in any deliberation of the Council.
- 8.4 In matters where the Union Speaker has a clear vested interest, the chair shall be passed to the Deputy Speaker (if one has been appointed), the Union President or a Chairperson specifically elected by the meeting for that particular issue.
- 8.5 The Union Speaker shall be removed if a motion to such effect is supported by two-thirds of the total membership of the Council.
- 8.6 The Union Speaker shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

9. THE BLACK, ASIAN AND MINORITY ETHNIC STUDENTS' OFFICER

They:

- 9.1 Shall self-define as being from an Ethnic Minority background.
- 9.2 Shall be concerned with general issues relating to Students from an Ethnic Minority background. They shall also be responsible for liaison with organisations, both external and internal to the University, which are relevant to these Students.
- 9.3 Shall represent the interests of Students from an Ethnic Minority background to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students.
- 9.4 Shall encourage greater involvement of Students from an Ethnic Minority background in Union affairs.
- 9.5 Shall draw attention to instances of racism and discrimination within the Union and the University whenever these occur.
- 9.6 Shall be a voting member of the Students' Union Council.
- 9.7 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

10. THE DISABLED STUDENTS' OFFICER

They:

- 10.1 Shall self-define as a Disabled Student.
- 10.2 Shall be concerned with general issues relating to Disabled Students. They shall also be responsible for liaison with organisations, both external and internal to the University, which are relevant to Disabled Students.
- 10.3 Shall represent the interests of Disabled Students to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of Disabled Students.
- 10.4 Shall encourage greater involvement of Disabled Students in Union affairs.
- 10.5 Shall draw attention to instances of discrimination within the Union and the University whenever these occur.
- 10.6 Shall be a voting member of the Students' Union Council.
- 10.7 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

11. THE ENVIRONMENTAL OFFICER***They:***

- 11.1 Shall be concerned with general issues relating to the Environment and Ethical Trading. They shall also be responsible for liaison with relevant organisations, both external and internal to the University.
- 11.2 Shall have primary responsibility for providing representation on issues pertaining to the Environment and Ethical Trading, both to the Executive Management Committee and to the University Authorities, and shall campaign on associated matters.
- 11.3 Shall be a member of all Union committees and forums relating to Fairtrade and similar initiatives. Shall work in partnership with the Union's Premises Management and Commercial Teams.
- 11.4 Shall encourage greater involvement of Students in issues pertaining to the Environment and Ethical Trading.
- 11.5 Shall be a voting member of the Students' Union Council.
- 11.6 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

12. THE INTERNATIONAL STUDENTS' OFFICER***They:***

- 12.1 Shall be an International Student, as defined by the University.
- 12.2 Shall be concerned with general issues relating to International Students. They shall also be responsible for liaison with organisations, both external and internal to the University, which are relevant to International Students.

- 12.3 Shall represent the interests of International Students to the Executive Management Committee and to the University Authorities. They shall also encourage greater involvement of International Students in Union affairs.
- 12.4 Shall be responsible for developing an interest among the Student Membership on matters that are important to International Students, and shall campaign on associated issues. They shall also draw attention to instances of racism and discrimination within the Union and the University whenever these occur.
- 12.5 Shall be a voting member of the Students' Union Council.
- 12.6 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

13. THE IRISH LANGUAGE OFFICER

They:

- 13.1 Shall be concerned with general issues relating to Irish language speaking Students on campus. They shall also be responsible for liaison with organisations, both external and internal to the University, which are relevant to these Students.
- 13.2 Shall represent the interests of Irish language speaking Students to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students.
- 13.3 Shall work alongside An Cumann Gaelach (QUB) to promote the Irish language on campus.
- 13.4 Shall work with other elected officers to ensure that where possible campaigns have bilingual literature.
- 13.5 Shall ensure that correspondence to the Union in the Irish language receives a response in the Irish language.
- 13.6 Shall be a voting member of the Students' Union Council.
- 13.7 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

14. THE LGBT+ OFFICER

They:

- 14.1 Shall self-define as a member of the LGBT+ Student Community.
- 14.2 Shall be concerned with general issues relating to LGBT+ Students. They shall also be responsible for liaison with organisations, both external and internal to the University, which are relevant to these Students.
- 14.3 Shall represent the interests of LGBT+ Students to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students. They shall also draw attention to

instances of discriminatory behaviour within the Union and the University whenever these occur.

- 14.4 Shall encourage greater involvement of LGBT+ Students in Union affairs.
- 14.5 Shall be a voting member of the Students' Union Council.
- 14.6 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

15. THE MATURE AND PART-TIME STUDENTS' OFFICER

They:

- 15.1 Shall be a Mature Student, as defined by the University, or shall be a Part-Time Student, as defined by the University.
- 15.2 Shall be concerned with general issues relating to Mature Students and Part-Time Students. They shall also be responsible for liaison with organisations, both external and internal to the University, which are relevant to Mature Students and to Part-Time Students.
- 15.3 Shall represent the interests of Mature Students and Part-Time Students to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of Mature Students and Part-Time Students.
- 15.4 Shall encourage greater involvement of Mature Students and Part-Time Students in Union affairs.
- 15.5 Shall be a voting member of the Students' Union Council.
- 15.6 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

16. THE STUDENT PARENTS' AND CARERS' OFFICER

They:

- 16.1 Shall be concerned with general issues relating to Student Parents and Carers. They shall also be responsible for liaison with organisations, both external and internal to the University, which are relevant to Student Parents and Carers.
- 16.2 Shall represent the interests of Student Parents and Carers to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students.
- 16.3 Shall, where possible, encourage greater involvement of Student Parents and Carers in Union affairs.
- 16.4 Shall be a voting member of the Students' Union Council.
- 16.5 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

17. THE TRANS STUDENTS' OFFICER

They:

- 17.1 Shall self-define as a member of the Trans Student Community.
- 17.2 Shall be concerned with general issues relating to Transgender, Non-Binary, Intersex and Questioning Students. They shall also be responsible for liaison with organisations, both external and internal to the University, which are relevant to these Students.
- 17.3 Shall represent the interests of Transgender, Non-Binary, Intersex and Questioning Students to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students. They shall also draw attention to instances of discriminatory behaviour within the Union and the University whenever these occur.
- 17.4 Shall encourage greater involvement of Trans Students in Union affairs.
- 17.5 Shall be a voting member of the Students' Union Council.
- 17.6 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

18. THE WOMEN STUDENTS' OFFICER

She:

- 18.1 Shall self-define as a Woman Student.
- 18.2 Shall be concerned with general issues relating to Women Students. She shall also be responsible for liaison with organisations, both external and internal to the University, which are relevant to these Students.
- 18.3 Shall represent the interests of Women Students to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students. She shall also draw attention to instances of sexism and discriminatory behaviour within the Union and the University whenever these occur.
- 18.4 Shall encourage greater involvement of Women Students in Union affairs.
- 18.5 Shall be a voting member of the Students' Union Council.
- 18.6 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

19. THE ARTS, HUMANITIES AND SOCIAL SCIENCES UNDERGRADUATE FACULTY REPRESENTATIVE

They:

- 19.1 Shall be an undergraduate student of the Faculty of Arts, Humanities and Social Sciences.

- 19.2 Shall coordinate the organisation of undergraduate Course Representative and School Representative activity and campaigning in the Faculty of Arts, Humanities and Social Sciences.
- 19.3 Shall be concerned with general issues relating to undergraduate students of the Faculty of Arts, Humanities and Social Sciences.
- 19.4 Shall represent the interests of undergraduate students of the Faculty of Arts, Humanities and Social Sciences to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students.
- 19.5 Shall encourage greater involvement of undergraduate students of the Faculty of Arts, Humanities and Social Sciences in Union affairs.
- 19.6 Shall be a voting member of the Students' Union Council.
- 19.7 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

20. THE ENGINEERING AND PHYSICAL SCIENCES UNDERGRADUATE FACULTY REPRESENTATIVE

They:

- 20.1 Shall be an undergraduate student of the Faculty of Engineering and Physical Sciences.
- 20.2 Shall coordinate the organisation of undergraduate Course Representative and School Representative activity and campaigning in the Faculty of Engineering and Physical Sciences.
- 20.3 Shall be concerned with general issues relating to undergraduate students of the Faculty of Engineering and Physical Sciences.
- 20.4 Shall represent the interests of undergraduate students of the Faculty of Engineering and Physical Sciences to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students.
- 20.5 Shall encourage greater involvement of undergraduate students of the Faculty of Engineering and Physical Sciences in Union affairs.
- 20.6 Shall be a voting member of the Students' Union Council.
- 20.7 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

21. THE MEDICINE, HEALTH AND LIFE SCIENCES UNDERGRADUATE FACULTY REPRESENTATIVE

They:

- 21.1 Shall be an undergraduate student of the Faculty of Medicine, Health and Life Sciences.

- 21.2 Shall coordinate the organisation of undergraduate Course Representative and School Representative activity and campaigning in the Faculty of Medicine, Health and Life Sciences.
- 21.3 Shall be concerned with general issues relating to undergraduate students of the Faculty of Medicine, Health and Life Sciences.
- 21.4 Shall represent the interests of undergraduate students of the Faculty of Medicine, Health and Life Sciences to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students.
- 21.5 Shall encourage greater involvement of undergraduate students of the Faculty of Medicine, Health and Life Sciences in Union affairs.
- 21.6 Shall be a voting member of the Students' Union Council.
- 21.7 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

22. THE ARTS, HUMANITIES AND SOCIAL SCIENCES POSTGRADUATE TAUGHT FACULTY REPRESENTATIVE

They:

- 22.1 Shall be a postgraduate taught student of the Faculty of Arts, Humanities and Social Sciences.
- 22.2 Shall coordinate the organisation of postgraduate taught Course Representative and School Representative activity and campaigning in the Faculty of Arts, Humanities and Social Sciences.
- 22.3 Shall be concerned with general issues relating to postgraduate taught students of the Faculty of Arts, Humanities and Social Sciences.
- 22.4 Shall represent the interests of postgraduate taught students of the Faculty of Arts, Humanities and Social Sciences to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students.
- 22.5 Shall encourage greater involvement of postgraduate taught students of the Faculty of Arts, Humanities and Social Sciences in Union affairs.
- 22.6 Shall be a voting member of the Students' Union Council.
- 22.7 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

23. THE ENGINEERING AND PHYSICAL SCIENCES POSTGRAUATE TAUGHT FACULTY REPRESENTATIVE

They:

- 23.1 Shall be a postgraduate taught student of the Faculty of Engineering and Physical Sciences.

- 23.2 Shall coordinate the organisation of postgraduate taught Course Representative and School Representative activity and campaigning in the Faculty of Engineering and Physical Sciences.
- 23.3 Shall be concerned with general issues relating to postgraduate taught students of the Faculty of Engineering and Physical Sciences.
- 23.4 Shall represent the interests of postgraduate taught students of the Faculty of Engineering and Physical Sciences to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students.
- 23.5 Shall encourage greater involvement of postgraduate taught students of the Faculty of Engineering and Physical Sciences in Union affairs.
- 23.6 Shall be a voting member of the Students' Union Council.
- 23.7 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

24. THE MEDICINE, HEALTH AND LIFE SCIENCES POSTGRADUATE TAUGHT FACULTY REPRESENTATIVE

They:

- 24.1 Shall be an postgraduate taught student of the Faculty of Medicine, Health and Life Sciences.
- 24.2 Shall coordinate the organisation of postgraduate taught Course Representative and School Representative activity and campaigning in the Faculty of Medicine, Health and Life Sciences.
- 24.3 Shall be concerned with general issues relating to postgraduate taught students of the Faculty of Medicine, Health and Life Sciences.
- 24.4 Shall represent the interests of postgraduate taught students of the Faculty of Medicine, Health and Life Sciences to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students.
- 24.5 Shall encourage greater involvement of postgraduate taught students of the Faculty of Medicine, Health and Life Sciences in Union affairs.
- 24.6 Shall be a voting member of the Students' Union Council.
- 24.7 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

25. THE ARTS, HUMANITIES AND SOCIAL SCIENCES POSTGRADUATE RESEARCH FACULTY REPRESENTATIVE

They:

- 25.1 Shall be a postgraduate research student of the Faculty of Arts, Humanities and Social Sciences.

- 25.2 Shall coordinate the organisation of postgraduate research Course Representative and School Representative activity and campaigning in the Faculty of Arts, Humanities and Social Sciences.
- 25.3 Shall be concerned with general issues relating to postgraduate research students of the Faculty of Arts, Humanities and Social Sciences.
- 25.4 Shall represent the interests of postgraduate research students of the Faculty of Arts, Humanities and Social Sciences to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students.
- 25.5 Shall encourage greater involvement of postgraduate research students of the Faculty of Arts, Humanities and Social Sciences in Union affairs.
- 25.6 Shall be a voting member of the Students' Union Council.
- 25.7 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

26. THE ENGINEERING AND PHYSICAL SCIENCES POSTGRADUATE RESEARCH FACULTY REPRESENTATIVE

They:

- 26.1 Shall be a postgraduate research student of the Faculty of Engineering and Physical Sciences.
- 26.2 Shall coordinate the organisation of postgraduate research Course Representative and School Representative activity and campaigning in the Faculty of Engineering and Physical Sciences.
- 26.3 Shall be concerned with general issues relating to postgraduate research students of the Faculty of Engineering and Physical Sciences.
- 26.4 Shall represent the interests of postgraduate research students of the Faculty of Engineering and Physical Sciences to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students.
- 26.5 Shall encourage greater involvement of postgraduate research students of the Faculty of Engineering and Physical Sciences in Union affairs.
- 26.6 Shall be a voting member of the Students' Union Council.
- 26.7 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

27. THE MEDICINE, HEALTH AND LIFE SCIENCES POSTGRADUATE RESEARCH FACULTY REPRESENTATIVE

They:

- 27.1 Shall be an postgraduate research student of the Faculty of Medicine, Health and Life Sciences.

- 27.2 Shall coordinate the organisation of postgraduate research Course Representative and School Representative activity and campaigning in the Faculty of Medicine, Health and Life Sciences.
- 27.3 Shall be concerned with general issues relating to postgraduate research students of the Faculty of Medicine, Health and Life Sciences.
- 27.4 Shall represent the interests of postgraduate research students of the Faculty of Medicine, Health and Life Sciences to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students.
- 27.5 Shall encourage greater involvement of postgraduate research students of the Faculty of Medicine, Health and Life Sciences in Union affairs.
- 27.6 Shall be a voting member of the Students' Union Council.
- 27.7 Shall be in attendance at meetings of the Executive Management Committee but shall have no voting rights.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 4

Appendix 1

STUDENT OFFICER PROTOCOL

Preamble

- (i) The term 'Student Officer' shall mean 'a Sabbatical Officer or a Non-Sabbatical Officer'.
- (ii) A Student Officer will, insofar as it is possible, represent the interests of all Students to the University and to the wider community where appropriate.
- (iii) This Protocol shall serve as a Memorandum of Understanding between the Students' Union and the Student Officers.
- (iv) Sabbatical Officers of the Students' Union will not be considered to be employees of the Students' Union.

1 Line Management

The Union President shall effectively act as line manager for all other Student Members of the Executive Management Committee, regulating and overseeing arrangements for holidays, sickness absence and performance management.

2 Term of Office

A Sabbatical Student Officer shall hold their post from the first working day of July in the year in which they were elected, until the last working day of June in the following year, except when the position to which they have been elected is vacant or becomes vacant whilst they are an Executive Management Committee Officer-Elect.

All Non-Sabbatical Student Officers shall hold their post from the first working day of July in the year in which they were elected, until the last working day of June in the following year.

The Arts, Humanities and Social Sciences Postgraduate Taught Faculty Representative, Engineering and Physical Sciences Faculty Postgraduate Taught Faculty Representative, Medicine, Health and Life Sciences Postgraduate Taught Faculty Representative, Arts, Humanities and Social Sciences Postgraduate Research Faculty Representative, Engineering and Physical Sciences Faculty Postgraduate Research Faculty Representative and Medicine, Health and Life Sciences Postgraduate Research Faculty Representative shall hold their posts from the first working day following their election, until the day of the election of their successor.

If a Non-Sabbatical Student Officer post is vacant at the time of election, the Executive Management Committee Officer-Elect shall assume office immediately upon the result being declared by the Returning Officer. If a Non-Sabbatical Student Officer post becomes vacant whilst they are an Executive Management Committee Officer-Elect, they shall assume office immediately upon the post becoming vacant.

If, for whatever reason, a postholder ceases to be a registered student of the University or is suspended from the University between election, until the end of their term of office, they will be deemed to have resigned and a Bye-Election may be staged at the

earliest opportunity in order to elect a successor, which should be held within a reasonable period of time.

A postholder under precautionary suspension shall be suspended from their post pending the outcome of any investigations.

3 Equality and Discipline

3.1 A Student Officer shall be bound by the University's Student Conduct Regulations, the Equality and Diversity Statement and other Equality Policies of the University and Students' Union, and shall undertake Equality Training provided by the University, notwithstanding their freedom within the law to put forward controversial or unpopular opinions.

3.2 A Student Officer shall not engage in behaviour which brings or may bring the name of the University or the Students' Union into disrepute.

4 Statement of Professional Responsibility

4.1 Student 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 the members of the Union regardless of religious belief, political opinion, race, sex, marital status, colour, ethnic origin, sexual orientation or disability.

4.2 Each Student 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 Students' Union membership. Student Officers shall at all times have regard to the principles of democracy and collective responsibility.

5 Conflict of Interest

5.1 A Student Officer shall remain impartial in the exercise of their duties at all times and shall disclose throughout their term of office any relationships with individuals or organisations that may prevent them from doing so.

5.2 Student Officers shall not serve as a member of the committee of a Club or Society during their term of office.

5.3 A Sabbatical Student Officer shall not hold another job within the University during their term of office.

5.4 Student Officers should not hold a second job if it interferes with their role as a student representative. Student Officers shall not receive benefits, whether pay or otherwise, for promoting premises that are competing with the Students' Union. Student Officers shall not receive personal payment or gifts in return for offering the services of the Students' Union.

6 Crossover / Training Events

6.1 The Students' Union shall provide induction, crossover and training to Student Officers.

6.2 A Student Officer shall attend all required training and crossover events.

6.3 The induction shall include an accessibility needs assessment for each Student Officer.

7 Hours of Work

- 7.1 A Student Officer shall work such hours as are reasonably required to carry out the roles and responsibilities of their office in a professional manner.
- 7.2 As a minimum, Sabbatical Student Officers shall generally make themselves available to carry out their roles between the hours of 10.00 a.m. and 5.00 p.m. (Monday to Friday), notwithstanding any arrangements made with the Union President in advance.

7.3 A Sabbatical Student Officer is expected to work for a minimum of 35 hours per week.

8 Sickness and Holidays

- 8.1 A Student Officer shall inform the Union President and the Director of the Students' Union if they are unable to carry out their role due to illness.
- 8.2 A Sabbatical Student Officer may take up to twenty-three days' leave in addition to all Statutory and University holidays during their year of office.
- 8.3 Sabbatical Student Officers should make their colleagues aware of their intention to take leave in writing, and should arrange for their roles and responsibilities to be covered by another Sabbatical(s) if appropriate.

9 Committee Attendance

- 9.1 A Student Officer shall attend all Students' Union, University and external committees / meetings relevant to their post, to represent Union members' interests to the University as far as possible and shall report back to the Executive Management Committee on any issues that affect the membership.
- 9.2 The views expressed at these committees shall be consistent with the live policies and Constitution of the Students' Union and the views of the Student Membership.

10 Confidentiality

- 10.1 A Student Officer shall act in a professional way regarding confidentiality, especially in regard to any member whose interests they may be representing.
- 10.2 A Student Officer shall be aware that they are bound by the provisions of legislation, e.g. Freedom of Information Act and the General Data Protection Regulation.

11 Complaints Procedure

A Student Officer wishing to make a complaint shall refer to the University's General Regulations and the University Calendar for Procedures.

12 Students' Union Council

- 12.1 The Council shall have responsibility for the conduct of the affairs of the Students' Union subject to Chapter XXI of the University Statutes, and shall take account of any resolutions duly passed at Union General Meetings or any Referendum.
- 12.2 A Student Officer shall attend all Students' Union Council meetings.
- 12.3 A Sabbatical Student Officer shall provide a written report of their general activities undertaken in the students' interests to each Statutory Meeting of the Council. A Non-Sabbatical Student Officer shall present one report of their general activities undertaken in the students' interests to one Statutory Meeting of the Council in each semester. A Student Officer shall provide a written report of their general activities

undertaken in the students' interests to each Statutory Meeting of the Council. The Union President shall present a written report of the general activities undertaken in the students' interests by the Executive Management Committee to each Statutory Meeting of the Council.

- 12.4 A Student Officer who fails to attend two meetings of the Council, without submitting apologies, shall normally be deemed to have resigned their post as a member of the Executive Management Committee. A Student Officer who fails to attend three meetings of the Council shall normally be deemed to have resigned their post as a member of the Executive Management Committee. A Student Officer may be reinstated if they can demonstrate that exceptional circumstances or a valid academic commitment prevented Council attendance.

13 Management Board

- 13.1 The executive functions of the Council shall be vested in the Management Board which shall represent and act for and on behalf of the Council.
- 13.2 The primary responsibility of the Management Board shall be to oversee the planning and implementation of the Students' Union's activities. The Management Board shall report to each Statutory Meeting of the Council.
- 13.3 The Management Board ('the Board') shall consist of those members as set out in Annex 3 of the Students' Union Constitution.
- 13.4 A Sabbatical Student Officer shall provide a written report of their general activities undertaken in the students' interests to each meeting of the Management Board.
- 13.5 A Sabbatical Student Officer who fails to attend three meetings of the Management Board shall normally be deemed to have resigned their post as a member of the Executive Management Committee.

14 Executive Management Committee

- 14.1 The Executive Management Committee shall be formed, as a sub-committee of the Management Board, in order to deal with the Students' Union's day-to-day operations. This Committee shall be recognised as the body with responsibility to act as the 'driving force' of the organisation.
- 14.2 The Executive Management Committee shall comprise a team of Student Officers, and the Director and Deputy Directors of the Students' Union, all of whom shall have voting rights. The Union Speaker shall be in attendance, but shall not have voting rights. The staff members will withdraw from those sections of the meeting when reserved student officer business is being discussed.
- 14.3 The Executive Management Committee derives its authority from the Council, and shall report to the Council via the Management Board.
- 14.4 A Student Officer who fails to attend three meetings of the Executive Management Committee without an acceptable reason shall normally be deemed to have resigned their post as a member of that Committee. This clause shall not apply to the following posts: Non-Sabbatical Officers.

15 Media

All communications on behalf of the Students' Union with the media should be processed through the Students' Union staff member who has responsible for such

inquiries and shall be countersigned by the Union President in conjunction with the staff member concerned.

16 Roles and Responsibilities

A Student Officer's individual roles and responsibilities shall be as detailed in Rule 4.

Each Sabbatical Student Officer shall, during teaching weeks, dedicate a minimum of three hours per week between the hours of 9.00 a.m. and 5.00 p.m. participating in general, in-person, engagement with Student Members.

17 End of Year Reports

A Student Officer shall produce an End of Year Report containing the major issues facing their relevant post and they shall be available upon request in order to discuss these matters at crossover training.

18. Publication of Student Officer Reports

18.1 A Sabbatical Student Officer shall produce a report of their general activities undertaken in the students' interests at the end of one month period of their term of office.

18.2 A Non-Sabbatical Student Officer shall produce one report of their general activities undertaken in the students' interests at the end of each semester.

18.3 Reports shall be published on the Students' Union website and available to Student Members no later than five working days after the end of each one-month period.

18.4 Published reports shall be submitted to the Council and sub-committees of Council to meet other relevant reporting requirements in this Constitution.

18.5 This provision notwithstanding, a Student Officer shall produce a report at the end of their term office, if the end of their term of office occurs before the end of one-month period.

18.6 The Clerk to the Students' Union Council shall determine the details for submission and publication of reports.

19. Questions to Student Officers

19.1 Any student may submit a question to a Student Officer. The question shall bear the name of the Proposer, being the name by which the Student is officially known to the University, along with their student number.

19.2 The question must be submitted in writing to the Clerk to the Students' Union Council through a process determined by the Clerk.

19.3 A Student Officer shall provide a reply to the question within ten working days.

19.4 A Student Officer may refer a question to the Union Speaker for consideration as a Tabled Question at the next meeting of the Council. Any question considered as a Tabled Question shall be displayed on an authorised noticeboard of the Students' Union along with the answers not later than 5 working days (excluding Saturday and Sunday) after the Council meeting.

19.5 Any Student, including members of the Council, may submit questions on the report of a Student Officer as prescribed in the Rules.

20 Rejection of Reports to the Council

Should Reports by Sabbatical Officers to the Council be rejected, the following actions will be invoked:

- 20.1 The Council shall not consider Reports from Sabbatical Officers that have not been submitted within the timeframe specified for the submission and publication of reports. Reports that have not been submitted within the set timeframes shall be considered to have been 'rejected', subject to the right to appeal to the Council.
- 20.2 On rejection of a Report from a Sabbatical Officer, mechanisms shall be put in place to monitor the work of that Officer on a weekly basis. This shall be reported to the next meeting of the Management Board.
- 20.3 The rejection of a Report from a Sabbatical Officer shall be taken into account at the next appraisal panel meeting.
- 20.4 If two Reports from a Sabbatical Officer are rejected, this shall automatically lead to the staging of a Special Meeting of the Council to consider the removal of that Officer from post, in accordance with the provisions of Rule 1 Paragraph 5.
- 20.5 If three Reports from a Sabbatical Officer are rejected in one academic year, this shall automatically lead to the staging of a further Special Meeting of the Council to consider the removal of that Officer from post, in accordance with the provisions of Rule 1 Paragraph 5.

21 Breaches of Discipline / Removal of a Student Officer

- 21.1 The procedures and protections of the Student Conduct Regulations of the University shall apply in respect of Student Officers as they apply to any Student.
- 21.2 In relation to any Student Officer who acts in a manner which, in the opinion of at least a two-thirds majority of the Management Board, is in contravention of the Student Conduct Regulations or the Student Officer Protocol, then the Management Board may at its discretion request that the Vice-Chancellor of the University considers whether disciplinary action is appropriate in the circumstances.
- 21.3 The Senate shall be notified, at the earliest reasonable opportunity, of all instances whereby allegations of misconduct against a Student Officer are proven. All such disciplinary action shall be implemented in with the University's Student Conduct Regulations.
- 21.4 The Council shall have the power, upon representation from a majority of the Executive Management Committee or the Management Board, or a petition of concern from 20 Council members, to take into consideration the conduct of the holder of any office in the Union and for good cause as defined in Rule 1 remove them from the post. The resolution for such removal shall not be carried unless supported by at least two-thirds of those members of the Council present and voting (by secret ballot) at a Special Meeting of the Council called for such purpose.
- 21.5 A Student Officer may be removed from their post by means of termination of their employment if they are deemed to have committed any serious breach of their obligations as an employee or committed any act of gross misconduct, or if they cease to be entitled to work in the UK.

- 21.6 The Students' Union Management Board shall have responsibility for developing, approving, and monitoring all Students' Union employment-related workplace conduct procedures as they apply to Student Officers.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 5

COMMITTEES OF THE COUNCIL, STUDENT NETWORKS AND FORUMS

1. INTRODUCTION

- 1.1 There shall be the following standing committees of the Council: -
- Management Board
 - Standing Committee
 - Environmental and Ethical Committee
 - International Students' Committee
 - School Representative Committee
 - Postgraduate Students' Committee
 - Scrutiny Committee
- 1.2 The purpose of standing committees shall be:
- 1.2.1 To provide oversight of the work of elected Student Officers between meetings of the Council.
 - 1.2.2 To assist and advise Student Officers on matters pertaining to their remits.
 - 1.2.3 To support the implementation of relevant Union policy, and
 - 1.2.4 To formulate and recommend policy to Council.
- 1.3 Special Committees shall be appointed as and when the Council may decide. Such a Committee shall not continue without the approval of the Council, after the third Statutory Council Meeting following its appointment or renewal.
- 1.4 Except where stipulated elsewhere within these Rules, a Committee shall have the right to delegate any part of its duties to a Sub-Committee, provided that the Sub-Committee shall not consist of less than three members.
- 1.5 Any provision relating to a Committee shall also apply to all of its Sub-Committees.
- 1.6 Except in the case of the Management Board, Committees shall be convened by contacting, either by electronic mail or by post, committee members at least 48 hours in advance of the date of the meeting.

- 1.7 The Clerk of Council shall have the responsibility for convening the inaugural meeting of the Standing Committee and the Environmental and Ethical Committee, as soon as possible after the first Statutory Meeting of the Council. Thereafter, it shall be the responsibility of the relevant Committee Chairs.
- 1.8 Unless stipulated elsewhere in the Rules, the Chair and Secretary of each Committee shall be elected by a simple majority at the inaugural meeting of the Committee.
- 1.9 Student Councillors elected to the University Committee positions of Senate and Academic Council may attend (without voting rights) the following Committees of Council:
- Standing Committee
Environmental and Ethical Committee
- 1.10 The Union President may be in attendance (without voting rights) at any of the Committees listed within 1.9 above.
- 1.11 Should a member elected by the Council to a Committee cease to be a member of that Committee, the vacancy may be filled by means of an Election at the next Statutory Council Meeting. Any request for such an Election must be communicated by the Secretary of the Committee to the Clerk of the Students' Union Council in advance of the deadline for the submission of business to that Statutory Meeting.
- 1.12 Except where stipulated elsewhere within this Rule, each Committee shall be responsible to the Student Membership through the Council.
- 1.13 Where possible, clerical staff resources shall be available to support the Committees of Council.
- 1.14 Committees should invite relevant staff members and officers as appropriate, from both the University and the Students' Union, in order to help inform their work.
- 1.15 Committees are required to meet on at least one occasion per month during teaching weeks, these meetings to normally take place between Statutory Meetings of the Council.
- 1.16 Any Council member who has been elected to a Committee and fails to attend a meeting without submitting apologies shall be deemed to have resigned their seat. Any such decision shall be communicated to the Union Speaker at the earliest possible opportunity by the Chair of the Committee in question, and shall be communicated to the Council at the next Statutory Meeting. The Councillor in question has the right to appeal such a decision to the Council.
- 1.17 Any Council member who fails to attend three meetings of a Committee, having submitted apologies, shall be deemed to have resigned their seat. Any such decision shall be communicated to the Union Speaker at the earliest possible opportunity by the Chair of the Committee in question, and shall be communicated to the Council at the next Statutory Meeting. The Councillor in question has the right to appeal such a decision to the Council.
- 1.18 Committees shall be required to present a written report of their work, presented by the Chair of the Committee, to each Statutory Meeting of the Council. Such reports shall detail:
- 1.18.1 The number of meetings of the Committee since the last report;

- 1.18.2 The attendance record of members of the Committee since the last report;
- 1.18.3 Any co-options to the Committee since the last report;
- 1.18.4 All business transacted since the last report;
- 1.18.5 The date of the next meeting of the Committee.
- 1.19 Committees of the Council shall be required to present an annual report to the Annual Business Meeting of the Council.
- 1.20 The quorum for Committees of the Council shall be 40% of the voting membership, with the exception of the Management Board.
- 1.21 Any co-options to Committees may be performed at the discretion of the Committee in question by means of a simple majority of those present and voting. Those co-opted to the Committee shall not have voting rights. Any such decision shall be communicated to the Union Speaker at the earliest possible opportunity by the Chair of the Committee in question, and shall be communicated to the Council at the next Statutory Meeting, as part of the report to the Council.
- 1.22 A Council member shall be deemed to have vacated their seat on the Council, any office thereof or any Committee position thereof, if the Councillor lodges their resignation in writing with the Clerk of Council, and such a decision shall be communicated to the Union Speaker at the earliest opportunity.
- 1.23 A Councillor who ceases to be a student of the University shall be deemed to have vacated their seat on the Council, any office thereof or any Committee position thereof.
- 1.24 Councillors should adequately represent the interests of constituents and should ensure that there is feedback of information from the Council and from Union General Meetings. Councillors shall liaise with the Staff Student Consultative Committee (SSCC) representatives of every department within their Schools and Faculties.

2. THE MANAGEMENT BOARD

- 2.1 The membership of the Management Board will be:
- President of the Students' Union
 - Five Sabbatical Officers
 - Two Non-Sabbatical Officers (to be elected by the Non-Sabbatical Officers, by secret ballot in accordance with the Rules)
 - Three members of the Students' Union Council (to be elected at the first Statutory Meeting of Council by secret ballot)
 - Director of the Students' Union
 - One representative of University Senior Management team (as appointed by the Registrar)
 - One representative of University Senate
 - The Chair or Deputy Chair of Convocation (representing the Alumni Voice)
 - Three non-student appointees / lay members (to be appointed for a three + three-year term of office).

In attendance: Other University representatives, as appropriate

- 2.2 The remit of the Management Board, as delegated by the Council, will be:

- 2.2.1 To determine the strategic framework of the Union by approving and overseeing the implementation of the SU Strategic Plan and Annual Action Plans.
 - 2.2.2 To establish the Union's values and strive to ensure that everyone acting on behalf of the Union upholds them;
 - 2.2.3 Subject to Chapter 1, Clause 3.7 and Chapter 1, Clause 10.1 of the Constitution, to agree and regularly review the strategies and policies of the Union;
 - 10.2.4 To ratify all routine amendments to the Constitution, following their approval by the Council, and to submit substantial amendments to the Senate for consideration and approval;
 - 10.2.5 To approve and monitor annual financial forecasts and budgets and ensure that the requisite financial estimates are provided to the University, in line with the reporting schedule for the Planning and Finance Committee;
 - 2.2.6 To ensure robust financial management by monitoring financial performance, agreeing financial delegation and approving budgets;
 - 2.2.7 To ensure that procedures are in place to enable full compliance with legal responsibilities;
 - 2.2.8 To annually review the effectiveness of the Union and to agree priorities for improving performance;
 - 2.2.9 To support the Director of the Students' Union and effectively review their performance;
 - 2.2.10 To ensure that the Union actively seeks the opinion of members on appropriate issues, maintains regular connections with them, seeks to promote the active involvement of students and does everything possible to benefit them;
 - 2.2.11 To enhance the Union's public image;
 - 2.2.12 To induct new members of the Management Board and implement a programme of ongoing training to enhance effectiveness.
- 2.3 The Management Board shall report to each Statutory Meeting of the Council, as detailed within the Rules.

3. THE STANDING COMMITTEE

- 3.1 The remit of the Standing Committee, as delegated by the Council, will be:
- 3.1.1 To review and recommend procedural change in order to assist the efficient operation of the Council;
 - 3.1.2 To review the existing election regulations and to bring forward proposed changes for approval by the Council;

- 3.1.3 To make recommendations on the constitutional consistency of proposed constitutional amendments;
 - 3.1.4 To review and make recommendations on the relevance and effectiveness of current constitutional provisions;
 - 3.1.5 To make recommendations on any reports to be put before Council;
 - 3.1.6 To consider progress on Union policy;
 - 3.1.7 To make recommendations to Council on matters related to Clubs and Societies;
 - 3.1.8 To provide oversight of the Raise and Give (RAG), the fundraising organisation of the Students' Union; and
 - 3.1.9 To consider other issues delegated to it by Council.
- 3.2 The membership of the Standing Committee shall be fifteen elected members of the Council, the Union President (who shall chair the Committee), the Union Speaker and the Clerk of Council, all with voting rights.

4. THE ENVIRONMENTAL AND ETHICAL COMMITTEE

- 4.1 The remit of the Environmental and Ethical Committee, as delegated by the Council, will be:
- 4.1.1 To address, organise and campaign on environmental and ethical issues, within the Union, University and wider world.
 - 4.1.2 These issues include, but are not limited to, human rights, ethical investment, ethical purchasing and procurement, sustainable development and environmentalism.
- 4.2 The membership of the Environmental and Ethical Committee shall be ten elected members with voting rights.
- 4.3 In addition to the ordinary membership of the Committee, as outlined above in 4.2, the Committee shall be chaired by the Union President (or their nominee).
- 4.4 The Environmental Officer shall also be required to be in attendance without voting rights.

5. THE INTERNATIONAL STUDENTS' COMMITTEE

- 5.1 The remit of the International Students' Committee, as delegated by the Council, will be:
- 5.1.1 To address issues related to international students;
- 5.2 The membership of the International Students' Committee shall be the members of Council elected from the International Student constituency with voting rights.

- 5.3 In addition to the ordinary membership of the Committee, as outlined above in 5.2, the Committee shall be chaired by the International Students' Officer, who shall be responsible for convening meetings of the Committee.

The Committee may co-opt any member of Council eligible to vote in International Student constituency elections.

- 5.4 The Black, Asian and Minority Ethnic Students' Officer may also to be in attendance without voting rights.

6. THE SCHOOL REPRESENTATIVE COMMITTEE

- 6.1 The remit of the School Representatives Committee, as delegated by the Council, will be:

6.1.1 To address issues related to academic issues, with a particular focus on undergraduate Students.

6.1.2 To address issues related to postgraduate students which do not form part of the remit of the Postgraduate Students' Committee.

- 6.2 The membership of the School Representatives Committee shall be the members of Council elected from the Undergraduate School Representative constituency and the Undergraduate Faculty Representatives, with voting rights.

- 6.3 In addition to the ordinary membership of the Committee, as outlined above in 6.2, the Committee shall be chaired by the Vice President Education (without voting rights), who shall be responsible for convening meetings of the Committee and reporting to Council on the activities of the Committee.

- 6.4 The Vice President Postgraduate, Postgraduate Taught Faculty Representatives and Postgraduate Research Faculty Representatives may also to be in attendance without voting rights.

7. THE POSTGRADUATE STUDENTS' COMMITTEE

- 7.1 The remit of the Postgraduate Students' Committee, as delegated by the Council, will be:

7.1.1 To address issues related to postgraduate students;

- 7.2 The membership of the Postgraduate Students' Committee shall be the members of Council elected from the Postgraduate constituency, Postgraduate School Representative constituencies and Postgraduate Taught and Postgraduate Research Faculty Representatives, with voting rights.

- 7.3 In addition to the ordinary membership of the Committee, as outlined above in 6.2, the Committee shall be chaired by the Vice President Postgraduate, who shall be responsible for convening meetings of the Committee.

The Committee may co-opt any member of Council eligible to vote in Postgraduate constituency elections.

8. THE SCRUTINY COMMITTEE

- 8.1 The remit of the Scrutiny Committee, as delegated by Council, shall be:
- 8.1.1 To review the work of Student Officers, in particular by reviewing their published Reports;
 - 8.1.2 To question Student Officers on their published Reports;
 - 8.1.3 To make recommendations to Council on the work of Student Officers; and
 - 8.1.4 To make recommendations to Council on existing processes for scrutinising the work of Student Officers.
- 8.2 The Council may request the attendance of any Student Officer at a meeting of the Committee.
- 8.3 Student Officers are obliged to attend any meetings to which they are summoned.
- 8.4 The Committee shall meet on at least one occasion between each Statutory Meeting of Council.
- 8.5 The membership of the Committee shall be nine elected members of the Council, with voting rights, and the Union Speaker (who shall chair the Committee), without voting rights.
- 8.6 Members of the Executive Management Committee may not stand for election to membership of the Committee.

9. STUDENT NETWORKS AND FORUMS

- 9.1 There shall be the following Students' Union networks / forums:
- 9.1.1 Students' Union Campaigns Forum (chaired by the Vice President Campaigns and Engagement)
 - 9.1.2 Education Forum (chaired by the Vice President Education)
 - 9.1.3 Welfare Forum (chaired by the Vice President Welfare)
 - 9.1.4 Student Activities Forum (chaired by the Vice President Campaigns and Engagement)
 - 9.1.5 Equality and Diversity Forum (chaired by the Vice President Equality and Diversity)
 - 9.1.6 Postgraduate Forum (chaired by the Vice President Postgraduate)
 - 9.1.7 Black, Asian and Minority Ethnic Students' Network (chaired by the Black, Asian and Minority Ethnic Students' Officer)
 - 9.1.8 Disabled Students' Network (chaired by the Disabled Students' Officer)
 - 9.1.9 LGBT+ Students' Network (chaired by the LGBT+ Officer)
 - 9.1.10 Trans Students' Network (chaired by the Trans Students' Officer)

- 9.1.11 Women Students' Network (chaired by the Women Students' Officer)
- 9.1.12 Mature and Part-Time Students' Network (chaired by the Mature and Part-Time Students' Officer)
- 9.1.13 Student Parents' and Carers' Network (chaired by the Student Parents' and Carers' Officer)
- 9.1.14 International Students' Network (chaired by the International Students' Officer)
- 9.1.15 Irish Language Students' Network (chaired by the Irish Language Officer)
- 9.1.16 Environmental and Sustainability Network (chaired by the Environmental Officer)
- 9.2 The purpose of networks / forums shall be to:
- 9.2.1 To provide oversight of the work of elected Student Officers;
- 9.2.2 To assist and advise Student Officers on matters pertaining to their remits;
- 9.2.3 To support the implementation of relevant Union policy;
- 9.2.4 To formulate and recommend policy to Council; and
- 9.2.5 To foster a sense of student community.
- 9.3 Each Student Officer shall be responsible for the administration and functioning of all networks / forums that they chair.
- 9.4 Networks / forums shall report to the Student Membership through the published Reports of Student Officers.
- 9.5 Each network / forum shall meet on at least two occasions in each semester.
- 9.6 The schedule of meetings in each semester shall be published no later than the second week of each semester.
- 9.7 Any Student may attend meetings of the following networks / forums:
- Students' Union Campaigns Forum
 - Education Forum
 - Welfare Forum
 - Student Activities Forum
 - Equality and Diversity Forum
 - Postgraduate Forum
 - Student Parents' and Carers' Network
 - Irish Language Students' Network
 - Environmental and Sustainability Network
- 9.8 Any Student may attend meetings of the following networks / forums provided that they are defined as being a member of a network / forum by the relevant University student classification system:
- Mature and Part-Time Students' Network
 - International Students' Network

- 9.9 Any Student may attend meetings of the following networks / forums provided that they self-define as being a member of the network / forum:
- Black, Asian and Minority Ethnic Students' Network
 - Disabled Students' Network
 - LGBT+ Students' Network
 - Trans Students' Network
 - Women Students' Network
- 9.10 The Council may broaden the classification of students eligible to predicate in particular networks / forums, by means of a motion passed by the Council.
- 9.11 Networks / forums may, with the approval of the Council, establish committees and sub-committees in accordance with the Rules.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 6

BYE-LAWS

- 1.1 Each member of the Students' Union shall carry their Union membership card and shall produce it on demand by any authorised person, who may retain it.
- 1.2 Permission to hold meetings which are open to the press or the general public must be obtained in writing in advance from the Executive Management Committee. Any such application is to be submitted to the Union President in writing at least 7 days (excluding Saturday and Sunday) before the meeting in question.
- 1.3 Any wilful breakages or defacements of Students' Union property that are carried out by a Member of the Students' Union or by the guest of a Member of the Students' Union shall be paid for by the Member responsible. Any such wilful damage done during any function organised by a Club / Society or other body shall be paid for by the Club / Society or body concerned. Such restitution will be additional to any fine that may be imposed upon an individual member, Club, Society or other body by the relevant Students' Union Committee.
- 1.4 Officers of recognised Societies shall have the right to request the expulsion of any person who is disruptive or unruly from a function organised by the Society, and shall report such behaviour to the Director of the Students' Union.
- 1.5 Alcohol shall not be brought into or consumed on the premises of the Students' Union except into such places and at such times as the Director of the Students' Union shall decide in accordance with the Licensing Laws.
- 1.6 All forms of gaming, for money or substitutes for money, are strictly forbidden within the premises of the Students' Union, with the exception of gaming for substitutes of money for charitable purposes. Any gaming for charitable purposes within the premises of the Students' Union shall require the approval of the Executive Management Committee.
- 1.7 All noticeboards in the premises of the Students' Union are under the control of the Executive Management Committee and notices displayed thereon must conform to regulations laid down by the Executive Management Committee and as stipulated within the provisions of Rule 3.
- 1.8 The collection of monies which solicit the donation or gift or monies, even if some object or token is given in exchange, shall be subject to the following regulations:
 - 1.8.1 Only recognised Societies may apply to the Executive Management Committee for permission to hold such a collection of monies within the premises of the Students' Union. Permission for such collections shall only be given in exceptional circumstances. Official Union collections may also be permitted by the Executive Management Committee;
 - 1.8.2 Only Student Members of the Union shall collect such monies;
 - 1.8.3 The name and Students' Union membership card number of each collector shall be recorded;

- 1.8.4 The details together with the amount of money collected in each receptacle shall be recorded on suitable listing sheets;
 - 1.8.5 Each receptacle shall be opened and the money counted only in the presence of a member of Students' Union staff or of the Executive Management Committee and a member of the Society organising the collection;
 - 1.8.6 Notification of these details shall be forwarded in writing to the Executive Management Committee not later than three clear days (excluding Saturday and Sunday) following the collection in question;
 - 1.8.7 The Executive Management Committee may seek such explanations and records from the officers of the Society organising the collections as are required.
- 1.9 The collection of monies which have as their aim the sale of some object in return for a fixed sum of money shall be subject to the following regulations:
- 1.9.1 The name of each collector shall be recorded;
 - 1.9.2 The number of items issued and returned, and the amount of money collected shall be recorded;
 - 1.9.3 A balance sheet recording these details shall be drawn up by a member of the body organising the collection and a copy shall be submitted to the Executive Management Committee within the timeframe outlined in 1.8.6;
 - 1.9.4 The Executive Management Committee may seek such explanations and records from the officers of the body organising as are required.
- 1.10 The Students' Union shall recognise Queen's University Raise and Give (RAG) as the official fundraising organisation of the Students' Union. RAG shall operate in accordance with policies and procedures approved by the Students' Union.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 7

COMMITTEE CONDUCT

1. The Council shall meet as provided in Rule 1.
 - 1.1 Except where stipulated elsewhere within the Constitution or its Rules, the provisions of this Rule shall apply insofar as it is possible to Union General Meetings and to meetings of the Executive Management Committee and other Committees of the Council and the Union. The provisions of this Rule have the intent of ensuring participatory and equal debate and are to be interpreted in that spirit.
 - 1.2 Admission of Non-Members:
 - 1.2.1 Student Members who are not members of the Council may attend any meeting of the Council and have full speaking rights except where the Council directs otherwise;
 - 1.2.2 Other persons shall be admitted to the Council at the discretion of the Council.
 - 1.3 Quorum:
 - 1.3.1 One-quarter of the total elected membership of the Council shall form a quorum. If a quorum has not been achieved within twenty minutes of the stated time of the meeting, the meeting shall be adjourned until some future date;
 - 1.3.2 If, after the business of a meeting has begun, there is not a quorum present, the Chairperson shall, if the matter is drawn to their attention, adjourn the meeting to some future date unless a quorum can be formed within ten minutes.
 - 1.4 Voting:
 - 1.4.1 Voting shall be by a show of cards (issued by the Clerk to the Students' Union Council for this purpose) except where the Council determines otherwise;
 - 1.4.2 Elections to the Executive Management Committee, Union delegations and other Union and University Committees shall be by secret ballot according to the provisions of Rule 2;
 - 1.4.3 A Student Member wishing a vote to be taken by secret ballot at Council shall give notice of their intention at least 24 hours before the stated time of the Council meeting (in writing) to the Clerk to the Students' Union Council.
 - 1.5 Agenda and Order of Business:

- 1.5.1 The summons and agenda for each meeting shall be displayed on the authorised noticeboards; The Clerk of Council shall determine all deadlines for submission of business to the Council, taking account of the provisions in the Rules.
- 1.5.2 Papers shall be available at least two clear days (excluding Saturday and Sunday) before the meeting;
- 1.5.3 The Agenda, and any relevant papers, shall be made available to Student Members in advance of the meeting. Any consideration or feedback received from Student Members, within a specified deadline, shall be communicated in writing to the Council.
- 1.5.4 Papers not available within the prescribed time may be considered at the meeting if the Council so decides;
- 1.5.5 The order of business shall normally be as follows:
- (a) Minutes
 - (b) Business Arising
 - (c) Communications
 - (d) Constitutional Amendments/Rule Amendments
 - (e) Business for Consideration
 - (f) Business for Discussion
 - (g) Notice of Bye Elections
 - (h) Elections:
 - (i) The Executive Management Committee
 - (ii) Delegations
 - (iii) Other Union Committees
 - (iv) University Committees
 - (i) Motions
 - (j) The Report of the Management Board and its Recommendations
 - (k) The Report of the Executive Management Committee and its Recommendations
 - (l) Reports from other Union Committees and their Recommendations
 - (m) Reports from University Committees
 - (n) Constitutional Questions
 - (o) Questions
 - (p) Any Other Competent Business
- 1.5.6 The order of business at Statutory Meetings, Special Meetings and the Annual Business Meeting shall conform to the above agenda.
- 1.6 Tabled Motions
- 1.6.1 The notice of a motion shall bear the names of the Proposer and the Seconder, being the names by which those Students are officially known to the University, along with their student numbers. The motion must be submitted in writing to the Clerk to the Students' Union Council at least five clear days (excluding Saturday and Sunday) before the date of the meeting at which it is to be discussed;
- 1.6.2 A motion or amendment may have no more than one Student Officer named as a Proposer or Seconder.

- 1.6.3 The Proposer of a motion or an amendment, in addition to moving the motion or amendment, shall have the right of reply; otherwise no Student shall speak more than once on a motion or amendment and such a speech shall not exceed five minutes;
 - 1.6.4 An amendment to a motion shall be submitted in writing to the Clerk of the Students' Union Council before the amendment is put;
 - 1.6.5 An amendment shall not materially alter the sense of the motion or negate the motion.
- 1.7 Constitutional and Rule Amendments
- 1.7.1 Proposed amendments to the Constitution and the Rules are governed by the provisions contained within Chapter 1 Section 12 of the Constitution and by the provisions within paragraph 1.6 of this Rule.
- 1.8 Tabled Questions:
- 1.8.1 The notice of a question shall bear the name of the Proposer, being the name by which the Student is officially known to the University, along with their student number. The question must be submitted in writing to the Clerk to the Students' Union Council by the declared submission deadline for the meeting at which it is to be raised. The maximum number of questions tabled for any Council meeting by a Student Member shall be five.
 - 1.8.2 Question time shall not exceed thirty minutes except where the Council directs otherwise. A Student Member tabling the question may put a supplementary question at the meeting to seek clarification. Any question unanswered within the prescribed period shall be displayed on an authorised noticeboard of the Students' Union along with the answers not later than 5 working days (excluding Saturday and Sunday) after the Council meeting.
 - 1.8.3 A question must be professionally relevant to the Students' Union and shall be addressed to an Officer of the Union, a member of the Executive Management Committee or the Chairperson or Secretary of any Committee of the Council.
 - 1.8.4 Notwithstanding the provisions contained within 1.8.1, any Proposer and of a tabled question may request that their name shall not be published. In such circumstances, the Union Speaker shall read out the tabled question and the right to any supplementary question shall be waived.

The Union Speaker may rule that such a question must first be 'put' to the Council. In such an instance, any Student may object to the question and shall be given three minutes to speak against the question being asked. Any Student can speak in favour of the question being asked and shall be given three minutes to speak. There can only be one speech objecting and one in favour. The question will be 'put' if this is passed by a simple majority of a quorate Council Meeting.
 - 1.8.5 Tabled questions may only be put to Non-Sabbatical Student Officers by Student Members of the constituency that is represented by the postholder in question. The same arrangements shall apply to any questions that are put in relation to any written or verbal report that is

provided by a Non-Sabbatical Student Officer to any Meeting of the Council.

1.9 Special motions:

1.9.1 The motion 'now be put'

Any Member of the Council may move that the motion now be put after a minimum of two rounds of debate have been called by the Chairperson. Such a motion must be seconded. The Chairperson shall immediately put the motion and, if it is carried, the substantive motion or amendment then under discussion shall be put without further debate other than the Proposer's right to reply.

1.9.2 Adjournment

Any Member of the Council who has not previously spoken on the motion or amendment then under debate may move to adjournment of the Council. Such a motion must be seconded. Speeches on the adjournment shall be confined to that question and no amendment shall be proposed unless it relates to the time of the adjournment. A Member shall not move or second more than one motion of adjournment at any meeting of the Council.

1.9.3 Postponement

Any Member of the Council may move that the consideration of the motion or amendment then under debate be postponed to a stated time or indefinitely. Such a motion must be seconded. No amendments may be proposed unless they relate to the time of the postponement.

1.9.4 To proceed to next business

Any member of the Council who has not previously spoken to the motion or amendment then under debate may move that the Council proceed to the next business. Such a motion must be seconded. The motion shall be put without further debate or amendment.

1.10 Council Orders:

1.10.1 The Council shall approve procedural orders for Council, to be known as Council Orders.

1.10.2 Amendments to Council Orders shall require a two-thirds majority of those present and voting on any such amendment.

1.10.2 A motion to suspend any one or more of any Council Orders to enable a motion of extreme urgency to be discussed may be proposed and seconded immediately after which a vote shall be taken. Such standing orders shall be suspended if the motion is passed by a two-thirds majority of those present and voting. Such a suspension shall only be for the duration of the consideration of the motion of extreme urgency. A matter of extreme urgency is a matter which could not have reasonably been brought to the attention of the Council by the deadline for submission of business to a meeting of the Council and which cannot reasonably be considered at a subsequent meeting of the Council.

1.11 The Chairperson:

- 1.11.1 The Union Speaker shall normally be the Chairperson of the Council;
- 1.11.2 Any question of interpretation of this Rule shall be determined by the Chairperson of the meeting at which it is raised;
- 1.11.3 A ruling of the Chairperson shall only be challenged if a majority of the members of Council who are present and voting support the challenge;
- 1.11.4 The Student Member offering the challenge shall speak in favour and the Chairperson against. No-one else may speak;
- 1.11.5 A challenge to the Chairperson's ruling shall be deemed to have been carried if more than two-thirds of those members present vote in favour.

1.12 Electronic Business

- 1.12.1 Notwithstanding any clause to the contrary in the Constitution and Rules, all official meetings, gatherings, notices, petitions, submissions, elections, communications, and other business detailed in the Constitution and Rules may take place by electronic means.
- 1.12.2 Any business detailed in 1.12 shall take place as prescribed in the Constitution and Rules.
- 1.12.3 In any situation whereby technological limitations restrict business, except for Elections, being conducted in accordance with 1.12.2, The Clerk of Council may issue determinations to ensure the orderly conduct of any such business.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 8

CLUBS & SOCIETIES

1 INTRODUCTION

- 1.1 The Students' Union shall recognise and support a range of student Clubs & Societies in the University that seek to foster a unity of spirit amongst its members and enhance relations between its members. The Students' Union shall promote participation in student Clubs & Societies to its members.
- 1.2 No Club or Society shall be recognised if its aims or objectives are contrary to the Charter and Statutes of the University, or the Students' Union Constitution or Constitutional Rules. The Vice-Chancellor may determine that the aims or objectives of a Club or Society are contrary to the terms or spirit of the Students' Union Constitution. If such a determination is made, the Vice-Chancellor, pending the next meeting of the University Senate, may withhold or withdraw approval. The decision by the Vice-Chancellor shall be ratified or amended by the Senate.
- 1.3 The Students' Union Executive Management Committee shall have the power to impose such penalty or penalties as it deems necessary upon any recognised Club or Society which in its determination has acted in a manner contrary to the aims, objectives and terms of the Constitution and Rules, subject to a right of appeal to the Students' Union Council. The Students' Union Council may delegate authority for consideration of such appeals to a sub-committee of the Council. Any such imposed penalty shall be reported to the next meeting of the Students' Union Management Board and the next meeting of the Council.
- 1.4 The Students' Union Executive Management Committee shall have the power to refer a matter to the University authorities if, in the view of the Committee, the matter may constitute a breach of the University's Regulations. The Committee shall have the power to refer a matter to the relevant statutory authorities if, in the view of the Committee, the matter may constitute a potential criminal offence.
- 1.5 The Council shall have the power to establish, recognise, dissolve or withdraw recognition from any Club or Society by means of a motion carried by a simple majority vote of those present and voting at a meeting of the Council, providing that due notice of the motion has been given in accordance with the Rules.
- 1.6 A recognised Club or Society shall not have a separate legal entity to that of the Students' Union.
- 1.7 The Council may delegate responsibility for detailed consideration of recognition or dissolution of Clubs & Societies to a sub-committee of the Council. Such a sub-committee shall only have power of recommendation to Council regarding the recognition or dissolution of Clubs & Societies.
- 1.8 All recognised Clubs & Societies shall have a constitution. The Council shall approve the constitutions of all Clubs & Societies and any subsequent amendments to these constitutions. The Council shall consider approval of all amendments to Club & Society constitutions, as agreed by a Club or Society in accordance with the Rules. The Council may propose and approve amendments to the Constitution of a Club or Society, having

consulted with the Club or Society. The Council may delegate authority for consideration of Club or Society constitutions to a sub-committee of the Council.

- 1.9 There shall be nothing in a Club or Society Constitution which is contrary to any provision in the Constitution and Rules of the Students' Union. In the event of any conflict of interpretation between the Constitution and Rules and a Club or Society Constitution, the Constitution and Rules of the Students' Union prevail.
- 1.10 The Students' Union shall maintain a register of constitutions of all Clubs & Societies. The constitution of a Club or Society shall be made available to any Student Member on request.
- 1.11 Each Club or Society shall be recognised, based on its aims and objectives, in one of the following categories:
- 1.11.1 General Interest
 - 1.11.2 Academic
 - 1.11.3 Cultural
 - 1.11.4 Religious
 - 1.11.5 Political
 - 1.11.6 Charitable
 - 1.11.7 Sporting Club

Any amendment to the categorisation of a Club or Society shall require the approval of the Council.

The Students' Union shall maintain, and publish, a register of all recognised Clubs & Societies and the categorisation of each recognised Club or Society.

- 1.12 The Students' Union shall have processes, procedures and requirements to which all Clubs & Societies must comply. These shall be collated in a Clubs & Societies Committee Handbook which shall be published by the Students' Union and available to all Student Members. The Executive Management Committee shall approve amendments to the Committee Handbook.
- 1.13 All recognised Clubs & Societies and their members must comply with the Constitution and Rules and the processes, procedures and requirements stated in the Clubs & Societies Committee Handbook and other such codes of practice and policies as approved by the University and the Students' Union. This shall include all provisions governing grant allocation and financial regulation. All recognised Clubs & Societies shall produce reports as required by the Students' Union.
- 1.14 It is the responsibility Club and Society Executive Committee members to ensure that their Club and Society members are fully aware of, and comply with, all processes, procedures, requirements, codes of practice and policies laid out by the University and Students' Union. Clubs & Societies committee members are required to attend mandatory training arranged by the Students' Union.
- 1.15 Any ruling by the Vice President Campaigns and Engagement regarding the Constitution of a Club or Society shall be final, subject to the right of appeal to the Council. Any such ruling shall be reported to the next meeting of the Council. The

Council may delegate responsibility for receiving such reports to a sub-committee of the Council.

- 1.16 A Club or Society shall not make any public statement (which shall include any statement on the worldwide web or social media) on behalf of the Club or Society, unless such a statement complies with the terms and spirit of the Students' Union Constitution.
- 1.17 Neither the Union President nor the Students' Union shall be responsible for the actions or opinions of any Club or Society.
- 1.18 The Management Board shall be responsible for the implementation of these regulations.

2 PROCEDURE FOR RECOGNITION OF A CLUB OR SOCIETY

- 2.1 Any two Student Members of the Students' Union shall have the right to make an application to the Council for recognition of a Club or Society, through an application process approved by the Students' Union.
- 2.2 An application for recognition shall include the following, in a form/template specified by the Students' Union:
 - 2.2.1 The names and student numbers of the Student Members submitting the application.
 - 2.2.2 A draft constitution for the proposed Club or Society.
 - 2.2.3 A development plan (including a proposed budget) for the Club or Society.
 - 2.2.4 The names and student numbers of fifteen registered students of the University who support recognition of the Club or Society.
- 2.3 One of the Student Members making an application must be available to attend the meeting of Council, or the sub-committee of Council, at which their application for recognition shall be considered. The Student Member shall be expected to provide clarifications and answer any questions that may arise concerning their application.
- 2.4 The Council shall not grant recognition to any Club or Society if its:
 - 2.4.1 Aims or objectives are contrary to the Charter and Statutes of the University, or the Students' Union Constitution or Constitutional Rules
 - 2.4.2 Aims or objectives are similar in nature to an existing Club or Society
- 2.5 A decision by the Council on recognition of a Club or Society shall be final. An unsuccessful applicant may request that Council give further consideration to their application at a future meeting of the Council.
- 2.6 A decision by the Council on recognition of a Club or Society shall be communicated to applicants.
- 2.7 On recognition, both Student Members responsible for an application shall be required to attend a Club & Society induction meeting organised by the Students' Union. A Club & Society shall not obtain any of the rights, privileges or benefits of recognition until a Club & Society induction process has been completed.

3 MAINTAINING RECOGNISED CLUB OR SOCIETY STATUS

- 3.1 Subject to the provisions of Section One of this Rule, a recognised Club or Society shall continue to be recognised by the Students' Union provided that the Club or Society operates in accordance with the provisions of the Students' Union Constitution and its Rules and it maintains a minimum level of activity as prescribed in the Rules.
- 3.2 The minimum level of activity shall require:
- 3.2.1 The President, Treasurer and Secretary of a Club or Society to have formally registered with the Students' Union (normally via the Clubs and Societies Finance Office) and authorised the required documentation with an original signature.
- 3.2.2 A Club or Society to have at least two Committee members in post, them being Student Members, who have completed all mandatory Clubs & Society training arranged by the Students' Union for the current academic year.
- 3.2.3 A Club or Society to submit a full list of all Student Members and Associate Members to the Students' Union (normally to the Clubs and Societies Office) before the end of each semester, by a date specified by the Students' Union. The list shall identify new memberships received in each semester.
- 3.2.4 A Club or Society to have a minimum of fifteen Student Members.
- 3.2.5 A Club or Society, if it charges a membership fee, to submit all membership fees received to the Students' Union (normally via the Clubs and Societies Finance Office) before the end of the semester in which the membership fees were collected, by a date specified by the Students' Union.
- 3.3 Any Club or Society failing to maintain the required minimum level of activity shall no longer be authorised to undertake financial transactions, to apply for funding, to use the facilities of the Students' Union or avail of the rights, privileges or benefits of recognition until such time as the Club or Society meets the requirements for minimum level of activity.
- 3.4 Any Club or Society that fails to meet the minimum level of activity for two consecutive academic years shall be deemed to be dissolved and have their recognition automatically withdrawn. The Council shall be informed of the withdrawal of recognition of any Society or Club at the next meeting of the Council.
- 3.5 On dissolution, all of the assets (including financial assets) of a Club or Society shall remain the property of the Students' Union and may be allocated to Students' Union general funds.

4 MEMBERSHIP AND COMMITTEES

- 4.1 Any registered Queen's University Student shall be eligible to join any Recognised Club or Society as a Student Member, upon completion of registration with the Club or Society. This includes payment of the agreed membership fee, if such a fee is levied.
- 4.2 A non-student or student of another institution shall be eligible, at the discretion of the Students' Union, to join a recognised Club or Society as an Associate Member. An Associate Member may only join Clubs and Societies upon completion of registration

with the Club or Society. This includes payment of the agreed membership fee, if such a fee is levied. On completion of registration, the Associate Member has agreed by association to be governed by all policies of Queen's University Belfast Students' Union. Students of INTO Queen's University Belfast shall be considered to be Associate Members.

- 4.3 A Club or Society Committee may award honorary membership. Honorary membership shall be titular only and provide no additional benefits to an individual.
- 4.4 The minimum membership fee for Student Members and Associate Members shall be set by the Students' Union Executive Management Committee. A Club or Society may, with the approval of the Executive Management Committee, waive the levying of a membership fee on its members or may set a separate membership fee for Student Members and Associate Members. The Executive Management Committee may approve: the electronic collection of membership fees; the process by which any such fees may be collected; and the data to be collected, and submitted to the Students' Union, in relation to membership details.
- 4.5 The Club or Society committee positions of President (or Chairperson or Captain), Secretary and Treasurer shall be considered to be Executive Committee positions. Only registered Student Members may hold Executive Committee positions.
- 4.6 Associate Members are not permitted to vote in any Club or Society elections or vote at general meetings or hold Executive Committee positions.
- 4.7 Each Club or Society may also establish Ordinary Committee positions, consisting of committee positions that are deemed to be necessary to carry out the work of the Club or Society. Such positions shall be provided for within the constitution of the Club or Society. These positions can be held by Student Members or Associate Members. An Ordinary Committee position shall be non-voting if the position is held by an Associate Member.
- 4.8 All Student Members and Associate Members shall agree to be bound by the terms and conditions of membership of Clubs and Societies as approved by the Students' Union.
- 4.9 No member of the Students' Union Executive Management Committee shall hold an Executive Committee position on any Club or Society committee. No Sabbatical Officer shall hold a committee position on a Club or Society committee.
- 4.10 Committee members shall serve a one-year term of office and may seek re-election. Committee members shall serve no more than two terms of office in Club or Society Executive Committee positions. The role of a committee member begins on the first of August in the year in which they were elected until the last day in July in the following year, except when the position to which they have been elected is vacant or becomes vacant whilst they are a committee member-elect.

5 ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS

- 5.1 Each Club or Society shall hold an Annual General Meeting (AGM) at which the committee of the Club or Society shall be elected. The AGM shall take place within a time period specified by the Executive Management Committee. The Executive Management Committee may grant a Club or Society permission to conduct an AGM outside of the specified time period. The Executive Management Committee permit a Club or Society to conduct an AGM or EGM, including elections, by electronic means, and may also detail any processes associated with any such AGM/EGM or election.

- The Executive Management Committee permit a Club or Society to conduct an AGM or EGM, including elections, by electronic means, and may also detail any processes associated with any such AGM/EGM or election.
- 5.2 All Club and Society elections shall be carried out by secret ballot, either by using the 'first past the post' relative majority system or the single transferable vote system. The voting system to be used shall be determined by the Constitution of the Club or Society, or by the Executive Management Committee if not specified in the Constitution.
 - 5.3 A Club or Society shall be responsible for the conducting their AGM. A returning officer, usually an outgoing Executive committee member, will be appointed to oversee the election of the new committee. Guidance on how an AGM should be conducted shall be available within the Clubs and Societies Committee Member Handbook. Any complaints concerning the conducting of elections at an AGM shall be considered in accordance with the Rule 8, Section 6.
 - 5.4 The Executive Committee of a Club or Society shall provide at least seven days' notice to the membership in advance of an AGM. The date of the meeting and list of positions to be elected shall be emailed to all registered members and published on the website of the Club or Society.
 - 5.5 Nominations for committee positions shall normally be received at the AGM, with each candidate being proposed and seconded by full Student Members of the Club or Society. Associate Members may not propose or second candidates.
 - 5.6 The committee of a Club or Society must provide a full list of the Club or Society members to the returning officer prior to an AGM being called. No new members may be accepted by the Club or Society during the period between the calling of the AGM and the AGM taking place.
 - 5.7 A Club or Society constitution may only be amended or updated by a vote of Student Members at an AGM.
 - 5.8 Any proposed amendments to the constitution of a Club or Society shall require the support of two-thirds of those present and voting at a duly convened AGM. All approved amendments must be reported to the Students' Union Council, who shall have the final power of approval of amendments.
 - 5.9 The minutes of the AGM, including amendments to the constitution, must be communicated to the relevant Students' Union staff member within seven days of the AGM taking place.
 - 5.10 If a Club or Society Executive Committee Member or Ordinary Committee Member steps down during their term of office, or such a position becomes vacant, the Club or Society must conduct an Extraordinary General Meeting to fill the vacancy. The Executive Management Committee may waive the requirement to conduct an EGM if a Club or Society has scheduled an AGM to take place within a reasonable period. An EGM shall be conducted in accordance with the provisions for conducting an AGM.

6 ELECTION COURT

- 6.1 Any member of a Club or Society who has reason to believe that there was any irregularity of any kind regarding the conduct of a Club or Society election shall have the right to lodge an Election Petition with the Director of the Students' Union within 72 hours of the alleged irregularity, or within 72 hours of the alleged irregularity becoming known.

- 6.2 An Election Petition shall only be valid if its purpose is to challenge or appeal a decision of the Returning Officer, or if there is valid reason that prevented the irregularity being presented to the Returning Officer for a ruling prior to the close of polling.
- 6.3 The Election Court shall consist of the following members:
- 6.3.1 the Students' Union Speaker, who shall act as the Chair. If the Union Speaker is unavailable, they may then nominate a member of the Standing Committee to take their place.
 - 6.3.2 the Director of the Students' Union (or their nominee) who shall act as Secretary.
 - 6.3.3 the Union President, or another Student Officer if the Union President is unavailable or is involved in any incident that is under consideration.
- 6.4 The Election Court shall operate under the procedures outlined within Rule 2 of the Students' Union Constitution.

7 GRANTS / FUNDING

- 7.1 Any Recognised Club or Society shall have the right to make applications for funds to the Students' Union in accordance with the processes, procedures and deadlines as determined by the Students' Union.
- 7.2 The following categories of grant shall be available to Clubs and Societies:
- 7.2.1 Recurrent Grant
 - 7.2.2 Capital Grant
 - 7.2.3 Varsity Grant
 - 7.2.4 Special Fund / Grant
- 7.3 The following categories of Club and Society may not apply for grant funding from the Students' Union:
- 7.3.1 Religious
 - 7.3.2 Political
 - 7.3.3 Charitable
- 7.3.4 Clubs and Societies for which less than six months has passed since the date on which Student Members have attended a Club & Society induction meeting organised by the Students' Union.
- 7.4 The Students' Union may, from time to time, make other occasional funding available to Clubs and Societies.
- 7.5 All recognised Clubs & Societies and their members must comply with the provisions governing grant allocation and financial regulation as approved by the University and the Students' Union.

8. CONDUCT AND COMPLAINTS

- 8.1 Any formal complaints concerning the activity of a Club or Society, or concerning the activity of a committee member, or other authorised officer of a Club or Society representing that Club or Society, shall be made to the Director of the Students' Union. The General Club and Society Complaints procedure shall be set out in the Clubs and Societies Committee Handbook.

9 MEMBER RELATIONS ISSUES

- 9.1 Club/Society Member Complaints Procedure
- 9.1.1 There shall be a Club and Society Member Complaints Procedure, which shall be set out in the Clubs and Societies Committee Handbook.
- 9.1.2 There shall be Club and Society Complaints Procedure, which shall be set out in the Clubs and Societies Committee Handbook.
- 9.1.3 There shall be Club and Society Member Conduct Procedure, which shall be set out in the Clubs and Societies Committee Handbook.
- 9.1.4 Student Members and Associate Members should raise internal complaints and disputes through the Club and Society Member Complaints Procedure.
- 9.2 Bullying and Harassment
- 9.2.1 The principles of the University's Student Anti-Bullying and Harassment Policy, and any successor policy, apply to all members.
- 9.2.2 Student Members who feel that they are being bullied or harassed should follow the procedures set out in the Student Complaints Procedure.
- 9.2.3 Complaints from, or about, Associate Members should be raised through the internal Club and Society Complaints Procedure.
- 9.3 Equality and Diversity
- 9.3.1 The principles of the Students' Union's and University's Equality and Diversity policies apply to all members.
- 9.3.2 Student Members should raise any matters through the Student Complaints Procedure.
- 9.3.3 Complaints from or about Associate Members should be raised through the internal Club and Society Complaints Procedure.
- 9.4 Club and Society Member Conduct Procedure
- 9.4.1 The Club and Society Member Conduct Procedures should be used to address all internal Club or Society conduct issues.
- 9.4.2 The University's Conduct Regulations apply to all Student Members. The Students' Union will follow the principles therein to deal with conduct issues relating to Associate Members.
- 9.5 Sources of Guidance

- 9.5.1 Members can contact the appropriate Students' Union staff member for guidance on the application of the procedures.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 9

RELATIONSHIP AGREEMENT AND FINANCIAL PROTOCOL

1. RELATIONSHIP AGREEMENT

- 1.1 There will be a Relationship Agreement between the University and the Students' Union, which will support the working relationship between the University and the Union covering responsibilities of common concern to both parties.
- 1.2 Such matters shall include:
- 1.2.1 Students' Union governance arrangements
 - 1.2.2 Students' Union representation in the governance of the University
 - 1.2.4 Formal routes of interaction between the Students' Union and the University
 - 1.2.4 Students' Union reporting responsibilities to the University
 - 1.2.5 Principles of financial and strategic planning
 - 1.2.6 Operational and management Issues
 - 1.2.7 Financial management
 - 1.2.8 Students' Union facilities
 - 1.2.9 Provision of Students' Union services and activities
 - 1.2.10 Student Member conduct
 - 1.2.11 Use of student data by the Students' Union
 - 1.2.12 Use of University and Students' Union branding by either party
- 1.3 The Relationship Agreement shall be reviewed jointly by the University and the Students' Union at least once in every five-year period.
- 1.4 Amendments to the Relationship Agreement shall require the consent of both parties.
- 1.5 The Relationship Agreement shall require the approval of the Students' Union Council.

2. STATEMENT OF PRINCIPLES

- 2.1 The following Protocol details the financial arrangements between the Students' Union and the University. It is written in the context of the University's responsibility and accountability to government and it establishes the roles, responsibilities and obligations of the University and the Students' Union. It assumes that all budget allocations by the University to the Students' Union are made for the purpose of enabling the Students' Union to carry out its aims and objectives.
- 2.2 This Financial Protocol is written in the spirit of cooperation and partnership and seeks to ensure that the identity and ethos of the Students' Union is maintained and that policies and arrangements are student-friendly and enhance the student experience.

- 2.3 This Financial Protocol is based on the premise that the financial arrangements will involve the University and the Students' Union working as a partnership within the managerial context agreed with the University.
- 2.4 This Protocol identifies the financial arrangements for the Students' Union as comprising two main elements:
- 2.4.1 the provision of a budget allocation by the University to cover non-discretionary expenditure;
- 2.4.2 agreement on income generation.
- 2.5 The University owns the Students' Union building and, therefore, all commercial leases to tenants in the Students' Union building will continue to be provided by the University.
- 2.6 From the date of approval by Senate of this Protocol, revised VAT arrangements, agreed with Customs and Excise to include all Students' Union activities in the main University VAT return as a separate unit (or 'tunnel' in VAT terminology), will come into effect. This reflects the legal position in that the Students' Union is not a separate legal entity but operates as a unit within the University. It also recognises that the bars and entertainments operate under the University's Higher Education Licence.
- 2.7 For the purposes of transparency, accountability and enhanced management information, all financial transactions for the Students' Union (including the bars and entertainments) will be required to adhere to the University's Financial Regulations, as outlined in the Financial Regulations and Procedures Manual. All transactions will be recorded through the University's financial information system (QFIS). This will ensure best practice and that an acceptable level of internal control is maintained.

3. STRUCTURE AND MANAGEMENT

- 3.1 The Management Board will ensure robust financial management by monitoring financial performance, agreeing financial delegation and approving budgets, ensuring that the requisite financial estimates are provided to the University, in line with the reporting schedule for the Planning and Finance Committee.
- 3.2 The Board will meet at least five times in every calendar year. The Board will have a dual reporting structure, reporting as required to Senate via the University Operating Board and the Planning and Finance Committee, and also reporting to the Students' Union Council.

4. REPORTING ARRANGEMENTS

- 4.1 The Students' Union will sit separately from University structures but will be aligned to Professional Services under the Registrar and Chief Operating Officer.
- 4.2 The Students' Union will report operational and normal business matters to the Registrar and Chief Operating Officer – through a nominee of the Registrar within the Professional Services Structure.
- 4.3 The Students' Union shall report to the Registrar and Chief Operating Officer in line with the normal University reporting cycle, providing three progress reports on an annual basis on dates to be mutually agreed.

5. FINANCIAL ARRANGEMENTS

5.1 Development Plan and Business Plan

The Students' Union will develop a multi-year Strategic Plan, which will be submitted to the Management Board and Council for approval.

The Strategic Plan will be supported by Annual Delivery Plans approved annually by the Management Board. The Annual Delivery Plans will be shared with University senior management and with Senate.

5.2 Budget Allocation

The University will provide the Students' Union with a block grant, which should, as far as is reasonably possible, support the delivery of the Strategic Plan. The block grant shall be agreed as part of the University's resource allocation process.

The block grant shall, under normal circumstances, cover a multi-year period, but shall be subject to amendments if the University's financial position necessitates a review of budgets across all areas of the University.

The Students' Union shall have, subject to the University's policies and procedures, overall responsibility and control for determining the allocation and spend of the block grant.

The Students' Union may retain surpluses by way of Students' Union reserves, the disbursement of which shall be the responsibility of the Management Board. If all areas of the University are required to make in-year cost savings, any such savings may not be retained as reserves.

The Students' Union may submit proposals to the University for additional funds when such opportunities arise.

5.3 Monitoring and Control

Annual financial forecasts and budgets will be approved and monitored by the Management Board who will ensure that the requisite financial estimates are provided to the University, in line with the reporting schedule for the Planning and Finance Committee.

Students' Union finances will be accessed via a separate University cost centre, set up with controls and approval mechanisms which will provide the SU with autonomy over their finances and be used to manage all financial transactions of the Union, subject to the University's policies and procedures.

The Director of the Students' Union will have access to, and use of, a qualified Management Accountant (nominated by the Director of Finance), to provide Management Accounting Services to the Union including support with budgeting and preparation of management accounts, as well as the use of approved University financial systems.

Students' Union budgets and financial plans will also be shared with the University in line with normal reporting requirements and a year-end financial statement will be submitted to the Director of Finance on an annual basis.

The Students' Union will be subject to reviews by both Internal and External Audit, agreed by the Director of Finance.

5.4 Income Generation

The remainder of the annual business plan will be financed from income generated by the Students' Union. The Students' Union's development plans will be based on services provided directly by the Students' Union and will take cognisance of the development plans of other student services, for example, Careers, Counselling, Childcare and Disability.

Targets will be set for all commercial activities, including bars and entertainments, and the financing costs of refurbishments planned for the Students' Union building and any future redevelopments will be a first charge against this net income.

5.5 Allocation of Costs

All direct, indirect and overhead costs incurred by the University on behalf of the Students' Union will be charged against either the budget allocation provided or the income generated, as agreed within service agreements. A policy of full costs recharging will provide a greater level of transparency in understanding and accounting for the true costs of the Students' Union. Due account will be taken of those services currently provided by central support departments and this level of provision should continue.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 10

EQUALITY AND DIVERSITY POLICY

1. INTRODUCTION

- 1 Queen's University Belfast Students' Union is committed to the promotion of equality of opportunity, to creating and sustaining an environment that values and celebrates the diversity of its members, and to ensuring that all measures are taken to make the Union accessible to all.

2. POLICY STATEMENT

- 2.1 The Students' Union values and promotes equality and diversity and will seek to ensure that it treats all individuals fairly and with dignity and respect. It is opposed to all forms of unlawful and unfair discrimination.
- 2.2 The Students' Union seeks to provide equality to all, irrespective of:
- 2.2.1 gender, including gender re-assignment and gender non-conformity;
 - 2.2.2 marital or civil partnership status;
 - 2.2.3 having or not having dependants;
 - 2.2.4 religious belief or political opinion;
 - 2.2.5 race (including colour, nationality, ethnic or national origins, including Irish Travellers);
 - 2.2.6 disability;
 - 2.2.7 sexual orientation; and
 - 2.2.8 age.
- 2.3 This Policy applies to:
- 2.3.1 all members of the Students' Union;
 - 2.3.2 the provision of the Students' Union's commercial, entertainment, advice and representation services and its facilities;
 - 2.3.3 all recognised Clubs and Societies of the Students' Union, including their Student Members, Associate Members and honorary members; and

- 2.3.4 all applicants for employment, employees and all those who work for the Students' Union and relates to all decisions in respect of recruitment and selection, promotion, access to training and the provision of terms and conditions of employment.

3. COMMITMENT TO THE POLICY

- 3.1 The Students' Union is committed to:
- 3.1.1 actively promoting equality of opportunity and to respecting and celebrating cultural diversity within the Union;
 - 3.1.2 promoting a positive and harmonious environment free from flags, emblems, posters, graffiti or other material or actions or language likely to be provocative, offensive or intimidatory;
 - 3.1.3 fulfilling its legal obligations under the equality legislation and associated codes of practice; and
 - 3.1.4 taking lawful affirmative and positive action, where appropriate.

4. STATUS OF THE POLICY

- 4.1 This Policy forms part of the formal contract of employment for staff and is a core component of the Student Officer Protocol.
- 4.2 Breaches of the Policy will be regarded as misconduct and may lead to disciplinary proceedings.
- 4.3 All visitors to the Students' Union will be expected to comply with the Policy.
- 4.4 Those contracted to work at, or for, the Students' Union, including sub-contractors, will be obliged to comply with the Policy. Failure to abide by the Equality and Diversity Policy may result in the termination of contracts of employment or contracts of engagement with the Students' Union.

5. IMPLEMENTATION

- 5.1 The Students' Union Council has ultimate responsibility for the effective implementation of the Equality and Diversity Policy. The practical application of the Policy rests with the Management Board.
- 5.2 The Union President and Director of the Students' Union are responsible for ensuring that member-related issues are effectively addressed. The Union President and Director of the Students' Union and the Director of Student Plus, in conjunction with the Equal Opportunities Manager, are responsible for ensuring that staff-related issues are effectively addressed.
- 5.3 While senior managers and student officers have a particular responsibility for ensuring compliance with this Policy, all members and staff of the Students' Union must abide by it.
- 5.4 In order to implement this Policy, the Students' Union will:

- 5.4.1 communicate the Policy to employees, applicants for employment, and the membership;
- 5.4.2 incorporate specific and appropriate duties in respect of implementing the Equality and Diversity Policy into job descriptions and work objectives of staff;
- 5.4.4 provide equality and diversity training and guidance for staff as appropriate, including training on induction and management courses;
- 5.4.5 advise all members of their responsibilities to the Union and to other members in relation to this Policy;
- 5.4.6 ensure that those who are involved in recruitment and selection exercises are trained in non-discriminatory selection techniques;
- 5.4.7 facilitate those cultural expressions which represent the diverse identities of groups, in a manner which is inclusive and celebratory, and non-triumphalist;
- 5.4.8 obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the Equality and Diversity Policy in their dealings with the Union and its members and staff;
- 5.4.9 take appropriate lawful affirmative or positive action, for example, including statements in job and election nomination advertisements encouraging members of under-represented groups to apply and developing specific outreach programmes; and
- 5.4.10 ensure that adequate resources are made available to fulfil the objectives of this Policy.

6. MONITORING AND REVIEW

- 6.1 The Students' Union and the University will maintain appropriate staff and member information and monitoring systems to assist the effective implementation of this Policy.
- 6.2 Information relating to applicants for employment and staff will be monitored by the University's Equal Opportunities Unit. Information relating to the membership will be monitored by the Students' Union Management Board.
- 6.3 All such information will be treated sensitively and in accordance with the University's Data Protection Policy.
- 6.4 The effectiveness of this Policy will be kept under review and amended to reflect developments in equality legislation and best practice.
- 6.5 The Students' Union will consult with the relevant groups specified at 2.2 above, the wider membership, staff and the Equality Commission for Northern Ireland with respect to this Policy.

7. COMPLAINTS

- 7.1 Members of staff who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the appropriate grievance procedure.

- 7.2 Members who feel that they have suffered any form of discrimination, harassment or victimisation through use of the Union's commercial, entertainment, advice and representation services, its facilities or its Clubs and Societies, are entitled to raise this matter through the Students' Union' Complaints Procedure.
- 7.3 Every effort will be made to ensure that any person making a complaint will not be victimised. All complaints of discrimination, harassment or victimisation will be dealt with promptly and confidentially. If, on investigation, it is established that discrimination, victimisation or harassment has occurred, disciplinary action will result.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 11

TRANSITORY ARRANGEMENTS

1. TRANSITORY ARRANGEMENTS

- 1.1 RULE 4, APPENDIX 1 – STUDENT OFFICER PROTOCOL
 - 1.1.1 Clause 21.5 shall come into effect on approval from the University Senate.
 - 1.1.2 Clause 21.6 shall come into effect on approval from the University Senate.
 - 1.1.3 If the above clauses are not in effect by the last working day of June 2024, they shall be expunged from the Constitution
- 1.2 These transitory arrangements shall have no standing from the first working day of July 2024 and shall be expunged from the Constitution on the first working day of July 2024.