

# ULU Regulations

## **PART A- OFFICERS OF THE UNION**

### **A.1 Terms of Reference and Job Descriptions for Sabbatical Officers**

#### **A1.1 All Sabbatical Officers:**

- i. Are trustees of the organisation and shall comply with trustee responsibilities as laid down in Charity Law (except London Student Editor).
- ii. Shall attend meetings of Trustees, Senate, and other committees.
- iii. Shall perform other duties as may time to time be laid down by, trustees, senate and other committees.
- iv. Shall endeavour to visit each of the schools, colleges and institutes of the University and the intercollegiate halls of residence regularly during the term of their office.
- v. Shall abide by union policy at all times
- vi. Shall strive at all times to represent the unions and students of the University of London, especially their diversity and to involve students wherever possible in the decision making processes.
- vii. Shall be active in their communication with constituent member unions and student body.

The terms of reference and job descriptions for each sabbatical officer shall be as followed.

#### **A.1.2 The President.**

The **President** shall:

#### **CAMPAIGNS**

- i. Co-ordinate the campaigns and ensure the implementation and running of priority campaigns.
- ii. Be responsible for all media publicity on campaigns.
- iii. Convene all public campaigns.
- iv. Support the work/aims and objectives of the intercollegiate campaigning network convenors.

#### **ACCOUNTABILITY**

- v. Set the agenda for ULU Senate and act as secretary and ensure their smooth running.
- vi. Report to the appropriate bodies and seek approval for any major policy decisions.
- vii. Ensure that ULUs mandates are fulfilled and take responsibility for the implementation of policy.

- viii. Be responsible for maintaining all records regarding sabbatical attendance and performance for report to the standards and ethics committee.
- ix. Be responsible for all matters relating to the interpretation of the constitution and any regulations; except finance and elections.
- x. Be responsible for all matters relating to staffing.
- xi. Be the first point of contact with the General Manager of ULU.
- xii. Attend and where appropriate chair, all committees concerned with staffing and write any reports necessary (within the limitations of student-staff protocol).

## COMMUNICATION & CONSULTATION

- xiii. Be responsible for all relations with the University.
- xiv. Attend all university meetings to which the president is an ex-officio or appointed member.
- xv. Deal on a day to day basis with all media enquiries and pass them on as appropriate.
- xvi. Liaise regularly with other Students' Unions, NUS, campaigning organisations and key decision makers.
- xvii. Organise the Honorary Life Membership Awards Ceremony.
- xviii. Co-ordinate the work of ULU Senate and Intercollegiate campaigning networks liaising with the appropriate officers on all appropriate matters.
- xix. Regularly discuss the funding of ULU with the college funders, and liaise with constituent union officers and students where appropriate.
- xx. Co-ordinate all training events for officers, ULU Senate members and intercollegiate campaigning network convenors and ensure an effective handover.

The President shall be empowered to act on matters related to the above Terms of Reference of a minor, non-contentious or urgent nature so long as any such actions are reported at the first opportunity to the appropriate.

**The President shall act on behalf of all the other sabbaticals in their absence.**

### **A.1.3 Vice President Finance Services & Operations**

The **Vice President Finance Services & Operations** shall:

#### FINANCE

- i. Be responsible for all matters related to ULU finances including relations with the University.
- ii. Set the agenda of the Board of Trustees, act as secretary and deputy chair and ensuring its smooth running.
- iii. Liaise and support the college union officers regarding their duties for their

- own SU services.
- iv. Monitor all ULU expenditure.
- v. Ensure that the financial protocol is followed at all times.
- vi. Approve all student representation expenditure in line with the financial procedures.
- vii. Ensure that the first estimates revised estimates and end of year accounts are completed in accordance with the financial regulations and charity commission requirements.
- viii. Develop all ULU applications for sponsorship.
- ix. In conjunction with the President regularly discuss the funding of ULU with its funders and liaise with college union officers and students where appropriate.
- x. Act for the President in his/her absence.
- xi. Be responsible for dealing with complaints or disciplinary matters that relate to the ULU President.

## SERVICES AND OPERATIONS

- xii. Be responsible for the day to day running of the ULU building and services.
- xiii. Co-ordinate all fundraising and sponsorship for ULU publications and communications.
- xiv. Consult students want and needs for the provision of the revenue generating services.
- xv. Liaise through the General Manager to ensure the development of these services.
- xvi. Be responsible for the marketing of ULU services to the students.
- xvii. Co-ordinate and oversee any service development
- xviii. Recommend to the Board of Trustees development or adaptations of ULU service provision that would increase the level of service provided.
- xix. Ensure the implementation of the strategic plan for services of ULU.
- xx. Ensure that the services adhere to ULU Standards and Ethics Policy.
- xxi. Monitor all complaints from students.
- xxii. Attend meetings of NUS Services Limited and acting as the voting member.
- xxiii. Be responsible for the entertainments within ULU working closely with commercial staff.
- xxiv. Liaise with the Vice President Education and Representation on the planning of the development of welfare and representation services.
- xxv. Liaise with the Vice President Student activities on the planning of the development of student activity facilities and services.
- xxvi. Report matters for health and safety to the Board of Trustees
- xxvii. Attend all managers meetings.

The Vice President Finance shall be empowered to act on matters related to the above Terms of Reference of a minor, non-contentious or urgent nature so long

as any such actions are reported at the first opportunity to the appropriate.

#### **A.1.4 Vice President Education and Representation.**

The **Vice President Education and Representation** shall:

##### EDUCATION

- i. Be responsible for the development of ULU education policy.
- ii. Lead and co-ordinate ULU education campaigns.
- iii. Keep up to date on trends in Higher Education and ensure college union officers are briefed and presentations are produced about key policy changes and trends.
- iv. Co-ordinate ULU educational committee work in UL.
- v. Attend appropriate UL committees.
- vi. Write reports and letters consequential to these meetings as seems appropriate and ensure records are kept of all relevant committees including the papers and notes.
- vii. Be responsible for supporting students on the external programme.
- viii. Be responsible for any intercollegiate course representative activity as agreed within ULU policy.
- ix. Co-ordinate and support the education focused intercollegiate campaigning networks.
- x. Be responsible for any student input into UL Quality Assurance including QAA audits.
- xi. Support the work of college union officers with the QA and their submissions to the QAA

##### REPRESENTATION

- xii. Be responsible for all matters relating to the development and provision of ULU representational services. Eg. Postgraduate advice service
- xiii. Convene all matters regarding the ULU equal opportunities and welfare issues.
- xiv. Lead and co-ordinate ULU representational and welfare campaigns
- xv. Be responsible for all matters concerning student welfare.
- xvi. Organise activities and support the work of college union officers involved in welfare.
- xvii. Ensure that ULU provides the highest quality of academic representation.
- xviii. Co-ordinate and support the welfare focused intercollegiate campaigning networks.
- xix. Liaise with the President and appropriate staff member in all areas with the media.
- xx. Be responsible to all matters relating to the UL Housing Service.
- xxi. Be responsible for all matters relating to the Careers Group.
- xxii. Be responsible for matters relating to Intercollegiate Halls.

The Vice President Education and Representation shall be empowered to act on matters related to the above terms of reference of a minor non-contentious or urgent nature so long as such actions are reported at the first opportunity to the appropriate body.

#### **A.1.5 Vice President Student Activities**

The **Vice President Student Activities** shall:

- i. Be responsible for all matters related to the provision and development of ULU student activities.
- ii. Co-ordinate and consult on all matters relating to student activities with the relevant committees.
- iii. Work closely with the members of staff associated with sports, societies and recreational at ULU.
- iv. Be responsible for all relations with the University on matters relating to student activities.
- v. Attend and report on all relevant committees and support members of the committees in any way possible.
- vi. Liaise and work with college union officers involved in student activities.
- vii. Actively seek to improve opportunities for small and specialist college students to participate in activities.
- viii. Attend student activities committee.
- ix. Help all fully and provisionally recognised clubs in any way possible.
- x. Help and support any student who wishes to set up a student activity in any way possible.
- xi. Shall represent the views of ULU to external bodies where required.
- xii. Shall play a full and active role in BUSA London division and in liaising with BUSA and UL colleges on all matters relating to student activities in accordance with ULU policy.
- xiii. Shall be the voice on all student activity matters within ULU.
- xiv. Shall work in conjunction with the sports editor of the London Student for the coverage of university sport, both ULU and intercollegiate.
- xv. Shall oversee, co-ordinate and develop all areas of student activity- intercollegiate leagues, competitions small and specialist activities and other sporting and non sporting activities for the students of the University of London.
- xvi. Shall work in conjunction with the President in the organisation of the roadshow and the annual ULU freshers fair

The Vice President Student Activities shall be empowered to act on matters related to the above terms of reference of a minor non-contentious or urgent nature so long as such actions are reported at the first opportunity to the appropriate body.

## **A.2 DISCIPLINARY PROCEDURE FOR ALL STUDENT OFFICERS**

**An Officer may at any time be warned informally for failing to perform the duties of Office satisfactorily. In serious cases, or if warnings have not been heeded, the following formal Disciplinary Procedure given below, will be followed.**

### **A.2.1 Sabbatical Officer Disciplinary Process.**

- i) The disciplinary process for sabbatical officers will be based as closely as possible upon the staff disciplinary process, with adaptations where necessary due to the nature of the sabbatical officers role.
- ii) A workshop will be held with all of the sabbatical officers early in their period of office. It will cover standards of behaviour and conduct, Equal Opportunities, entitlements and procedures. The President and Vice-President Finance will also attend a workshop about conducting disciplinary meetings.
- iii) In taking any action the President or Vice-President Finance in the case of the President shall have regard for employment law and the policies and practices of the University of London and should seek advice in regard to this before acting.
- iv) Records will be kept by a designated staff member and kept confidentially in a personnel file. This designated staff member will produce summary information on a termly basis for the consideration of the ULU Standards and Ethics Committee.
- v) The President shall have jurisdiction for the conduct and behaviour of ULU sabbatical officers and is able to take preliminary disciplinary steps as outlined in the table below. The Vice-President Finance shall assume the same role as it relates to the conduct of the President.
- vi) The President may request to see records relating to attendance only and the Vice-President Finance may request to see the attendance records of the President.
- vii) The President shall have the power to issue a cause for concern letter or a verbal warning. The cause for concern letter should be used to ensure that any performance or behaviour issues are raised promptly and dealt with soon after they occur. This should prevent problems continuing unaddressed for long periods of time. The President should be explicit about what change in behaviour or conduct is required to see improvement and if possible this should be tangible and measurable. The same powers will be given to the Vice President Finance in regards to the President.
- viii) The ULU Personnel staff member will attend as note taker and to advice on

compliance with procedure and process. The adviser can stop the meeting if the process is not being followed appropriately, and if necessary refer the matter directly to the subcommittee via chair of trustee

<b>STAGE OF PROCESS</b>	<b>DECISION</b>	<b>ADVISOR</b>	<b>APPEAL</b>
Cause for Concern	President	ULU Personnel	Panel Hearing
Verbal Warning	President	ULU Personnel	Panel Hearing
Written Warning	Panel Hearing	UL Personnel Officer	Dir. Of HR (UL)
Dismissal	Panel Hearing	UL Personnel Officer	Dir. Of HR (UL)

ix) The disciplinary panel is an adjunct to the Sub-committee and acts with the authority of the committee. It will hear appeals against Presidential or Vice President Finance action in disciplinary matters and as a panel of enquiry and adjudication in regards to more serious disciplinary matters.

### **A.2.2 Proposal of Censure**

i) Should any member of ULU Senate believe that an Officer warrants Disciplinary Action but that it is not a sufficiently serious matter to warrant a Proposal of No Confidence (see below), they may submit a Proposal of Censure about that Officer.

ii) The Proposal of Censure shall be discussed at a meeting of ULU Senate held in accordance with the Standing Orders.

iii) All Proposals of Censure of Officers must clearly state (in writing) the grounds of the complaint. And should include details of any ULU Regulations or Policies alleged to have been breached and be submitted to the designated staff member in accordance with Senate Standing Orders at least seven days before the meeting at which the Proposal is to be debated. If more than one Proposal of Censure is submitted to any meeting, they may be considered as a single Proposal.

iv) All reasonable steps must be taken immediately to inform the Officer of the Proposal of Censure, the grounds of the complaint and the Procedure set out in this document.

v) The Officer may attend the meeting at which the Proposal is to be discussed and may be accompanied or represented by a friend. The officer or friend shall have the right to address the meeting and shall have the right of reply.

vi) The Proposal of Censure shall be passed if a majority of members present vote. The Officer, if present at the meeting, will be informed immediately by the Chair of the result of the Proposal. If the Proposal is passed, the Officer will be informed that they have been censured and any further complaint will be dealt with by a "Proposal of No Confidence" as provided below. If the Officer was absent from the meeting all reasonable steps must be taken to inform the Officer as soon as reasonably practical of the result of the Proposal and the consequences of any further complaints.

### **A.2.3 Proposal of No Confidence**

- i) Should any member of ULU Senate believe that an Officer warrants Disciplinary Action they may submit a "Proposal of No Confidence" about that Officer.
- ii) The Proposal of No Confidence shall be discussed at a meeting of ULU Senate held in accordance with Standing Orders.
- iii) All Proposals of No Confidence must clearly state in writing the grounds of the complaint. And should include details of ULU Regulations or ULU policy alleged to have been breached and submitted to the designated staff member in accordance with ULU Senate Standing Orders at least seven days before the meeting at which the Proposal is to be debated. If more than one Proposal of No Confidence is submitted to any meeting, they may be considered as a single Proposal, but a Proposal of No Confidence and a Proposal of Censure, if separately submitted, may be considered separately.
- iv) The mover of the Proposal shall through the President's Office immediately notify the chair of trustees who shall be responsible for taking all reasonable steps to inform the Officer of the Proposal of No Confidence, the grounds of the complaint and the procedure set out in this document.
- v) The Officer may attend the meeting at which the Proposal is to be discussed and may be accompanied or represented by a friend. The Officer or friend shall have the right to address the meeting and shall have the right of reply. In debating the Proposal of No Confidence, all ULU Senate members shall have due regard to the provisions contained in the Notes for Officers, the gravity of the allegations and the possible penalty.
- vi) The Proposal of No Confidence shall be passed if two-thirds of members present vote in favour. The Officer, if present at the meeting will be informed immediately by the Chair of the result of the Proposal. If the Proposal is passed, the Officer shall immediately and without further notice be suspended from office. If the Officer was absent from the meeting all reasonable steps must be taken to inform the Officer as soon as reasonably practical of the result of the Proposal.
- vii) During the period of suspension the Officer will continue to receive the allowance due as if the duties were being performed but the Officer's duties will be assigned to other Officers of ULU at the discretion of ULU Senate as appropriate. A full Report of the Proceedings, signed by the Chair, shall be sent within two working days to the Chair of Trustees
- viii) The Officer may appeal against suspension to the chair of trustees under the Appeals procedure provided below. No Appeal will be held unless a "Notice of Appeal" is lodged in writing, to the Chair of trustees of the Union, at the Union's address (c/o President's PA), within two working days of suspension.
- ix) If no Appeal is lodged within the due time, the suspended Officer is dismissed from Office forthwith and all reasonable steps should be taken to inform the dismissed Officer of the dismissal.
- x) As soon as possible after dismissal a further Report shall be forwarded to the Chair of Trustees who will decide what proportion of the allowance, if any, should be paid from the date of dismissal.
- xi) At any time during a period of Disciplinary Action, the Chair of Trustees can

rule that the Officer be suspended from all duties and banned from entering the ULU building except for the purposes of Disciplinary Hearings.

#### **A.2.4 Appeal Procedure**

- i) Appeal against a vote of no confidence will only be heard on the following grounds:
  - a) The presence of new evidence since the vote of no confidence was taken; or
  - b) That due procedure was not followed when the vote of no confidence took place.
- ii) Written Notice of Appeal to the Chair of Trustees against a Proposal of No Confidence may be lodged with the designated staff within two working days. No Appeal will be heard if received later.
- iii) If an Appeal is received within twenty-one days of the expiry of the Officer's normal period of Office, subject to the agreement of the Officer, no Appeal need be heard but the allowance shall continue to be paid as if the Officer continued to fulfil the duties until the end of the period of Office.
- iv) If an Appeal is properly lodged then, subject to paragraph A.3.B (viii) above, an Appeals Committee shall be summoned at the earliest opportunity, and not more than twenty-one days after the lodging of an Appeal, as follows.
- v) The Appeals Committee shall consist of:
  - a) Chair of Trustees of ULU who shall Chair.
  - b) Two ULU Senate members Officers serving in the Students' Union of an Institution of the University of London chosen by lot by the Returning Officer. The School of the Appellate shall not be considered when the lot is drawn.
  - c) Two Executive Officers serving in Students' Unions of non-University of London institutions of Higher Education chosen by lot by the Returning Officer.
- vi) If the Chair of Trustees is unable to act then a nominee of the Vice-Chancellor shall act on their behalf.
- vii) Quorum of the Committee shall be its Full Membership.
- viii) The Committee shall hear the Appeal by way of Case Stated and shall be supplied with a full Report of the proceedings of the meeting which passed the Proposal of No Confidence by its Chair, stating the original allegations, a full and clear account of the debate at the meeting and the reasons for the decisions reached. The Officer shall submit a Report stating the grounds of Appeal, that must fall under A.3.3 (i) (a) or (b).
- ix) The Committee may, at its decision, hear and take into account fresh evidence called by either side which was not and could not reasonably have been made available when the Proposal was originally debated.
- x) The person who proposed the original Proposal of No Confidence shall present the case against the Officer. Where more than one Proposal was originally proposed, it will be presented by one or more of the Proposers at the discretion of the Committee.
- xi) The Officer may be accompanied or represented by a friend.
- xii) Each side will inform the Chair of the Appellate Committee of the names and status of those who will appear. If the Officer will be represented by a person who

is legally qualified, the Chair must be informed seven days before the date of the Hearing.

xiii) The decision of the committee shall be reached by majority vote. In the event of equality of votes, the chair shall have second and casting vote. The votes of individual members of the Committee shall always be treated as confidential and there shall be no disclosure of such votes or of information showing whether the decision was reached by a unanimous or a majority vote.

xiv) Sittings of the Appeals Committee shall be in private unless the Appellant otherwise requests and the Committee agrees.

xv) The Appellant shall be entitled to be present throughout the hearing, although the Committee may at any time during the hearing of an Appeal order the room to be vacated or may retire to another room for private discussion.

xvi) Other than for withdrawal for discussion, the Committee shall reach its decision without adjournment.

xvii) The Appeals Committee shall make no public comment other than whether or not the Appeal is allowed.

xviii) Proceedings of the Appeals Committee shall not be invalidated by reason of the absence from meetings of the Appellant, provided that reasonable steps have been taken to inform the appellant of the meetings. Or by the absence of any other person, provided that the Committee remains properly constituted as in A.3.3 (ix).

xix) The Appeals Committee shall immediately convey its decision in writing to the Appellant, the ULU Senate, the Returning Officer, the President and the Vice-Chancellor.

xx) If the Appeal is allowed, the Motion of No Confidence will again be put to ULU Senate.

xxi) If the Appeal is dismissed, the Officer is deemed to have been dismissed from Office forthwith and the Chair of Trustees shall rule what proportion of the allowance, if any, should be paid to the former Officer from the date of dismissal.

### **A.3 GUIDELINES FOR SABBATICAL OFFICERS**

**A.3.1** Sabbatical Officers are elected to serve for one calendar year from 1 August to 31 July in the following year.

**A.3.2** The Sabbatical Office is whole-time. That means Sabbatical Officers cannot during duty hours without the permission of ULU Senate engage in duties unrelated to their Office and outside ULU, whether the Officer receives payment for those other duties or not.

**A.3.3** Sabbatical Officers are expected to be engaged in their duties Monday to Friday during ULU Office hours – normally 10am to 6pm. But the nature of the work is that these hours can vary and duties may be required outside the normal hours and on other days. Averaged over the year, however, the duties expected of a Sabbatical Officer should not be more than about 50 hours per week. There will be a mechanism where Sabbatical Officers can claim time off in lieu during

term time.

**A.3.4** With the agreement of the other Sabbatical Officers and normally not in the University term-time, Sabbatical Officers may take a total of 27 days leave of absence from their duties in addition to ULU Closure Days without their allowance being reduced. In exceptional circumstances (for example for compassionate reasons) Sabbatical Officers may be granted leave from their duties in excess of 27 days by the Chair of Trustees. The Chair of Trustees may then rule that their allowance should accordingly be reduced for each additional day of absence, taking into account any extenuating circumstances and whether the absences can be made up by duties undertaken at other times.

**A.3.5** Sabbatical Officers are required to keep an Office Diary of their engagements which must be available for examination. If they expect to be unavailable during ULU office hours they must leave with their designated staff member or post on their door either a means of contact or where and when they expect can be contacted.

**A.3.6** Sabbatical Officers are required to inform their support staff if they are unable to carry out their duties on any day because of ill-health. They should contact their support staff as soon as possible if they are unable to attend their duties, and if appropriate, suggest what alternative arrangements could be made to cover important duties, and when they expect to return to their duties. If the number of days of sickness (inclusive of weekends) is seven or more, then a letter from a doctor will be required by the Chair of Trustees if the days are not to be counted as normal leave of absence or the allowance is not to be reduced. Matters of health and other personal matters concerning individual Officers will be dealt with in strict confidence on a “need to know” basis but each Officer’s support staff will keep a public record of absences due to leave and sickness which will be recorded on the Sabbatical Log Book and open to inspection by any Full Member of ULU.

**A.3.7** Any Sabbatical Officer who has failed to maintain contact with ULU for 20 consecutive days (including weekend days but excluding ULU closure days) without good reason, will be deemed to have resigned, subject to approval by ULU Senate or Chair of Trustees. This will be subject to the Appeals procedure laid out under Section A.3.2 for Motions of No Confidence.

**A.3.8** Sabbatical Officers are free to belong to a Trade Union at their own cost.

**A.3.9** All Sabbatical Officers will carry out the duties prescribed by ULU Senate. Prior to taking up Office, they are required to spend a period of ‘Handover’ with the retiring Officer by mutual arrangement, during which time an allowance will be received at the same rate as the allowance received by the retiring Officer.

**A.3.10** Before the end of their Term of Office, retiring Officers are required by

mutual arrangement to spend a period of 'Handover Training' with their successors. Failure to do so will render them liable to disciplinary action under Section A:5 of the Regulations.

**A.3.11** In carrying out their duties Sabbatical Officers must abide and act in accordance with the ULU Constitution, Regulations and Policies and must fulfil to the best of their ability any ULU Senate Mandates. The duties required by ULU Senate must be reasonable both in their nature and extent and not infringe University Statutes, the ULU Constitution, other Regulations or the law.

**A.3.12** Except where appointed ex-officio, Sabbatical Officers on University Committees are appointed in a personal capacity.

**A.3.13** If a Sabbatical Officer has a grievance, complaint or problem relating to their Office they should raise the matter with the Chair of Trustees who will take whatever action appears to him/her to be necessary. If this relates to a member of staff of ULU the General Manager must immediately be informed.

**A.3.14** The Staff Protocol Agreement must be observed. A copy can be obtained from the General Manager on request.

**A.3.15** Sabbatical Officers may resign at any time on giving one month's notice in writing to the Chair of Trustees, who will immediately inform ULU Senate and acknowledge receipt. A shorter time may be agreed by ULU Senate, or in exceptional circumstances by the Chair of trustees (e.g. during Vacations, when ULU Senate Meetings cannot be convened within a reasonable amount of time). Once delivered and acknowledged, written notice of resignation may only be withdrawn with a two-thirds consent of ULU Senate.

**A.3.16** Any Officer who for whatever circumstances finds that their Status as a Full member of the Union (as under 3.2a of the Constitution) will change before the conclusion of their period of Office must inform the President and the Chair of Trustees of ULUs. Who will, in conjunction with Board of Trustees recommend a course of action to the next ULU Senate meeting.

#### **A.4 CODE OF PRACTICE FOR UNION OFFICERS**

There shall be a Code of Practice for Officers of ULU. These Regulations assume moral probity on the part of the student officer. Declaration and openness are the basis on which these regulations are based.

In order to strengthen the accountability of the Officers of ULU to the Membership, the following information shall be recorded in the Sabbatical Officers Log Book.

Declaration of Private and Personal Interests

Annual Leave taken

Sick Leave taken

All gifts, hospitality and/or expenses provided for a student officer by an external organisation or individual

All expenses incurred by ULU

Discounts on ULU premises hire and related or unrelated catering

Purchase of off-sale alcohol and food products as outlined in A.5.3

Attendance records for meetings

**The Log Books shall be held by the President's Office and shall be available to all ULU members and stakeholders for inspection.**

#### **A.4.1 Declaration of Private and Personal interests.**

Private and Personal Interests should be recorded by an Officer in the Log Book. If an Officer has a clear and substantial interest in a matter, they should declare this and withdraw from discussions and decisions on this matter.

#### **A.4.2 Declaration of Gifts Received**

All gifts and hospitality to an Officer must be recorded by the Officer in the Sabbatical Log Book. Offers of such should be refused if the Officer feels that they may be placed under a significant obligation by acceptance, or discussed with the Board of Trustees.

**A.4.3** As staff of ULU, off-sale alcohol will be available at a cost price plus VAT to Sabbaticals. Off-sale food products will be available to staff at cost price, but must be ordered as part of a bulk Union order and will not be undertaken as individual transactions. All such sales will be recorded in the Sabbatical Log Book, and will be periodically reviewed by the General Manager.

#### **A.4.4 Expenses**

Sabbatical Officers will receive a Zone 1 and 2 annual travel card. The Officer may receive a loan to cover the cost of any additional zones they require, payable over ten equal monthly instalments. No further travel assistance within central London (taxi journeys or car hire) shall be incurred by ULU other than in exceptional circumstances approved by both the Vice President Finance (in the case of Vice President Finance it will be the President) and the General Manager. All hospitality and meals hosted by a ULU Sabbatical Officer must be related to the work of the organisation, and wherever possible should be provided in-house.

## **Part B – ELECTIONS**

### **B.1 INTERPRETATION**

**B.1.1** In this Regulation:

- i) “Days” shall mean all days including weekends, bank holidays and other holidays.
- ii) “Workdays” and “Weekdays” shall mean Monday to Friday ie. shall not include Saturday and Sunday.
- iii) “Term-time” shall mean dates within the undergraduate term of all the constituent members.
- iv) “Returning Officer” shall mean Returning Officer or his/her nominee

**B.1.2** The Returning Officer shall interpret these regulations and his or her decision shall be final.

### **B.2 ELECTION OF OFFICERS**

**B.2.1** Elections for the Officers, Trustees and Chair of ULU Senate shall be held annually during term-time at a date approved by ULU Senate. Elections for student trustees and chair of ULU Senate shall be held at a date during term-time determined by the Returning Officer.

**B.2.2** Persons elected under these regulations shall normally hold office from 1 August following the election to 31st July of the following year, unless stated otherwise in the Constitution or Regulations. Persons elected in a by-election shall hold office from the announcement of the result until the next 31 July.

### **B.3 PROCEDURE**

**B.3.1** All elections for Officers, Chair of ULU Senate and trustees of ULU will be by secret ballot and conducted by the single transferable vote or alternative transferable vote system.

**B.3.2** All elections shall include the option of voting for Re-Open Nominations except where the Ordinances of the University prevent this. If Re-Open Nominations wins, then another election shall be held at the next meeting of the Union Senate. In any elections for multiple occupancy seats, no candidate who polls below Re-Open Nominations will be considered elected.

**B.3.3** For elections held at ULU Senate, the Returning Officer shall determine a suitable format for ballot papers for each election, ensure that ballot papers are only issued to and collected from bona-fide electors, and that ballot papers are not removed from the meeting.

**B.3.4** The Returning Officer or his/her nominee shall be present at all counts and each candidate may appoint an agent to attend the count.

**B.3.5** When the count is completed the Returning Officer or his/her nominee shall certify the result that will also be announced orally at the meeting. If this is not possible, the result must be circulated with the calling papers for the next ULU Senate.

**B.3.6** Any challenge to the result or complaints about the conduct of an election must normally be made in writing to the Returning Officer within five working days of the announcement of the result. If no such challenge is received, the result shall be final. If a challenge or complaint is received, the Returning Officer shall investigate and shall be empowered to declare any election void. The ruling of the Returning Officer shall be final. The result of an election for Returning Officer shall not be deemed final until approved by the University, in accordance with the Education Act 1994.

## **B.4 NOMINATIONS**

**B.4.1** Candidates standing for any post except Returning Officer or Warden of the Laurels must be a Full member of the ULU as under 3.2a of the Constitution. With the exception of sabbatical positions, candidates must and every realistic expectation of continuing as a Registered Internal Student for the duration of their period of office. Any person standing for the post of Returning Officer or Warden of the Laurels must, at the close of nominations and throughout the period up to and including the elections, be a non-student member of the University of London.

**B.4.2** nominators must be members of ULU as under 3.2a of the Constitution. Every nominator shall sign a nomination form and state his or her full name and the college or institution at which he/she is registered. Nominations shall be in the form of a nomination paper approved by the Returning Officer. The form shall include:

- i) The office for which the candidate is nominated;
- ii) The full name and private address of the candidate;
- iii) The college or institution at which the candidate is registered; and
- iv) A consent to nomination signed by the candidate.

**B.4.3** Nomination papers for all posts shall be circulated to all members of ULU Senate and all ULU Officers for public display at least 21 days before Hustings. In the case of a by-election, nomination papers shall be circulated at least seven days before the meeting.

**B.4.4** Nominations shall close at noon on the fourteenth day preceding Hustings, or at noon on the weekday preceding the meeting of ULU Senate in the case of by-elections. If at the close of nominations, no nominations for a particular post

have been received, then nominations for that post shall be re-opened until noon on the weekday preceding Hustings or the meeting at which the election is to take place. Notice of this extension shall be circulated to all members of ULU Senate.

**B.4.5** If no nominations have been received by noon on the weekday before the meeting, then the Returning Officer may decide that nominations may be accepted at Hustings or the meeting of ULU Senate.

**B.4.6** Nomination papers shall be freely available whilst nominations are open and the Returning Officer shall be responsible for ensuring that appropriate publicity is given.

**B.4.7** Nomination papers shall be lodged with the Designated staff members office and a receipt stating the post for which the candidate is nominated shall be issued. Such a receipt shall not imply the nomination is valid. A list of candidates and their nominators shall be circulated at Hustings or with ULU Senate Papers for the meeting at which the election is due to take place. Copies shall also be sent to all candidates.

**B.4.8** All candidates will be provided with a copy of the Constitution and Regulations when they submit their Nomination Forms (or at any other time on request). They shall sign a receipt on receiving these documents and also sign a declaration to state that they have read and understood the Elections Regulations. They shall also receive all papers pertaining to Hustings or the meeting at which the elections are to take place. They shall also be provided with copies of any rulings made by the Returning Officer, particularly those pertaining to the conduct of Ballots etc. Candidates should make known to the designated staff member their immediate correspondence address.

Candidates must attend a candidates meeting which will normally be held on the day of the close of the nominations. In this meeting candidates will meet with the Returning Officer and confirm they have access to and understand the election rules.

## **B.5 MANIFESTOS**

**B.5.1** Candidates must submit a manifesto (of not more than two sides of A4) by the close of nominations. A candidate nominated at the meeting (under B.4.5 above) will not be able to have a manifesto circulated.

**B.5.2** The Returning Officer shall determine the form and permissible content of such manifestos and their decision shall be final.

## **B.6 HUSTINGS**

**B.6.1** Where a contested election (including one which is contested only against Re-open Nominations) is to be held, candidates shall be given the opportunity to speak and answer questions at the meeting before voting takes place.

**B.6.2** The Returning Officer may organise a number of Hustings before the Annual Election of the Officers of ULU, which all candidates shall be invited to attend.

**B.6.3** The Returning Officer shall set the format and duration of Hustings, speeches and question times and shall rule on the permissible content of questions. Candidates will be notified of the format in advance of the Hustings. All questions must be posed to and relevant to, all candidates for the particular post.

## **B.7 CASUAL VACANCIES**

**B.7.1** An individual who wishes to resign from a post may do so with immediate effect, so long as the resignation is made in writing to the Returning Officer, except in the case of Sabbatical Officers who must give one month's notice of resignation.

**B.7.2** If a casual vacancy occurs a by-election shall be held at the next meeting of ULU Senate for which adequate notice can be given.

## **B.8 CROSS-CAMPUS ELECTIONS**

**B.8.1** There shall be a secret ballot, in which all full members of ULU (as under 3.2a of the Constitution) are eligible to vote, for all positions.

**B.8.2** Conduct of these elections and all matters relating to them shall be the responsibility of the Returning Officer or his/her nominee..23

**B.8.3** There will be at least one full day of polling on a date within the term time of all member institutions, though normally this should be at least 7 days. Nominations will be open for at least seven days within the term times of all member institutions. The Returning Officer may establish a register of electors.

**B.8.4** Candidates shall have a minimum of ten, a maximum of thirty nominators, all of whom must be Full member of ULU (as under 3.2a of the Constitution) studying at, at least, 3 different Colleges or Institutes of the University of London at close of nominations. Any challenge to the eligibility of a nominator or candidate shall be made to the Returning Officer.

**B.8.5** There shall be a nomination form drawn up to the satisfaction of the Returning Officer.

**B.8.6** Candidates will be permitted space in London Student of an equal size to all other candidates to be determined by the Editor of the paper and agreed by the Returning Officer. Position on the page shall be allocated, within categories of Office, by lot by the Editor and Returning Officer. Candidates may use this to express their policy platform and qualifications for the job. They may include a photograph of themselves. No candidate may remark upon another candidate in this statement. In the event of a dispute, the Returning Officer shall rule.

**B.8.7** Candidates shall be given the equivalent of 2 A4 pages accessible from the appropriate section of the ULU web site in which the same procedure as for the “London Student” statements shall apply. ULU shall also produce and distribute generic posters giving information on each candidate and the position for which they are standing.

**B.8.8** Each candidate will be given the opportunity to have a 30 second piece to camera video clip filmed for inclusion on their webpage. Each candidate will be filmed under the same conditions. These conditions are:

- i. Candidates cannot film their piece independently and submit it.
- ii. Candidates will have 15 minutes each in which to film their piece to a static camcorder.
- iii. Each candidate piece must last 30 seconds or less.
- iv. Candidates may use the 30 seconds in any way they wish to promote themselves as long as they do not use any language or actions that may be deemed to be offensive.
- v. The piece must be in English.
- vi. The returning officer has the right to withhold any candidates video from public broadcast should it be deemed to have contravened any of these guidelines.

**B.8.9** Candidates may then campaign as they wish, and must adhere to the following:

(i) candidates may have freedom of association with other candidates but must not mention any other candidate on their material. ie. There must be no personalized negative campaigning.

(i) No candidate may mention another candidate standing in any ULU Elections in any of their campaign publicity;

(ii) All candidates must abide fully by the letter and spirit of ULU’s Equal Opportunities Policy;

(iii) All candidates will be bound by the rules and regulations on the premises on which they are campaigning;

(iv) All candidates must operate within the confines of the law.

**B.8.10** In the case of a by-election, the Returning Officer shall make all arrangements he/she deems suitable to fill that post by cross-campus ballot in consultation with the Chair of ULU Senate and with the agreement of the

University.

**B.8.11** Should undue interference with an election occur, ULU will take all action possible against those concerned, through both university and legal systems. In the event that interference should occur, the Returning Officer shall investigate and determine whether to declare all or parts of the results invalid, and may order that fresh elections be carried out.

**B.8.12** There shall be the option for Hustings to take place at each UL college, dependant upon the approval of the college and its College Union. Where this is given, it shall be the responsibility of the Returning Officer to ensure that provisions are made for these. The rules for these Hustings will be the same as for those held at ULU Senate.

**B.8.13** The Returning Officer will display prominently and publicly the results of any election within the ULU building within 24 hours of receipt of the result, and shall report them for note to the next meeting of ULU Senate.

## **B.9 GENERAL PROVISIONS**

**B.9.1** The Returning Officer shall conduct all elections under ULU Constitution and Regulations, except where expressly provided elsewhere. S/he may from time to time appoint people to assist her/him with the running of any elections.

**B.9.2** The Returning Officer shall be empowered to rule any candidate who infringes the Electoral Regulation ineligible, and shall report on any such ruling to the relevant Electoral Meeting for information. The Returning Officer may declare any election null and void at any point if these Regulations have been broken, in which case the procedure for casual vacancies shall take effect..

## **Part C – STAFF/STUDENT PROTOCOL**

The staff/student protocol exists for the benefit of ULU members, its officers and its staff. ULU recognises that its staff is central to its activities. The staff provides continuity, advice and managerial expertise and as such is a valued resource.

The protocol seeks to clarify the working relationship between the organisation's members and its staff. This protocol forms an annex to the terms & conditions.

**The protocol must be adhered to at all times by the members, officers and staff of the ULU.**

### **C.1 STAFF STATUS**

The University employs ULU staff. The Central University agrees the terms and conditions. The annual pay increase is negotiated nationally by representatives of the Universities and the Trade Unions.

### **C.2 ROLE OF THE TRUSTEES WITH REGARD TO STAFFING MATTERS**

The Board of Trustees shall act with the full authority of ULU Senate in matters relating to employment and the appointment of staff. The Board of Trustees will be responsible for policies relating to staff restructuring, job descriptions, regrading requests, job evaluation, pay reviews and recruitment. Responsibility for grievance and disciplinary issues would rest with the President and General Manager as appropriate.

The Board of Trustees will agree processes for appointing new permanent staff and will report annually to ULU standards and ethics committee as requested or required on progress as it relates to the implementation of policy and strategy and statutory compliance.

### **C.3 ROLE OF THE OFFICERS**

**C.3.1** The Officers will note the policy referred to it by The Board of Trustees  
The Officers will not discuss individual staff members. Officers of ULU will not directly manage the work of individual staff members. In the event that an officer wishes to change the priorities of a staff member they will see the General Manager in the first instance. This is not meant to prevent dialogue between officers and staff, but it is essential that each staff member has one manager from whom they take direction. In the event that an officer has a complaint against or a comment on the behaviour of a member of staff they must not deal with it directly, but should report it to the President who will report it to the General Manager. The General Manager will investigate the issue and will decide whether or not to take the matter further.

**C.3.2** Elected Officers share a collective and individual responsibility to ensure

that under no circumstances will staff be discussed other than at a meeting of the staffing committee. Staff may only be mentioned in London Student or any other ULU publicity with the express permission of the General Manager.

#### **C.4 ROLE OF STAFF**

**C.4.1** Staff will not be involved in the democracy of ULU. Staff will attend meetings as directed by the General Manager, but will act in an advisory capacity to the committee members. Staff will not have the right to cast a vote under any circumstances. Staff must not contradict ULU policy, the views of officers, nor comment on the officers themselves.

**C.4.2** A staff member with a complaint against or a comment on the behaviour of an officer must not deal with it directly, but should report it to the General Manager who will report it to the President. The President will investigate the issue and will decide whether or not to take the matter further.

**C.4.3** In the event that an individual member of staff or a group of staff have an issue with their employment they should pursue it through the line management structure.

#### **C.5 STUDENT-STAFF**

The Board of Trustees will deal with the recruitment and employment of student-staff. In the event that a member of student staff has an issue with their employment they should pursue it through the line management structure. Student-staff also have recourse to ULU's grievance procedure. Student-staff (as full members of the Union) are able to participate in the democratic running of the Union, but must not raise issues relating to their employment. Sabbatical Officers of ULU are not able to hold a student-staff position.

#### **C.6 DISCIPLINARY AND GRIEVANCE PROCEDURE**

This protocol does not affect the rights of staff member to pursue an issue via the disciplinary and grievance procedures.

#### **C.7 MISCELLANEOUS**

It is expected that both staff and officers will treat each other with respect and courtesy at all times.

## **Part D – STANDING AND SUB-COMMITTEES OF ULU AND CONDUCT OF MEETINGS OF THE BOARD OF TRUSTEES STANDING AND SUB-COMMITTEES**

There shall be the following Standing and Sub-Committees of the Board of Trustees. The President and Vice-President shall be entitled to sit ex-officio on all Committees on which they are not named as voting members, with the exception of the Appeals Committee.

The Committees shall report in writing, through their Chairs (apart from Laurels on which the President shall report) to each meeting of ULU Senate.

All Committees shall have the power to co-opt non-voting members where appropriate.

**All Standing and Sub-Committee of ULU, with the exception of Appeals Committee, Appointments committee and disciplinary panel, shall be open to all Full Members of the Union, as defined in 3.2 of the Constitution. They may attend as observers and may be granted speaking rights subject to a simple majority decision of the Committee concerned.**

### **D.1 STUDENT ACTIVITIES COMMITTEE**

**D.1.2** The Student Activities Committee shall be responsible for:

- i) Drawing up regulations for all of ULU's student activities, paying due regard to the Constitution and Regulations of ULU and the University, and the University's Ordinances.
- ii) Ensuring the compliance of all ULU's student activities to the Constitution and Regulations of ULU and the University, and the University's Ordinances.
- iii) Discussing and formulating policy and strategy to aid the development of student activities within the University.
- iv) Representing the views of ULU's student activities and their participants to ULU Senate and external bodies.
- v) All student activities organized by the Union on behalf of ULU Senate
- vi) Formulating and implementing health and safety regulations and policy amongst ULU student activities.
- vii) Promoting student development in extra-curricular student activities throughout the University.
- viii) Promoting and facilitating intercollegiate student activities on behalf of ULU Senate.

**D.1.3** The membership of the Student Activities Committee shall be:

- i) The President of the ULU
- ii) The Vice President (Student Activities)

- iii) The six members of the Sports and Societies Executive
- iv) Three members of the Intercollegiate Student Activities Committee
- v) The Chair shall be the Chair of ULU Senate

The Secretary shall be the ULU General Manager, or appointed nominee

**D.1.4** There shall be two sub-committees of the Student Activities Committee provided for within the Student Activities Regulations:

- i) The ULU Sports and Societies Executive, which shall exist to regulate and manage sports and societies run from and hosted within the Union under the direction of the Student Activities Committee.

The Inter-collegiate Student Activities Committee, which shall exist to discuss, regulate and manage the ULU Inter-collegiate leagues and items of common sporting and non-sporting concern between the Colleges, under the direction of the Student Activities Committee.

## **D.2 LAURELS COMMITTEE**

**D.2.1** The Terms of Reference of the Laurels Committee shall be:

- i) To institute and regulate the awards of the Union, which shall include Laurels, Shields and Honorary Life Membership and others as approved by the Senate (this excludes the award of the Purple, which shall be governed by the Purples Committee, in the first instance).
- ii) Annually, the Laurels Committee shall report in writing to the Senate and include any proposed recipients for awards for the Senate's approval.
- iii) To organise the annual Laurels Awards Ceremony, on a date and location agreed with the Senate.

**D.2.2** The membership of Laurels Committee shall be:

- i) The Warden of the Laurels and the Warden of the Shields, who shall be co-chairs of the Laurels Committee.
- ii) The President and Vice-Presidents of ULU.
- iii) The London Student Editor.
- iv) Three full members of the Union elected by the Senate in a manner determined by the Senate, with one being a member of the Student Activities Committee and one being a member of the Societies Executive.
- v) One person, who shall not be a member of the Senate or Trustee Board, co-opted by the Committee in the capacity as an independent adjudicator on awards and the procedures of the Committee (who may be a full member).

D.2.3 The Warden of the Laurels shall be elected annually by the Senate from the non student members of the University of London.

D.2.4 The Warden of the Shields shall be elected annually by the recognised Societies of the Union from the non student members of the University of London.

D.2.5 The quorum for the Committee shall be three persons. The committee shall regulate its business as it sees fit.

## **D.3 INTER-COLLEGIATE NETWORKS**

**D.3.4** The Board of Trustees will submit the list of Inter-collegiate campaigns networks to be supported annually as part of the annual strategic plan and budget.

**D.3.5** The plans of the of the inter-collegiate campaigns networks will be approved in advance by the Board of Trustees who will allocate resources to the different networks from the campaigns budget depending upon priorities and feasibility. Updates on activity by the networks will be reported to each meeting of the Board of Trustees and included within their report to the ULU Senate.

**D.3.6** Each inter-collegiate campaigns network shall be eligible to book rooms at ULU as stated and agreed within their activity plan and budget submission. It is the intention that these room bookings will be for either a social or a large event and it is expected that the attendance at the event will reflect this fact.

**D.3.7** New inter-collegiate campaigns networks can be established by a proposal from or to the Board of Trustees and agreed when they judge that the criteria of feasibility, priorities and resources support the establishment of the network in question. This can be as part of the planning process or in response to changing circumstances All such proposals whether approved or rejected must be reported to the ULU Senate.

**D.3.8** Inter-collegiate campaigns Networks can be disestablished in the following ways:

- i) Lapse – that is where a network ceases to be practically viable for a period of time (but may be revived at a later date).
- ii) Non-compliance- where plans are not submitted or irregularities occur the Board of Trustee may disestablish a network.
- ii) Changed priorities – where the Board of Trustees as directed or approved by ULU Senate feel that there is no longer a need for a network or it is not a sufficiently important priority.

**D.3.9** Each network will elect a convenor. This will be conducted by the ULU returning officer or their nominee who will make arrangements for a nomination process and an election meeting that will include hustings. For the election of the convenor each member union will have one vote and will provide written confirmation to the Returning Officer of the person who will exercise that vote for their union.

**D.3.10** The duties of the convenors are:

- i) To coordinate the activities of the inter-collegiate campaigns network for which they are responsible.
- ii) To plan and ensure that meetings of the networks take place, are well attended and allow participation from all present.

- iii) To plan and co-ordinate inter-collegiate campaigns activity where that is agreed and does not duplicate the activities of college unions.
- iv) To ensure that written reports are provided about activity to the Board of Trustees.
- v) To submit an annual plan and a budget request indicating all planned activities including outputs of activities costings and timescales.
- vi) To comply with ULU's financial regulations and any regulations concerning standards and ethics that are relevant.
- vii) To liaise with the Sabbatical trustees about day to day issues concerning the networks activities.
- viii) To attend the inter-collegiate campaigns network forums and contribute to the development of ULU strategy for networks and the organisation as a whole.
- ix) To attend training provided or arranged for network convenors.
- x) To speak on external issues pertaining to the remit of the network with the exception of criticism of member college unions and their officers.

**D.3.11** The Convenor can be removed from post by a meeting of the relevant network taking a recorded vote that then must be ratified by the Board of Trustees. The Board of Trustees can also remove a network convenor where they feel performance is inadequate or there is a failure to conform with standards or procedures.

**D.3.12** Ordinary meetings of all network will be open to all students from member colleges unless variations from that have been agreed by ULU Senate.

**D.3.13** Where an inter-collegiate campaigns network has lapsed but the Board of Trustees consider it to be of sufficient importance the President will be given the responsibility to re-establish the network and ensure that the service or activity continues. In order to do this they may make plans, organise activities and spend money as agreed by the Board of Trustees and so long as there is a clear timetable for re-establishing the network with an elected convenor. The president may also co-opt others as they deem appropriate to re-establishing the network, as agreed by the Board of Trustees and within an agreed timetable.

**D.3.14** Any disputes or performance issues regarding inter-collegiate campaigns networks or inter-collegiate campaigns network convenors will be referred to the standards and ethics committee for resolution.

## **D.4 APPOINTMENTS COMMITTEE**

**D.4.1** The appointments committee will meet as required and report to the Board of Trustees.

**D.4.2** The Appointments committee will conduct a search for independent trustees as directed by the Board of Trustees. The appointments committee will then put in place arrangements for advertising and interviewing applicants. The

appointments committee will produce a candidate profile of each nominee with a recommendation to the Board of trustees as to which candidates should be appointed

**D.4.3** The appointments committee will also seek candidates for the position of returning Officer as a vacancy arises and ensure that all nominated candidates for the ULU Senate to choose from are suitable. They will organize a search process and verify that the candidate meets the qualification criteria in regard to an association with the University of London and establish what level of experience and aptitude the candidate has for administering the ULU elections.

**D.4.4** The appointments committee will also make any other appointments or related activities that are delegated to it by the Board of Trustees.

**D.4.5** The appointments committee shall be made up of the following:

- i) ULU Vice-President Finance Services & Operations
- ii) ULU Vice-President Education & Representation
- iii) 2 student Trustees
- iv) of the independent trustees

## **Part E – STANDING ORDERS OF ULU SENATE**

### **E.1 GENERAL AND INTERPRETATION**

**E.1.1** ULU Senate Meetings shall be conducted in accordance with the Standing Orders laid down below.

**E.1.2** The Chair of Senate shall interpret the Standing Orders and rule on any matters relating to the interpretation of the Standing Orders in conjunction with the President.

**E.1.3** “Days” shall mean all days including weekends, Bank Holidays and other holidays except where stated otherwise.

### **E.2 NOTICE OF MEETINGS**

**E.2.1** Notice of all ULU Senate Meetings shall be sent, in writing, to all members of ULU Senate, at least 21 days prior to the meeting. The Notice shall state the time, date and place of the Meeting and the closing date for Proposals.

**E.2.2** The dates of Meetings shall normally be in accordance with a timetable approved annually by ULU Senate, normally at the first Meeting of each Academic year.

**E.2.3** Notice of any Extraordinary or Emergency ULU Senate Meetings shall be sent in writing to all members 7 days before the meeting, stating the time, date, location and the reason for the meeting being called.

### **E.3 SUBMISSION OF PROPOSALS**

**E.3.1** Any members of ULU under 3.2a of the Constitution may submit a proposal to ULU Senate provided that it is seconded by another such member. Proposals may be submitted by committees.

**E.3.2** Proposals may not be withdrawn once the meeting has opened. Requests for withdrawal of proposals will be referred to the Chair before the meeting commences.

**E.3.3** All proposals must be submitted at least 7 days prior to the meeting.

### **E.4 AMENDMENT OF PROPOSALS**

**E.4.1** Any student member of ULU may submit an Amendment to a Proposal provided that another such member seconds it.

**E.4.2** All Amendments to Proposals must be submitted to the President’s Office

by noon on the weekday before the meeting.

**E.4.3** Amendments may be made verbally at the meeting providing that a written copy of the amendment be submitted to the Chair of ULU Senate and Minute-taker. Amendments that merely contradict part or the whole of a motion will not be accepted.

**E.4.4** Amendments to Amendments may be made in the same manner as E.4.3

## **E.5 SUBMISSION OF EMERGENCY PROPOSALS**

**E.5.1** Emergency Proposals may only be concerned with the events occurring after the final date of submission of Proposals. They may be discussed at the discretion of the Chair of ULU Senate and the President, whose decision may only be overturned by a two-thirds majority of those members eligible to vote.

**E.5.2** An Emergency Proposal must be submitted to the President's Office by noon on the weekday prior to the Meeting and must be distributed by the Chair at the Meeting.

## **E.6 AGENDA FOR MEETINGS**

**E.6.1** The President shall set an Agenda for each Meeting which shall include the following:

- i) Confirmation of Minutes of previous meeting
- ii) Matters Arising from the minutes of the previous meeting
- iii) Reports from all ULU Officers and Standing Committees
- iv) Elections or by-elections if necessary
- v) Proposals (in the order submitted)
- vi) Emergency Proposals (in the order submitted)
- vii) Any other business

**E.6.2** This Agenda, including all relevant documentation, must be circulated to all members of ULU Senate the following working day after the deadline for proposals.

## **E.7 CONDUCT OF MEETINGS**

**E.7.1** ULU Senate meetings shall be conducted under the following stipulations:

- i) All members, in their speeches, actions and attitudes will uphold the spirit of ULU Equal Opportunities Policy.
- ii) All members will abide by the direction of the ULU Senate Chair in regards to order and timings of discussions.
- iii) All members will give every other member due courtesy and respect.

**E.7.2** The Chair shall be taken throughout the Meeting by the Chair of ULU

Senate.

**E.7.3** The Chair of ULU Senate in conjunction with the ULU President shall rule on all matters of procedure and shall interpret the Standing Order and their decision is final subject to a successful challenge as a Procedural Motion under E.8.2. They shall not have the right to rule on the conduct of previous meetings.

**E.7.4** If the Chair of ULU Senate desires to propose or speak on a motion they shall vacate the Chair.

**E.7.5**

(i) It shall be the duty of the Chair of ULU Senate to see that the meeting is in order, that remarks are relevant to the matter of debate and that no defamatory remarks are made about another member of ULU Senate.

(ii) Any member that is in breach of these Regulations and also Constitution Regulation 2.2 shall be deemed to be in Contempt of Senate A letter of Notification shall be sent to the Member's own Union stating the reasons why the Member was in Contempt of Senate.

**E.7.6** A member shall always address themselves by Name and College to the Chair of ULU Senate.

**E.7.7** The Chair ULU Senate shall decide the right of priority in speaking, and when the Chair of ULU Senate speaks all other members must refrain from speaking and resume their seats.

**E.7.8** If the Chair of ULU Senate calls the Meeting to order then all members shall refrain from speaking. If the meeting remains out of order then the Chair of Senate may call on specific members to leave or may adjourn the Meeting. An expelled member shall not be allowed to re-enter the room or take part in any future meetings until an apology satisfactory to the Meeting is given.

**E.7.9** In the case of an adjournment the Chair and President shall decide upon the date, time and place (within 14 days) of the adjourned session and shall circulate details to all ULU Senate members in the usual way.

**E.8 PROCEDURAL MOTIONS AND POINTS OF ORDER**

**E.8.1** Procedural Motions and Points of Order have precedence over all other business except that they may not be raised during a speech unless it relates to the conduct of the meeting during that speech or during a vote unless relating to the conduct of that vote.

**E.8.2** Procedural Motions and Points of Order shall have priority in the following order:

### **Points of Order:**

- i) A request for a quorum count
- ii) A request for a ruling or interpretation
- iii) A request for a poll (E.9.6)
- iv) A request for a secret ballot (E.9.7)
- v) A request for a student numbers vote (Constitution 5.3.3)
- vi) A request for a re-vote (E.9.5)
- vii) That a Senate member is in Contempt of Senate
- viii) Any other matter related to the conduct of the meeting

### **Procedural Motions:**

- viii) The meeting has no confidence in the Chair of Senate
- ix) The Chair of Senate's ruling be overturned
- x) Point of information
- xi) Point of privilege (objection to a personal affront)
- xii) That specific Standing Orders be suspended for a length of time
- xiii) That the meeting be adjourned
- xiv) That the meeting go into recess
- xv) That the meeting be closed
- xvi) That the motion shall be voted on in parts
- xvii) That there be another round of speeches
- xviii) That the question specified not be put
- xix) That the question specified now be put
- xx) That the question specified be adjourned to a later Meeting or remitted to another body or person
- xxi) That a person be granted speaking rights
- xxii) That the Agenda paper be re-ordered in a specific manner

**E.8.3** All procedural Motions shall be voted by simple majority after at least one speech in favour and one speech against apart from point of information or privilege.

**E.8.4** If Procedural Motion E.8.2 (viii) or (ix) is called for then the current Chair of Senate shall hand over the Chair to the President. The outgoing Chair of Senate shall be given the right to speak against the Procedural Motion, which shall be discussed in the normal way. If the Procedural Motion is passed in the case of no-confidence then the Chair of Senate will continue with the person to which it was handed, otherwise the former Chair of Senate shall re-take the Chair.

**E.8.5** Points of Information may be raised to the speaker holding the floor by a call of 'Point of Information'. They must be phrased as a short question to the speaker and must be used solely to seek or offer strictly factual information. They must not refer to matters of opinion. The speaker may refuse to accept the point of information in which case the mover shall give way. If a speaker indicates that

he is not willing to take any further points of information, it shall be out of order for a member to raise any further points of information during that speech.

**E.8.6** No procedural motions, original motions or amendments may be proposed on a point of order, information or privilege.

## **E.9 VOTING PROCEDURE**

**E.9.1** Each member shall have one vote except the Chair of Senate who shall only have a casting vote (except in the case of a secret ballot, where there shall be no casting vote) to be used when the meeting is equally divided.

**E.9.2** Voting shall be by show of hands except where Regulations state otherwise.

**E.9.3** Any Proposal, Amendment or Procedural Motion shall be declared carried or defeated according to the majority of votes recorded unless expressly provided to the contrary elsewhere.

**E.9.4** The number of votes for, against, and the abstentions, shall be announced and recorded in the Minutes.

**E.9.5** A vote of the Meeting may be challenged by a minimum of five Senate Members and re-vote shall be taken without any further debate.

**E.9.6** If point of order E.8.2 (iii) is passed, delegates will be issued with Poll forms on which they shall write their Name and College and whether they vote "Yes" or "No" or Abstain on the Motion or Amendment in question. The voting details of any Poll shall be included in the Minutes of the Meeting; that is to say a Division List stating details of which Members voted which way.

**E.9.7** If point of order E.8.2 (iv) is passed, delegates will be issued with vote forms on which they shall write whether they vote "Yes" or "No" or Abstain on the Motion or Amendment in question.

## **E.10 POLICY AND POLICY LAPSE**

**E.10.1** All Policy, including Recommendations shall lapse after 5 academic years at the end of the fifth academic year unless such Policy has explicitly been laid down as a Regulation of ULU.

**E.10.2** Regulations may only be approved or amended by a two-thirds majority. They may not lapse, only be superseded or rescinded.

**E.10.3** A record of all Passed Policy, including Recommendations, must be kept by the President and shall be open to inspection by all Members of ULU upon

request.

**E.10.4** Lapsed Policy shall be presented to the last ULU Senate meeting in the academic year before it lapses. If there is a challenge to a policy lapsing then it shall be discussed in the same way as a motion and amendments may be taken in the same way. If a two-thirds majority of the Meeting decides that a policy should be kept then it shall remain in place for another 5 years.

## **E.11 EMERGENCY MEETINGS**

**E.11.1** Emergency Meetings of ULU Senate shall be held within 14 days of the receipt of a written request signed by at least 10 members of the ULU Senate who between them must be registered at not less than 4 colleges, or Institutes. Such a request shall signify the purpose for which the meeting is to be held.

**E.11.2** The relevant parts of the Standing Orders shall apply to all Emergency Meetings.

## **E.12 MEMBERSHIP**

**E.12.1** The membership of ULU Senate shall be as detailed in Section 5 of the Constitution.

**E.12.2** The following shall have Observer status with power to speak but not to vote:

- i) The General Manager of the ULU
- ii) The Warden of the Laurels;
- iii) Student members of the ULU who are not ULU Senate members;
- v) NUS London Regional Officer;
- vi) All other persons who may from time to time be nominated by resolution of the ULU Senate Chair in conjunction with ULU President

**E.12.3** Other persons may be admitted as Observers with the power to speak but not to vote if nominated by the Chair or another member of ULU Senate and approved by the Meeting. All Members of the ULU may attend ULU Senate Meetings as Observers unless the Meeting or part of the Meeting is deemed to be a Closed Meeting. Meetings may only be called Closed when confidential matters are being discussed and Meetings may only be called Closed on a vote of more than two thirds of those in attendance. Should a meeting or Part of a Meeting be deemed Closed all Observers, except those specifically requested to remain by ULU Senate, shall immediately leave the meeting.

**E.12.4** Any other Members of ULUs may automatically be entitled to observe any Meeting but may not speak unless permission is expressly granted.

**E.12.5** All Observers shall be subject to these Standing Orders and the Chair of ULU Senate ruling upon them.

## **Part F – STUDENT ACTIVITIES REGULATIONS**

Unless stated specifically as Sports Clubs, Societies or Networks, the aforementioned in the following will be referred to as “***the activity***”.

### **F.1 THE STUDENT ACTIVITIES COMMITTEE**

#### **F.1.1 The Student Activities Committee shall be responsible for overseeing Sports, Societies and Networks within ULU.**

##### **F.1.1.1 Sub Committees that report to the Student Activities Committee**

- i) There shall be a **Sports committee** consisting of the Club Captain and one other member of each provisionally and fully recognised Club. The Student Activities Committee may approve such other persons.
- ii) There shall be a **Societies committee** consisting of the Chairperson and one other member of each provisionally and fully recognised Society. The Student Activities Committee may approve such other persons.
- iii) There shall be a **Networks committee** consisting of Chair of the managing board (or their representative) and one other member of each provisionally and fully recognised Network. The Student Activities Committee may approve such other persons.
- iv) There shall be an **Intercollegiate Sports Committee (ICSC)**. It shall consist of one elected Sports Officer from each of the Colleges and any other recognised bodies competing within the ULU Inter-Collegiate sports programmes. The Student Activities Committee may approve any other such persons.

##### **F.1.1.2 Roles of the Sub Committees**

- i) They shall meet at least once per term in accordance with the ULU calendar of meetings.
- ii) The purpose of the Sports Committee, Societies Committee and Networks Committee shall be to provide representation to their Specific ULU Activity; and also to receive information and training for the running of their Activity. The Student Activities Committee shall set their terms of reference.
- iii) The purpose of the Intercollegiate Sports Committee shall be to provide representation to Sports Clubs competing within the Inter-collegiate Sporting programmes. Also, to provide a forum to discuss items of common sporting concern between the Colleges. The Student Activities Committee shall set its terms of reference.

#### **F.1.2 Membership of the Student Activities Committee**

The Committee shall consist of the following:

- i) The Sabbatical Officers of the Union
- ii) Three elected representatives from the Sports Committee (Sports Executive Officers)
- iii) Three elected representatives from the Societies Committee (Societies Executive Officers)
- iv) Three elected representatives from the Networks Committee (Network Executive Officers)
- v) Three elected representatives from the Intercollegiate Sports Committee
- vi) The Chair of Council; who will be responsible for Chairing the Committee, in accordance with the Chair of Councils terms of reference.

### **F.1.3 Sports Executive Officers, Societies Executive Officers and Networks Executive Officers**

#### **F.1.3.1 How they are elected and why**

- i) The Sports Executive Officers are elected by the Sports Committee, to be the representatives of the ULU Sports Clubs at the Student Activities Committee for all issues regarding the ULU Sports Clubs.
- ii) The Societies Executive Officers are elected by the Societies Committee, to be the representatives of the ULU Societies at the Student Activities Committee for all issues regarding the ULU Societies.
- iii) The Networks Executive Officers are elected by the Networks Committee, to be the representatives of the ULU Networks at the Student Activities Committee for all issues regarding the ULU Networks.

#### **F.1.3.2 The roles of the Executive Officers**

- i) Each of the respective Executive officers are required to attend the Students Activities Committee meetings
- ii) Each of the respective Executive officers are required to assist the Vice president with responsibility for their Activity in any way they can. (Examples of such assistance may be being the running of their respective sub committee or help with the planning & running of their respective awards night.)
- iii) When necessary to sit on the disciplinary panel (see regulation F.8.2)

## **F.2 AIMS OF THE ACTIVITIES**

Each Activity shall have as its key purposes the educational, recreational and cultural development of its membership. They shall pursue this with regard to the Union's Equal

Opportunities Policy and shall take active steps to involve students from different backgrounds and UL Colleges, reflecting the diversity of the Union's

membership.

### F.3 MEMBERSHIP OF THE STUDENT ACTIVITIES

#### F.3.1.1 Membership of Sports Clubs and of Societies

- i) Membership of all ULU Activities shall be open to all full members of the union as defined in section 3.2(a) of the Constitution, and also associate membership. Only full members shall be eligible to vote, hold office or undertake any activity under the auspices of the Society.
- ii) A condition of individual membership shall be the possession of a current ULU membership card or ULU Associate Membership Card. All members of a society must submit a membership form to ULU for approval.
- iii) Persons other than members shall not be permitted to take part in any form of the participation of any Activity; *excepting* those situations whereby they take a purely advisory, supportive or training role for the wider benefit of the student members, and only at such time as their qualifications and suitability to do so is determined and approved by ULU. The role of such persons shall in no way affect the ultimate responsibility of the student officers for the running of the Society.
- v) A ULU Sports Club or Society must have a minimum of 20 full members at any time.
- vi) Only full members may compete in competitions.

#### F.3.1.2 Election of a Sports Club or a Societies' Committee

- i) The Committee for a Sports Club or Society shall be elected democratically, before the end of the Easter, unless the Vice-President has granted permission with responsibility for the Activities, at an Annual General Meeting (AGM)
- ii) The officers shall include a Club Captain or Society Chair, a Treasurer and a Secretary. The Sports Club or Society may designate and elect other officers as it sees fit, in consultation with the Vice President who is responsible for the activities.
- iii) The quorum of the General Meeting shall be no less than 20% of the activities membership, or 10 persons, whichever is greater.
- iv) The results of the elections must be notified to the Vice-President within five working days and shall ratify them subject to no complaint being received within a further five working days.
- v) Should a complaint be received, the Vice-President will investigate it to his or her satisfaction and act accordingly. The ULU Vice-President reserves the right to conduct any election in person or through a nominee.

#### F.3.1.3 The Annual General Meeting (AGM)

- i) The outgoing committee should decide on a date, time and place and inform the VP Sports and Societies of the details.
- ii) The outgoing Committee must give their membership notice of the meeting by email 14 days prior to the event.
- iii) The outgoing Committee must circulate an Agenda 7-days prior to the meeting.
- iv) The election for the new committee should be the first point on the Agenda so that votes can be counted during the meeting. If the outgoing committee should prefer an independent person to oversee the election, this can be arranged by the Vice-President who is responsible for the Activities. Only FULL MEMBERS of the Activity can vote or stand in elections as directed in section 3.2(a) of this Unions Constitution
- v) After the elections the outgoing **Committee** should Present to the AGM a report on club finances, activities and successes over the preceding 12 months,

### **F.3.2 Membership of the Networks**

- i) A Network shall be the combination of at least three college unions that have similar aims and interests. If there is contention over a particular club or society the Vice-President with responsibility for Networks will rule.
- ii) The membership of the Network will be the total membership of the participating College Union Societies or Clubs.

## **F.4 RECOGNITION**

### **F.4.1 Recognition of Sports Clubs and Societies**

- i) The Student Activities Committee is responsible for recognition and de-recognition of the Sports Clubs and Societies on the advice of the Vice President who is responsible for the Activities.
- ii) A Sport Club or Society shall be eligible for provisional recognition when it has twenty full members, who must represent a broad and diverse mix of students from across different member colleges, (at the discretion of the Vice President who is responsible for the Activities). Provisional recognition shall last for a minimum of one complete academic year, encompassing at least one annual election of Society Officers, after which a Society may apply for full recognition.
- iii) A Sports Club or Society may be de-recognised for sustained inactivity, failure to comply with regulations, or failure to meet the aims of objectives of the society or the Union.
- iv) Each Sports Club or Society from the time of provisional recognition shall be eligible to book rooms at ULU. Use of the rooms is exclusively

for the purpose of the society as understood by ULU and in line with room booking policy. Those using the rooms shall be expected to reflect the composition of the membership. ULU reserves the right to survey the membership to ascertain the composition of users.

- v) Each society from the date of full recognition shall be able to apply to the relevant Vice-President for an annual budget. The level of this budget shall have regard to the previous years activity and merit of the Sports Club or Society to ULU, and it, or a proportion of it, may be withdrawn at any time.
- vi) The Sports Club or Society must provide a long-term strategy with their application for provisional recognition.

#### F.4.2 Recognition of a Network

- i) The Student Activities Committee is responsible for recognition and derecognition of networks on the advice of the Vice President who is responsible for Networks
- ii) A Network will be eligible for recognition on the request of the Presidents of no less than three clubs or societies from constituent college unions who wish to form a network.
- iii) A Network may be de-recognised for sustained inactivity.
- iv) Each Network from the time of recognition shall be eligible to book rooms at ULU. It is the intention that these room bookings will be for either a social or a large event and it is expected that the attendance at the event will reflect this fact. ULU reserves the right to check membership.
- v) Networks of this Union shall not be entitled to any financial grant by this Union, as a Network is a collaboration of societies already receiving a grant from the constituent colleges

### F.5 CONSTITUTION OF THE ACTIVITIES

#### F.5.1 Constitution of Sports Clubs and Societies

- i) Each Sports Clubs and Society shall have a constitution. This may be the standard constitution supplied by ULU, or a version approved by the Sports Clubs or Society in a general meeting. No part of the constitution may contravene or contradict any area of ULU constitution, regulations or policy and must be approved by the Vice-President with responsibility for the Activities before it, or any subsequent change to it, shall take effect.
- ii) The constitution shall include the name of the society, and aims and objectives not in contravention with ULU aims and objectives or policy.
- iii) The constitution shall make provision for the election of officers, (as previously described in Regulation F.3.1.2).

## F.5.2 Constitution of a Network

- i) Each Network shall have a constitution, which may be the standard *pro forma* constitution supplied by ULU or a constitution agreed by the managing board. No part of the constitution may contravene or contradict any area of ULU constitution, regulations or policy and must be approved by the Vice-President with responsibility for the Activities before it, or any subsequent change to it, shall take effect.
- ii) The constitution shall include the name of the network, and aims and objectives not in contravention with ULU aims and objectives or policy.
- iii) The constitution shall make provision for a managing board, which shall be one representative (usually the President) from each of the college clubs or societies. There shall be a chair of the managing board, selected as the managing board sees fit.
- iv) There shall be a finance officer.
- v) The Network may designate other officers as it sees fit and must inform the relevant Vice-President of the composition of the managing board, the Chair (who shall be the main contact) and any other positions designated.

## F.6 RESPONSIBILITIES OF THE OFFICERS

### F.6.1 Officers of the Sports Clubs and Societies

- i) The Club Captain or Chair shall be responsible for the constitutional running of the Sports Club or Society, and shall be the primary point of contact between the Society and the Union. They must attend all meetings of the Sports Committee (for Sports Club Captains) or the Societies Committees (for all Society Chairs) and are directly responsible to the Vice-President for the conduct of their Sports Club or Society
- ii) The Treasurer shall be responsible for ensuring the Society's financial practice complies with ULU's regulations, and for keeping adequate records of financial transactions.
- iii) The Secretary shall keep a list of membership and supply a copy to the Vice-President. They shall keep a record of meetings held and maintain an up-to-date inventory of equipment held by the society. They must ensure copies of all paperwork relating to the running of the Society are maintained in good order.
- iv) The Officers named above and any others elected by the Society have a responsibility individually and collectively to ensure the proper running of the Activity. They must ensure accurate contact details are known to the Union and keep in regular contact.

- v) The Club Captain or Chair, plus one other member of the committee is required to attend each meeting of the Sports Committee or Societies Committee respectively.

#### F.6.2 Officers of the Networks

- i) The Managing board shall be responsible for the constitutional running of the network.
- ii) At least one representative of the Managing Board must attend each Networks Committee meeting.
- iii) The Finance Officer shall be responsible for the finances of the Network and ensuring compliance with ULU's financial regulations, and must attend all ULU Treasurers Training in accordance to the regulations of said officer.
- iv) The Managing Board will be jointly responsible for keeping the Vice-President with responsibility for the networks up to date with the activities of the network (including an annual report).
- v) The managing board will be responsible for informing the Vice-President with responsibility for networks the membership of the network in terms of a listing of the college union clubs or societies that are involved with the network, as well as the number of members of each constituent Society.
- vi) The managing board must inform ULU of contact details of all the members of the managing board.

#### F.7 RELATIONSHIP OF THE ACTIVITY WITH THE UNION

- i) The Committee of the Activity must regularly update the progress and/or problems of the Activity. This must be done via written statement, at least once a term.
- ii) The Committee of the Activity must meet with the Vice President who has the Activities as their responsibility at least once a term.
- iii) The union shall hold all Activity bank accounts, and all financial procedures carried out in line with union policy.

#### F.8 DISCIPLINARY MATTERS

##### F.8.1 Disciplinary Procedures

- i) The Vice-President with responsibility for the Activities may suspend the activity at any moment for contravention, or the suspicion of contravention of the constitution, society's Constitution, or these regulations.

- ii) An activity or individual officers will be suspended if they bring disrepute upon the union.
- iii) The union shall hold all Activities bank accounts, and all financial procedures will be carried out in line with union policy, if not then the Vice-President with responsibility for the Activities may suspend the activity at any moment.

## F.8.2 The Disciplinary Panel

If any Activity, or member of an Activity on any occasion acts in a manner that puts the name of ULU in to disrepute, then they will be subject to a hearing with the disciplinary Panel, of which 3 of the following 5 people will be this panel:

- The Vice-President with responsibility for the Activities (Chair)
- Another ULU Sabbatical officer
- A member of the relevant Executive Officers (e.g. Any sports related would be a member of the Sports Executive)
- A member of the Intercollegiate Sports Committee (ICSC) representatives, who sit on the Student Activities Committee.

Also, one of the following will also be present at the hearing, in an advisory role, but will not have a casting vote on the final decision of the Panel:

- The Sports Development Officer
- The Activities Development Officer
- The Sports Administrator
- Membership Services Manager
- General Manager

NB Any member of the Disciplinary Panel who is from the same college from which the student who is to be disciplined is from, will not be considered to be a member on that specific hearing.

## F.9 AWARDS & CEREMONIES

### F.9.1 Sports Clubs

#### F.9.1.1 The Purple Awards & The Purples Ball

- i) There shall be an annual awards scheme and celebratory function for ULU's Sports Clubs, named "The University of London Union Purples" and "The University of London Union Purples Ball" respectively. Purples will be awarded for outstanding sporting achievement within ULU Sports Clubs.
- ii) The Vice-President with responsibility for the Activities will administrate the Purples Ball, with the assistance of the Sports Executive officers.

#### F.9.1.2 The Purples Committee

- i) The Purples Committee is responsible for deciding which applicants are awarded the “Purple” and “Half Purple”, with reference to The Purples Criteria, which is passed by the Student Activities Committee Annually.
- ii) The Committee will consist of the following members:
  - a. The Warden of the Purples
  - b. The Vice President with responsibility for the Activities.
  - c. The Activities Development Officer (Secretary to the Purples)
  - d. The Sports Development Officer
  - e. The members of the Sports Executive (up to and including 3 members).

### **F.9.2 Societies**

#### **F.9.2.1 The Societies Shields**

- i) There shall be an annual awards scheme for ULU’s Societies, named “The University of London Union Societies Shields”, awarded for outstanding achievement or contribution within ULU Societies.
- ii) The Societies Shields will be run in conjunction with the “University of London Union Laurels” awards ceremony.
- iii) The Vice-President with responsibility for the Activities will administrate the Societies Shields Section of the Laurels, with the assistance of the Societies Executive officers.

#### F.9.2.2 The Societies Shields Committee

- i) The Societies Shields Committee is responsible for deciding which applicants are awarded the awards that are presented at the Societies Shields Ceremony.
- ii) The Committee will consist of the following members:
  - a. The Warden of the Shields
  - b. The Vice President with responsibility for the Activities.
  - c. The Activities Development Officer (Secretary to the Shields)
  - d. The members of the Societies Executive (up to and including 3 members).

## **Part H – LONDON STUDENT REGULATIONS**

### **H.1 NAME AND OBJECTIVES**

**H.1.1** There shall be a Student Newspaper herein after referred to as ‘London Student’

**H.1.2** The aims and objectives of London Student shall be to:

- i) Cover student news and activities within the constituent member unions.
- ii) Cover student issues in London and in the student community at large
- iii) Cover other items of interest

**H.1.3** These aims and objectives are to be pursued in accordance with the Union’s Equal Opportunities statement (2.2 of the Constitution) and the Staff/Student Protocol.

**H.1.4** London Student shall not show preference or prejudice to any individual candidate standing in ULU Elections.

### **H.2 PUBLISHERS**

**H.2.1** The publishers of the paper shall be the University of London Union.

**H.2.2** the paper may not publish any content without having previously had it checked for libel by a ULU trustee. Refusal for publishing may not be on any other grounds.

### **H.3 THE GOVERNING BODY**

**H.3.1** The Governing Body of London Student shall be ULU Senate of the University of London Union.

**H.3.2** ULU Senate shall:

- i) Discuss and approve reports from London Student Editor.
- ii) Receive reports from the London Student Editorial Board.

### **H.4 LONDON STUDENT EDITORIAL BOARD**

**H.4.1** There shall be a London Student Editorial Board who shall be responsible for:

- i) Planning the content and conduct of each issue in line with the aims and objectives as stated above.
- ii) Providing the students of the University of London with the opportunity to participate in journalism and the production of a regular newspaper.
- iii) Promote London Student as a means of communication between the unions and

students of the University of London.

## **H.5 THE LONDON STUDENT MANAGEMENT COMMITTEE**

**H.5.1** There shall be a London Student Management Committee who shall be responsible for the overall non-editorial management of the paper.

**H.5.2** The London Student Management Committee shall consist of the following full (voting) members:

- i) The ULU President (who shall be Chair);
  - ii) The London Student Editor;
  - iii) One member of London Student Editorial Board as appointed by the Editor
- The following shall attend, with speaking rights, but no vote:
- iv) The Union's General, Finance and Marketing Managers

**H.5.3** The London Student Management Committee shall meet before the first issue of each academic year, and at least twice a term thereafter.

**H.5.4** Meeting of the London Student Management Committee shall be called by:

- i) The Chair
- ii) Within 3 days of the Chair receiving written request from 3 members of the London Student Management Committee.
- iii) Within 3 days of the Chairman receiving written request following a resolution of ULU Senate or Finance Committee

**H.5.5** The quorum for London Student Management Committee shall be 3 voting members which must include at least one member from London Student Editorial Board.

**H.5.6** The London Student Management Committee shall act on behalf of the publishers and shall be responsible for:

- i) Presentation of a brief report of its activities to each meeting of Finance Committee, and presentation of a full annual report; and
- ii) Presentation of annual estimates and accounts to Finance Committee

## **H.6 LONDON STUDENT EDITOR**

**H.6.1** There shall be a Sabbatical Editor of London Student whose terms of reference, pay and conditions shall be as laid down in the Regulations.

**H.6.2** The Editor shall be elected by cross campus ballot as laid down in regulations.

**H.6.4** The Editor shall:

- i) Be a Non-trustee Sabbatical.
- ii) Be responsible for the organising and training of the staff of the paper.

- iii) Be responsible for the appointment of London Student Editorial Board members.
- iv) Be responsible for the editorial content (in line with the aims and objectives as stated in the ULU Constitution), design and layout of the paper.
- v) Be responsible for the regular production and distribution of the paper.
- vi) Be a voting member of London Student Management Committee and shall be responsible for all expenditure of London Student in line with London Student Management Committee recommendations.
- vii) Be responsible for adhering to the budget, allocated by the Board of Trustees
- ix) In conjunction with the relevant Union staff be responsible for the production, design, editorial and printing of the Essential Students Guide.

**H.6.5** In the Editor's prolonged absence, all duties shall pass to a member of the London Student Editorial Board who shall be nominated by the London Student Management Committee.

## **H.7 ACCOUNTABILITY OF THE LONDON STUDENT EDITOR**

**H.7.1** The London Student Editor shall be held accountable by ULU Senate Meeting, in line with the Disciplinary Procedures for Sabbatical Officers as laid down in the Union Regulations.