

The Students' Union Queen Margaret University Constitution 2015

(Updated June 2015)

Overview

(Schedule 1)

1. Name

1.1 The Students' Union, Queen Margaret University is the Students' Union of Queen Margaret University, Edinburgh (the "Students' Union").

1.2 The Students' Union is a registered Scottish charity and VAT Registered organisation. (Charity number: SC012608; VAT Registration number: 398 1180 26).

2. Objectives

2.1 To enhance the student experience by providing representation, advice, activities and services to all matriculated students

2.2 To stimulate the expression of student opinion within the University on all matters affecting the life and education of students and to be the recognised body representing the students views both within the University and to external organisations.

2.3 To promote co – operation amongst the students in order to further their educational, cultural, social, athletic and recreational interests, recognising the diversity of the student population and ensuring equal opportunities are available to all.

2.4 Provision of representation, advice, activities and services shall be made available to students at all campuses.

3. Membership

3.1 The Students' Union shall have the following categories of membership:

3.1.1 Full membership - All matriculated students of the University shall be full members of the Students' Union, unless he/she has exercised her/his right not to be a full member.

3.1.2 Associate membership – Former members of the Students' Union, students who have exercised their right not to be a full member of the Students' Union, employees of the Students' Union and members of University staff may become Associate members of the Students' Union. A fee may be levied for associate membership at the discretion of the Officers Committee.

3.1.3 Honorary membership – Honorary membership may be granted for outstanding services to the Students' Union by means of a resolution passed by the Officers Committee.

3.1.4 Temporary membership - Temporary membership shall be granted to any member of a constituent member of National Union of Students, or any members of another Students' Union/Association at the discretion of the Officers' Committee. Individuals granted temporary membership shall be entitled to use the facilities of the Students' Union in accordance with arrangements determined by the Officers Committee from time to time.

3.2 Any student who does not wish to be a full member, or who decides to withdraw from membership of the Students' Union, shall send to the Student President and the Secretary to the University Court a written notice of her/his decision in accordance with the requirements of the Education Act 1994 Opt-out Policy.

3.3 Associate, Honorary and Temporary members of the Students' Union may enjoy the facilities of the Students' Union and take part in its social, sporting and cultural activities, but not in the government or policy making of the Students' Union.

3.4 All members of the Students' Union are expected to conduct themselves in a manner which ensures a safe environment, and respect for all individuals and property, in accordance with the Students' Union Equal Opportunities Policy (Appendix A).

3.5 All members of the Students' Union are obliged to uphold Student Union policy when representing the Students' Union or whilst on Students' Union property.

3.6 All members of the Students' Union shall abide by the Constitution, supporting Schedules and Policies of the Students' Union when representing the Students' Union or whilst on Students' Union property.

3.7 Any member of the Students' Union found to be acting in breach of the Constitution, supporting Schedules and Policies of the Students' Union may be subject to Disciplinary action in accordance with the Disciplinary Regulations. (Schedule 10.)

4. Union Democracy

4.1 The Representation Groups of the Students' Union shall be the Academic Council, Sport and Society Forum, Equality and Diversity Forum and Campus Life Forum all together. The four groups are therefore responsible for furthering the democracy and ethos of the Students Union. In addition there shall be an Annual General Meeting, which shall be open to all full members.

4.2 The administration of the Students' Union, its finances and staffing shall be the responsibility of the Trustee Board.

4.3 The running of student focussed activities throughout the academic year shall be the responsibility of the Officers' Committee.

4.4 The Officers' Committee may delegate any of its powers to any subcommittee consisting of one or more members of the Officers' Committee and such other persons (if any) as the Officers' Committee may determine; it may also delegate to any member of the Officers' Committee, or the Trustee Board or to the senior management of the Students' Union (or the holder of any other post) such of its powers as it may consider appropriate.

4.5 Any delegation of powers under paragraph 4.3 of Schedule 1 may be made subject to such conditions as the Officers' Committee may impose and may be revoked or altered.

4.6 Notwithstanding any delegation of powers under paragraph 4.3 of this Schedule 1, the Officers' Committee shall remain accountable to the student body for the actions/ inactions of those to whom it has delegated powers under paragraph 4.3 of this Schedule 1.

4.7 The Students' Union committee structure, policy setting and decision making systems shall operate in accordance with the Democratic Structure (Schedule 2).

5. Union Publications

5.1 The Students' Union shall produce a range of publications. The Officers' Committee shall be entitled to delegate to the Vice President editorial responsibility for all publications. The production and

distribution of all Students' Union publications shall operate in accordance with the Students' Union Media Regulations (Schedule 4).

6. Clubs and Societies

6.1 Clubs and Societies which operate in accordance with the Clubs and Societies Regulations (Schedule 5) shall be recognised by the Officers' Committee.

7. Finance

7.1 Students' Union funds shall be spent solely in furtherance of the core objectives of the Students' Union.

7.2 The proposed annual budget for each financial year of the Students' Union shall be submitted by the Trustee Board to the Senior Management Group of the University during May of the immediately preceding financial year to which the proposed budget relates.

7.3 The proposed annual budget shall form the basis of the Students' Union's request for a Block Grant, which shall be submitted to the University Court for approval.

7.4 In the event of a budget proposal/block grant application being refused by the University Court, the Trustee Board shall revise the application in light of comments from the University Court and resubmit the application for approval. This process will continue until agreement is reached between the Students' Union and the University Court.

7.5 An Annual Statement of Accounts shall be prepared by a fully qualified and practising accountant, appointed by the Students' Union Trustee Board. The Annual Statement of Accounts shall be prepared in accordance with standard accounting principles and the relevant Charities Statement of Recommended Practice (SORP).

7.6 The Trustee Board shall, in respect of each Financial Year, publish an Annual Financial Report and Statement of Accounts as soon as reasonably practicable following the end of that financial year and, in any event, shall ensure that the Annual Financial Report and Statement of Accounts is made available to all students not less than 14 days prior to the first Annual General Meeting of the Students' Union held after the end of the financial year to which the report and accounts relate.

7.7 The Annual Financial Report and Statement of Accounts for each financial year of the Students' Union shall be submitted to the Annual General Meeting and to the University Court as soon as reasonably practicable following the end of that financial year.

7.8 Details of financial responsibility and the Students' Union financial systems are contained in the Finance Procedures (Appendix E).

8. Affiliations

8.1 The Students' Union may (by means of a decision of the Officers' Committee or a resolution of the full members passed at an Annual General Meeting) affiliate to any external organisation or body whose objectives are in accordance with the objectives of the Students' Union and whose policies, activities and operations do not contravene the Constitution and Policies of the Students' Union.

8.2 Notice of a proposed new affiliation must be advertised to all students no less than five days prior to a meeting of the Officers' Committee meeting or Annual General Meeting, as appropriate. Such notice must specify the name of the organisation to which it is proposed that the Students' Union affiliate, an outline of the aims and activities of the organisation, together with details of any subscription or similar fee to be paid in respect of the affiliation (specifying whether this fee is a one-off fee, an annual fee or otherwise).

8.3 Following the advertisement of the proposed new affiliation in terms of paragraph 8.2 of this Schedule 1, the Officers' Committee or full members present at the Annual General Meeting (as appropriate) shall be entitled to vote at the meeting held immediately after such advertisement on whether or not to proceed with the affiliation.

8.4 In the event that a petition objecting to an affiliation (either existing or proposed) signed by at least 5% of the full membership is submitted to the Officers' Committee, a referendum shall be held (by means of secret ballot) on question of whether or not to maintain an affiliation, or to proceed with a proposed affiliation. The referendum shall be conducted in accordance with the Students' Union Democratic Structure (Schedule 2).

9. Complaints Procedure

9.1 Any complaint about any member of the Students' Union shall be heard in accordance with the Complaints Procedure (Schedule 9).

10. Discipline

10.1 The Disciplinary Committee elected by the Board of Trustees shall have the power to suspend from active membership of the Students' Union any member accused of conduct prejudicial to the Students' Union, its members or their interests pending investigation of the conduct, in accordance with the procedures specified in the Disciplinary Procedure(Schedule 10).

10.2 A Trustee, Elected Officer or Representative of the Students' Union can be removed from their position in the circumstances, and according to the procedures, specified in Schedule 8.

11. Interpretation

11.1 Responsibility for interpretation of the Constitution lies with the Student President of the Students' Union. In the absence of the Student President this responsibility shall reside with the Student Vice-President.

11.2 If, within 5 (five) days of making a ruling on the interpretation of the Constitution, the ruling is challenged in writing by 25 full members of the Students' Union, the matter shall be remitted to the Officers' Committee for determination.

11.3 When implementing any ruling on interpretation of the Constitution, due regard shall be given by the Student President to precedent and consideration shall be given in appropriate circumstances to seeking professional advice.

12. Amendment

12.1 Subject to paragraphs 12.2 and 12.3, the Officers' Committee has the power to alter or supplement the Students' Union Constitution. Any change shall be approved by a vote at the AGM or by referendum.

12.2 Any alteration or supplement to the Constitution or Schedules must be in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, as the same may be amended or re-enacted from time to time.

12.3 Any alteration or supplement to the Constitution or Schedules approved by the Officers Committee under paragraph 12.1 of this Schedule 1 must also be approved by the University Court; the alteration or supplement shall become effective and be incorporated within the Constitution and Schedules of the Students' Union on the date that the University Court issues its approval.

12.4 This Constitution is subject to review by the University Court at intervals of not more than five years. Following each such review, the University Court shall provide recommendations to the Officers Committee as regards altering or supplementing the Constitution and Schedules.

Democratic Structure

(Schedule 2)

Democratic Structure (Schedule 2)

1. General Meetings

1.1 General Meetings may be called by the Officers Committee at any time of the year.

1.2 General Meetings may meet and make a decision on:

1.2.1 A change to the Constitution

1.2.2 Removal of an officer or trustee as result of a disciplinary procedure (Schedule 8)

1.3 An Annual General Meeting (AGM) shall be held at the end of each academic year before May 1st. The AGM shall be chaired by the Student President. In the event of the Student President not being present or willing to act as chair of the AGM, the Vice President shall, if present and willing, act as chair of the AGM. If neither the Student President nor the Vice President is present and willing to act as chair, the full members present shall elect a full member present at the AGM to act as chair of the AGM.

1.3.1 The AGM shall receive the (draft) annual budget and accounts,

1.3.2 The AGM be notified to the membership at least ten (10) days before the meeting takes place.

1.4 The quorum for General Meetings and the AGM shall be 50 full members or 1% of the total membership whichever is the lower

1.4 All full members of the Students' Union shall be entitled to attend and vote at the General Meetings and AGM in accordance with the Meeting Regulations set out in Schedule 3.

1.5 In the event of a General Meeting or AGM not being quorate, the meeting shall be re-convened. In the event that the re-convened meeting does not achieve the figure specified as the quorum in paragraph 1.4 of this Schedule 2, the chair shall be entitled to proceed with the business of the meeting, and decisions of the meeting, shall be as valid as if the meeting had been quorate.

2. Representative Groups

2.1 There shall be 4 representative groups for students to feed directly into specific areas of the Students' Union's work, each led by members of the Officer's Committee. Each group shall meet four times a year to discuss relevant arising campus issues, advice on the general student opinion and make suggestions to the Officers' Committee. The Chair of each group shall feed back on any relevant work carried by the Officers' Committee since the last meeting. All groups shall have a relevant staff member, or when necessary an officer, present to take minutes. After each meeting, the Officers in attendance shall take the discussions to the Officers' Committee Meetings to influence the Students Union activities, campaigns and decision making.

2.2 Sports & Societies Committee

2.2.1 The Chair of the Sport & Society Committee shall be the Vice President

2.2.2 The Deputy Chair of the Sport & Society Committee shall be the Sports & Societies Officer

2.2.3 The Sport and Society Committee membership shall be made up of 6 members of sports teams, and 6 members of societies.

2.2.4 The Sport and Society Committee shall discuss issues affecting Sport and Societies clubs

2.2.5 Each member of the committee shall liaise and consult with a group of Sport Teams or Societies allocated to them and ensure their views are heard.

2.3 Academic Council

2.3.1 The Chair of the Academic Council shall be the Student President

2.3.2 The Deputy Chair of the Academic Council shall be the Postgraduate Officer

2.3.3 The Academic Council membership shall be made up of all Class Representatives

2.3.4 The Academic Council shall discuss academic issues affecting their course

2.3.5 Each member of the council shall liaise with students on their course on any issues discussed at the Academic Council and bring issues raised by student son their course to the council

2.4 Equality and Diversity Forum

2.4.1 The Chair of the Equality and Diversity Forum shall be the Student President

2.4.2 The Deputy Chairs of the Equality and Diversity Forum shall be the Equality and Diversity Officer and the Welfare Officer

2.4.3 The Equality and Diversity Forum membership shall be made up of all QMU students with an interest in Equality and Diversity

2.4.4 The Equality and Diversity Forum shall discuss and campaign on any Equality and Diversity related matters

2.4.5 When appropriate, the Equality and Diversity Forum shall create and support sub groups that represent Liberations groups, as defined by NUS, or any other minority and under represented groups within the University

2.5 Campus Life Forum

2.5.1 The Chair of Campus Life Forum shall be the Vice President

2.5.2 The Deputy Chairs of Campus Life Forum shall be the Environment and Ethics Officer, the Events Officer and the Marketing and Communications Officer

2.5.3 The Campus Life Forum members shall be made up of all QMU students with an interest in Campus Life

2.5.4 The Campus Life Forum shall discuss and campaign on any campus facilities and activities related matters

2.5.5 Members of the Campus Life Forum shall liaise with students living in the University Halls of Residence

3. The Trustee Board

3.1 The Trustee Board of The Students' Union Queen Margaret University (QMU), Edinburgh shall be responsible for overseeing and co-ordinating the management and administration of Students' Union business and shall ensure that financial and operational activity is in accordance with the charitable legislation.

3.2 The Trustee Board is accountable for The Students' Union QMU, Edinburgh and shall act in the interest of the Union.

3.3 The Trustee Board of the Union shall be made up of 10 members:

- 2 sabbatical officers (Student President and Student Vice President) Ex-Officio trustees,
- 1 part-time officer nominated by the Officers' Committee ,
- 3 students appointed by a selection committee and passed at a meeting of Officers Committee
- 3 external trustees (one of which is nominated by the University Court) appointed by the selection committee and passed at a meeting of Officers Committee

3.3.1 The selection Committee is made up of three trustees in post nominated as agreed by the Board of Trustees.

3.3.2 The selection shall be made in accordance with the expertise needs identified by the Board of Trustees

3.4 The trustees will serve for:

3.4.1 1 year if Elected Officers/Students (Officers are elected on a yearly basis) renewable once

3.4.2 1 to 3 years if External Trustees renewable once

3.5 The Trustee Board Chair shall be the Student President and shall hold the deciding vote. The Vice President shall deputize in the Presidents' absence.

3.6 The role of the Trustee Board shall be to:

3.6.1 Ensure the Students' Union resources, structures, and activity are arranged to deliver the objectives of the Union and that the decisions made by the Officers' Committee or referendum don't jeopardise the students' union in the following areas: 1) Financial considerations, 2) Charity or education law or other legal requirements, 3) Reputation of the Union. The Board of Trustee is empowered to ask a decision to be reconsidered.

- 3.6.2 Ensure that the Students' Union finances operate efficiently and effectively and remain solvent.
 - 3.6.3 Approve or revise the proposed annual budget for the Students' Union QMU, Edinburgh and to approve the annual accounts subject to the approval of the Annual General Meeting.
 - 3.6.4 Prepare the Students' Union annual report detailing the activities of the Union, the Union finances, including any donations made to external organizations, and any other information required under current legislation.
 - 3.6.5 Submit the Union budget, annual report and any other information required under current legislation to the Office of the Scottish Charity Regulator (OSCR) for approval.
 - 3.6.6 Consider any legal and compliance aspects relating to the Union.
 - 3.6.7 Ensure the implementation of the Students' Union strategic plan.
 - 3.6.8 Oversee the work of and ratify the decisions of the Officers' Committee. Policies adopted by the Officers Committee shall be noted by the Board of Trustees and any change to the Constitution shall be approved by the Board of Trustee.
 - 3.6.9 Yearly monitoring and evaluating of the strategic plan.
- 3.7 The Trustee Board shall meet at least 4 times a year and shall be called by the Chair. Further meetings may be called by a written request of a majority of committee members to the trustee board secretary.
- 3.8 The quorum for the meeting shall be five members and must always comprise of more students than external trustees.
- 3.9 The General Manager will act as the Board of Trustees secretary and will attend the Trustee Board meetings as an observer with no voting rights.
- 3.10 Trustees will be provided with an induction and ongoing support.
- 3.11 Trustees will not receive any remuneration but will be reimbursed for their travel expenses to Board meetings and any other official business as agreed by the Board, and made available on request to the Officers Committee.
- 3.12 Trustees may be excluded from the Board and cease to be a Trustee by:
- 3.11.2 in the case of breach of duties or a general lack of trust from the board, a vote of no-confidence passed by a two-thirds (2/3) majority vote at a meeting of the Trustee Board.
 - 3.11.3 failing to attend two consecutive meetings of the Trustee Board (without presenting proper apologies) and a two-thirds (2/3) majority vote at a subsequent meeting of the Trustee Board

- 3.11.4 in the case of Student Trustees, Ceasing to be a student at the University, including through choice or as a result of exclusion from the University.

4. The Officers' Committee

4.1 Composition of Officers' Committee

The Officers' Committee will be made up of 2 Sabbatical Officers (President and Vice President) and 7 part time Officers:

4.1.1 Student President (Sabbatical)

4.1.2 Student Vice-President (Sabbatical)

4.1.3 Environmental & Ethics Officer

4.1.4 Equalities and Diversity Officer

4.1.5 Events Officer

4.1.6 Marketing & Communications Officer

4.1.7 Postgraduate Officer

4.1.8 Sports & Societies Officer

4.1.9 Welfare Officer

4.1.10 The Officers' Committee may from time to time invite other persons to attend Officers' Committee meetings for an item, for a meeting or for a period. Such a person shall not have voting rights and shall not be counted in determining whether a quorum is present.

4.2 Functions and Duties of Officers' Committee

4.2.1 The Officers' Committee shall be the representative body of the Students Union and:

4.2.1.1 Represent the views, opinions and requirements of the student members to the University and other decision makers and partner organizations and to carry out mandates as requested by the student body

4.2.1.2 Engage students, and be held accountable, through two channels: Representative Groups, and direct engagement of the wider student body.

4.2.1.3 Run Get Out And Listen sessions on campus at least once a month, to get student views on issues and promote SU Activities such as campaigns or events

- 4.2.1.4 Run campaign and implement policies based on consultation with students
- 4.2.1.5 When appropriate, make use of online polls and forums to gather students views and influence the Officers' Committee decision making
- 4.2.1.5 Be responsible for overseeing and co-ordinating Students' Union activities with reference to each individual officer's remit and role as well as collective entertainments and practical business in accordance with the Students Union policies.
- 4.2.1.6 Develop, in consultation with students, additions and amendments to the Students' Union Constitution and Schedules in accordance to the rules and regulations of the Office of the Scottish Charity Regulator (OSCR) and the requirements imposed by virtue of the Charities and Trustee Investment (Scotland) Act 2005.
- 4.2.1.7 Approve policies, which shall be binding on all members and Officers.

4.3 Quorum and Frequency of Officers' Committee Meetings

- 4.3.1 The Officers' Committee shall meet no less than twice a month during the Academic Year.
- 4.3.2 The quorum for meetings of the Officers' Committee shall be four (4) Members or fifty (50) percent which ever is fewer; including one Sabbatical.
- 4.3.3 In the event of a member of the Officers' Committee failing to attend three consecutive meetings of the Officers' Committee without presenting proper apologies, he/she may be removed from office as a member of the Officers' Committee by a simple majority vote at a quorate meeting of the Officers' Committee. An appeal against such a decision may be made in accordance with [section 2 of Schedule 9.]
- 4.3.4 During the summer vacation period the Student President and Student Vice-President shall have the authority to approve items of emergency business on behalf of the Officers' Committee. Any emergency business so conducted shall be reported to the first meeting of the Officers' Committee at the start of the first Semester for ratification.

5. Duties of Officers

5.1 Student President.

The Student President is the chief representative of the students' union and is responsible for representing the needs and aspirations of the student members to decision makers within the University and the wider community. The Student President will also take the lead in working with and developing academic representation within the University, making sure that

representatives at all levels receive the support they need. The Student President will liaise with the General Manager to ensure that the decisions and policies of the Officers' Committee are communicated to and acted upon by Students' Union staff. In particular the Student President shall:

- 5.1.1 Be the principal representative of the views of student members to senior members of the University and University committees on which the students are represented.
- 5.1.2 Represent the views of student members to the National Union of Students and to ensure that information from the National Union of Students is distributed to student officers and students.
- 5.1.3 Represent the views of student members to the Press and the wider community and shall act as the sole official spokesperson of the Students' Union.
- 5.1.4 Be responsible for the continued development of the Students' Union
- 5.1.5 Co-ordinate and guide the work of the Board of trustees as Chair of the Board and Co-ordinate and guide the work of the Officers' Committee .
- 5.1.6 Have overall responsibility for the operation of the Students' Union democratic systems, including overseeing the running of elections and convening the Elections Committee (unless the Student President is running for re-election).
- 5.1.7 Develop systems for gathering students' opinions on the quality of their courses and support services and contribute to the improvement of students' educational experience and develop effective communication channels with academic representatives.
- 5.1.8 Work to develop procedures and good practice within the University, which contribute to students' academic welfare.
- 5.1.9 Assist with the operations and development of the Student Parliament, including liaising with departments on the election and induction of MSPs and the delivery of training for MSPs.
- 5.1.10 Work in conjunction with the Officers' Committee on campaigns related to student conditions and issues of concern to students.
- 5.1.11 Be aware of the procedures involved in Academic Appeals, complaints against the University and its disciplinary procedures, and from time-to-time take part in associated panels and represent students.
- 5.1.12 Manage responsibility on behalf of the Trustee Board for the Students' Union's finances including supervision of the drafting of the Students' Union's annual budget and the presentation of the annual audited accounts to the University Court.
- 5.1.13 Provide line management support for the General Manager and liaise with her/him on the implementation of policy initiatives and staffing matters.

5.1.14 Provide guidance and support to the Advice, Support and Equalities Officer and the Environment and Ethics Officer.

5.1.15 Work with the Welfare and Representation Coordinator to oversee the Class Representatives system and liaise with relevant University Departments and external agencies on arising matters to ensure continual enhancement of structures

5.1.16 Chair the Academic Council of Class Representatives and the Equality and Diversity Forum

5.2 Student Vice President.

The Student Vice President has overall responsibility for student activities and for all aspects of communication with the membership. This includes editorial responsibility for all Students' Union publications making sure they comply with Students' Union policies, co-ordinating the distribution of those publications, as well as responsibility for effectively publicising the activities and services of the Students' Union and for generating and auditing feedback from students to inform the decision making processes and development of the Students' Union. The Student Vice President shall:

5.2.1 Have overall responsibility for student activities and development, including the development and funding of the Students' Union's Clubs and Societies, working in conjunction with the relevant Officers, volunteers and Students' Union staff.

5.2.2 Have overall responsibility for the development and promotion of the Students' Unions entertainments, trading and fundraising activities working in conjunction with the appropriate Officer(s) and Students' Union staff.

5.2.3 Be responsible for communicating with the membership and for the promotion of the Students' Union through a range of media.

5.2.4 Provide support and training to the team of writers, reviewers and other contributors to Students' Union publications. Have overall responsibility for ensuring the production and distribution of all Students' Union publications and adherence to their budgets, including targets for advertising income.

5.2.5 Be responsible for ensuring the development of volunteer opportunities within the Students' Union, and for the support and training of volunteers.

5.2.6 Represent the Students' Union on appropriate University committees.

5.2.7 Deputise on behalf of the Student President as and when required.

5.2.8 Provide guidance and support to the Events Officer. Marketing & Communications Officer and the Sports and Societies Officer.

5.2.9 Chair the Sports & Societies Committee and Campus Life Forum

5.3 Environment & Ethics Officer

The Environment & Ethics Officer is responsible for making recommendations to the Officers Committee on environmental and ethical issues and campaigns. He/she is also responsible for raising awareness around environmental issues throughout the membership.

The Environment & Ethics Officer shall:

- 5.3.1 Be responsible for the co-ordination of the Students' Union's environmental work, as directed by the Environmental Committee.
- 5.3.2 Undertake research and make use of available information to keep up to date on environmental issues that affect the lives of students.
- 5.3.3 Maintain contacts with a range of external agencies and attend briefing and training events as appropriate.
- 5.3.4 Make use of all available media to keep students informed of environmental issues.
- 5.3.5 Publicise the Students' Union environmental campaigns through a range of communication channels to ensure maximum awareness.
- 5.3.6 Review and monitor the effectiveness of the environmental policies of the Students' Union and the University.
- 5.3.7 Attend University meetings relating to environmental issues
- 5.3.8 Attend Campus Life Forum and deputise to the Vice President as the chair of the Campus Life Forum as necessary.

5.4 Equalities and Diversity Officer (from June 2016)

The Equality and Diversity Officer is responsible for ensuring equal opportunities for all students throughout the University. They shall represent all Liberation Groups, as defined by NUS, and minorities and under represented groups in the University.

- 5.4.1 Liaise with other agencies involved in equality & diversity, work. Maintain networks including other educational institutions and the National Union of Students, which may include attending meetings and training on behalf of the Students' Union
- 5.4.2 Help under represented groups maintain links with the relevant National Union of Students' liberation campaigns and other support/campaigning groups as well as making sure relevant materials are distributed to them.
- 5.4.3 Liaise with other Students' Union Officers' Committee members to promote a proactive approach to awareness raising of equality and diversity related issues through campaign work
- 5.4.4 Ensure compliance at all levels with the equal opportunities policies of the Students' Union and promote the involvement of under represented groups.

5.4.5 Liaise with other Students' Union Officers' Committee to promote the interests of under represented groups.

5.4.6 Attend the Equality & Diversity forum, reporting to that forum on any relevant activities they've been taking part in, working on issues being raised at the forum, and ensuring the discussions of the forum are reported to the Officers' Committee.

5.4.7 Be a member of the relevant University committees.

5.5 Events Officer

The Events Officer shall liaise with the General Manager, Communications and Events Co-ordinator and Student Vice-President to aid the development, co-ordination and effective promotion of the Students' Union events and for facilitating student input into the entertainments programme.

The Events Officer shall:

5.5.1 Ensure the effective promotion of Students' Union events.

5.5.2 Develop systems for gathering student feedback on the Students' Union events

5.5.3 Work in conjunction with the relevant member of staff on the development and delivery of the entertainments programme.

5.5.4 Assist in negotiations with agents and artistes in conjunction with the Sabbatical team and in line with the Students' Union financial regulations.

5.5.5 Attend national and regional entertainments networking events and maintain links with other Students' Unions' Entertainments Officers.

5.5.6 Attend Campus Life Forum and deputise to the Vice President as the chair of the Campus Life Forum as necessary.

5.6 Marketing and Communications Officer

The Marketing & Communications Officer will liaise with all members of Students' Union Staff and the Student Vice President to enhance communication links between the Students' Union and its' members. The Officer shall be involved in the effective promotion of all Students' Union activities and services.

The Marketing & Communications Officer shall:

5.6.1 Work with Students' Union staff and other Officers to effectively promote the Students' Union events and services, creating "brand awareness".

5.6.2 Work alongside the the vice president to produce publications.

5.6.3 Encourage students to get involved in promoting the Students' Union, through ideas sessions and surveys.

5.6.4 Work with the University to create effective communication channels for students

and the Students' Union.

- 5.6.5 Attend Campus Life Forum and deputise to the Vice President as the chair of the Campus Life Forum as necessary

5.7 Postgraduate Officer (start June 2016)

The Postgraduate Officer has overall responsibility for representing all taught and research postgraduate students. They shall ensure their voice and views are heard at all relevant committees

- 5.7.1 Act as a point of liaison between the Doctoral Students Association, or equivalent, and the Officers' committee

- 5.7.2 Actively seek the views of postgraduate students of the Students' Union services, and on their experience at QMUSU.

- 5.7.3 Run campaigns and other activities to improve the experience of Postgraduate students at QMU and/or nationally.

- 5.7.4 Work and network with the National Union of Students' and other Students' Unions, including attending meetings, trainings, and conferences, to represent QMU Postgraduate students on a national level

- 5.7.5 Provide a Postgraduate perspective on SU activities

- 5.7.6 Attend Academic Council and deputise to the President as the chair of the Academic Council as necessary.

- 5.7.7 Be a member of any relevant University committees

5.8 Sports & Societies Officer

The Sports & Societies Officer is responsible for supporting the development of the University's clubs and societies, for promoting opportunities to increase student participation (including the development of new clubs and societies) and for supporting clubs and societies in achieving and celebrating success.

The Sports & Societies Officer shall:

- 5.8.1 Act as a point of contact for the clubs and societies and assist them in the organisation and promotion of their activities.

- 5.8.2 Assist in the organisation of internal and external events, including fund-raisers, where appropriate in accordance with the Students' Union finance regulations.

- 5.8.3 Liaise with SUS and BUSA on the development and running of sporting competitions.

- 5.8.4 Liaise with the University's Sports Department.

5.8.5 Co-ordinate recognition of achievement for all students involved in sports and societies.

5.8.6 Attend Sports & Societies Committee, Deputise to the Student President as the chair of the Sports & Societies Committee as necessary.

5.9 Welfare Officer (*start June 2016*)

The Welfare Officer is responsible for the development and the promotion of the Students' Union Advice Services and for ensuring that, through volunteers and staff, all students are offered support, guidance and information on welfare-related issues at the University.

5.9.1 In conjunction with the appropriate member of Union staff, ensure that students are offered support, guidance and information. Where appropriate, provide a primary point of contact for students who require advice and/or support. and support for under-represented students.

5.9.2 Be responsible for the development and promotion of Advice services, in liaison with the appropriate member of Union staff

5.9.3 Act as a representative on welfare related issues within the Students' Union and the University. Liaise with other Students Union Officers and relevant welfare agencies, including the National Union of Students, to raise awareness of welfare related issues and to run welfare campaigns

5.9.4 Work and network with the National Union of Students' and other Students' Unions, including attending meetings, trainings, and conferences

5.9.5 Advise the Student President and the Officers' Committee on welfare related campaigns.

5.9.6 Be a member of the relevant University committees.

5.9.7 Attend Equality & Diversity Forum and deputise to the President as the chair of the Forum as necessary.

6. Students' Union Working Groups

The Officers' Committee may, when necessary, form Working Groups whose membership will be made up by student volunteers and Students' Union staff. Each Students' Union Working Group shall be organised and chaired by an Officer. The remit of each Working Group will be at the discretion of the Officer in charge agreed with the Officers' Committee at the beginning of each academic year. The remit of each Working Group will be recorded in the minutes of the Officers' Committee.

6.1 Examples of Working Groups. Working groups may have specific remits including but not limited to:

- Advice, Support & Equalities
- Campaigns
- Education & Representation

- Entertainments
- Equal Opportunities
- Sports & Societies
- Student Activities
- Environment and Ethics

6.2 Power of Working Groups

6.2.1 Each Working Group does not have the authority to create and implement policies but its role is limited to advising the Officer in charge.

6.2.2 The Officer in charge of each Working Group has responsibility to report to the Officers' Committee on the work of the relevant group and any proposals for a decision by the Officers' Committee .

7 Referenda

7.1 The Officers Committee may resolve to call a Referendum of students' opinions on a specific issue. A call for a Referendum shall require the support of a majority of the total membership of the Officers Committee.

7.2 The Student President shall call a referendum if handed a petition containing the name, course, Matriculation Number and signature of at least 50 or 1% of full members of the Students' Union whichever is smallest.

7.3 The Officers Committee shall be responsible for deciding the wording of the question on the Referendum ballot paper.

7.4 The Referendum shall be supervised by the Returning Officer and shall be conducted in accordance with the Election regulations.

7.5 The outcome of a Referendum shall not be effective or binding upon the Students' Union unless at least 250 members of the Students' Union have voted in the Referendum.

7.6 The result of a Referendum will take precedence over any existing policy or Constitutional changes on the same issue.

7.7 An alteration or addition made to the Constitution by a Referendum shall not be effective unless and until the alteration or addition has been approved by the Board of Trustee.

7.8 An alteration or addition made to the Constitution by a Referendum shall not be capable of amendment except by a decision of a further Referendum, or by a decision of the Board of Trustee.

Meetings Regulations

(Schedule 3)

Students' Union Meetings Regulations

Meetings Regulations shall apply in full to all official Students' Union general meetings (AGMs, Emergency Meetings) and meetings of the Officers Committee.

1. Membership

1.1 Any Full Member or Trustee of the Students' Union may (unless otherwise specified in the Constitution) attend any general meeting of the Students' Union in accordance with the Constitution. Any individuals who are not Full Members who wish to attend must receive the permission of the Chair (please note No Platform Policy – Appendix B).

1.2 Any Full Member or Trustee of the Students' Union may speak at any general meeting of the Students' Union.

1.3 Any Full Member or Trustee of the Students' Union may make a proposal in accordance with the proposal procedure at any general meeting and meeting of the Officers Committee (Schedule 3, Point 6).

1.4 Any member wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking when this is not clear.

1.5 Any students' union staff may attend meetings as an observer. The Chairperson shall give permission to provide clarification as appropriate.

2. Agenda, Papers

2.1 All items for discussion and decision shall be submitted to the meeting's Chairperson five (5) days before the meeting.

2.2 The meetings Chairperson shall be responsible for notifying all meetings ten (10) days before the meeting through the appropriate channels

2.3 Details of proposals and all papers shall be published three (3) days before the start of the meeting.

3. Responsibilities of the Chair

3.1 Meetings shall be called by their designated Chairperson. The chairperson shall also be responsible for:

3.1.1 Drawing up the agenda, publicising the meeting to attract the highest and most informed level of participation.

3.1.2 Chairing the meeting and ensuring that the meeting runs smoothly.

3.1.3 Ensuring the minutes of the meeting are distributed according to the Constitution to all interested parties.

4. Conduct in Meetings

4.1 Discussion and debate at all Students' Union meetings shall be directed through the Chair.

4.2 No alcohol shall be consumed during any Students' Union meeting.

4.3 All mobile phones must be switched to silent for the duration of any Students' Union meeting.

4.4 No comments that are of a derogatory nature, a personal nature or in conflict with students association policies will be tolerated and the member will be required to withdraw such comments or they will be asked to leave the meeting by the chair.

5. Emergency Meeting

5.1 An emergency meeting may be called by:

5.1.1 A resolution of the AGM or the Student President.

5.1.2 A petition signed by one third of attendees of a previous meeting.

5.2 Only items noted on the agenda for an Emergency Meeting may be discussed at that meeting.

6. Proposal

6.1 Proposal rules shall apply in full to all general meetings and meetings of the *Officers Committee*. Proposal may be to implement or change a policy, to amend the Constitution, to mandate officers to work on a project or to campaign on a cause.

6.1.2 Every proposal shall have a proposer and seconder. The proposal shall be the property of the proposer and they shall have the right to speak in the first instance. He/she may waive that right to a named individual or to the floor.

6.1.3 Only one proposal shall be open for discussion at a time.

6.1.4 The Chair shall balance the debate and ensure a fair discussion.

6.1.5 For any proposal the debate shall be conducted as follows:-

Proposing Speech; no more than five (5) minutes

Questions and Answers; no more than five minutes

Amendments (see section 6.2) no more than 3 minutes

A Speech against; no more than five (2) minutes

Proposer's summation;

Vote.

6.1.6 Clarification may be sought by any member from the Chair or the meeting upon any matter at any time except during a speech.

6.1.7 Voting shall take place by a show of hands unless ten (10) percent of attendees request a secret ballot..

6.1.8 A proposal shall be deemed as passed by a simple majority vote of those members present and voting.

6.2 Amendments

6.2.1 Any amendments to a proposal must be submitted in writing prior to the scheduled meeting.

6.2.2 The amendments shall be proposed and seconded and shall remain the property of the proposer, who shall have the right to speak for the amendment to the proposal in the first instance.

6.2.3 Changes shall be discussed and voted on after an idea has been presented as per 6.1.5

6.2.4 Voting shall take place by a show of hands of all those members present unless a secret ballot is requested by at least 10% of the members present at the meeting in which case voting shall take place by means of a secret ballot.

6.2.5 An amendment shall be deemed as passed only after a simple majority vote of those members present and voting.

6.3 Emergency proposal

6.3.1 Emergency proposal may be moved only when they deal with matters that have arisen since the date for submission of proposals has passed.

6.3.2 Prior to the discussion of the proposal there must be a simple majority vote of those members present and voting in favour of hearing the Emergency proposal.

6.3.3 The proposal must be submitted in full and writing to the Chair at least half an hour prior to the commencement of the meeting.

6.5 Procedural Request

6.5.1 Subject to paragraph 6.5.2 below, a request on how the meeting proceeds can be proposed by any member of the meeting at any time.

6.5.2 A request of No-confidence in the Chair may only be proposed at an Emergency Meeting of the Students' Union called for that purpose (paragraph 11.1 of Schedule 7)

6.5.3 A procedural request may include but not be limited to;

- A request for a count to ensure the meeting is quorate
- A request for a ruling from the Chair on the conduct of the meeting
- A motion of No-Confidence in the Chair
- A request for another round of speeches
- Moving to a vote
- Adjourning the meeting
- A request for a recount
- Referral of issues under discussion to another body.

6.5.4 A procedural request shall be deemed passed after simple majority vote of those members present and voting at the meeting.

7 Officers' Committee Meetings

7.1 Officers' Committee meetings shall be convened by the Student President or another officer appointed by the committee. Emergency meetings may be called as outlined in the Meeting Regulations Schedule above, or by the Student President.

7.2 The Officers Committee shall meet at least every two weeks

7.3 The Student President will ensure that the Officers' Committee is sent the meeting agenda at least three (3) days prior to the meeting.

7.4 The Student President or her/his nominee shall Chair the meetings of the Officers' Committee.

7.5 The agenda of Officers' Committee Meetings shall be structured as follows unless the meeting agrees otherwise:

- Welcome and Apologies
- Minutes of the Last Meeting and Action Points
- Sabbatical Reports
- Officers Reports
- SU Update
- Reports from Representative Groups
- Current referendums, policies and campaign work
- AOCB
- Date of Next Meeting

7.6 Attendance at meetings of the Officers' Committee shall normally be limited to the Officers and the Students' Union General Manager.

7.7 All items discussed at Officers' Committee meetings shall be minuted and (subject to paragraph 7.9 below) the minutes made available to any person on request.

7.8 Where the Officers' Committee has discussed a matter which is confidential (for example, it relates to an employee of the Students' Union), the minutes relating to that matter will be kept confidential by the Student President or another individual as specified.

7.9 All Officers must sign a confidentiality agreement regarding items discussed at meetings of the Officers' Committee which the chair designates as confidential.

7.10 Any decision made by the Officers Committee shall be on a simple majority. In case of a tied vote the Student President's vote is the deciding vote

8 Absence from Committee or Sub-Committee Meetings

8.1 An Elected Officer who is absent from 3 (three) consecutive meetings of a particular committee or sub-committee of which they are a member, without submitting apologies, the remaining members of that committee or sub-committee shall, by means of a simple majority vote of a quorate meeting of that committee or subcommittee, be entitled to remove that individual from membership of that committee or sub-committee.

8.2 Any Elected Officer deemed to have resigned or has been removed from office might appeal in writing to the Board of Trustees whose decision shall be final.

Students' Union Media Regulations

(Schedule 4)

Media Regulations (Schedule 4)

These regulations are intended to clarify the responsibilities of those involved in the production of the Students' Union Media. The intention is to ensure that a maximum of autonomy is given to those students involved in producing these publications, whilst ensuring adherence to the Students' Union policies and ensuring the proper and efficient use of the Students' Union's resources.

1. Aims of Students' Union Media

- 1.1 Definition of Media Students' Union Media consists of, but not limited to, any publication, broadcast media and/or online media produced by the Students' Union.
- 1.2 The Students' Union funds and supports Media in order to:
 - 1.2.1 Promote the activities and services of the Students' Union to the membership.
 - 1.2.2 Provide a medium for informing members about current issues related to the University and more broadly of issues affecting them as students.
 - 1.2.3 Inform members about the development of the Students' Union and of the priorities and proposals of the Trustees and Officers, and encourage feedback on these from the membership.
 - 1.1.4 Provide a forum for students' views and opinions.

2. Funding

- 2.1 The Officers' Committee shall allocate a sum in the Students' Union budget, which shall be for the funding of media.

3. Editorial responsibility

- 3.1 The Officers' Committee are responsible for ensuring that media is produced and distributed on time and operates within allocated budgets.
- 3.2 The Trustee Board has a responsibility to respect the laws governing media, especially defamation, copyright, breach of confidence and privacy, malicious falsehood, the requirements of section 51 of the Civic Government (Scotland) Act 1982 and contempt of court. The Trustee Board must make every effort to protect the Students' Union against possible violation of these laws, and represent the interests of the Students' Union as publisher and distributor, imposing a veto on editorial content if necessary.
- 3.3 The Trustee Board is responsible for ensuring that all publications abide by the Students' Union Constitution and regulations, the Students' Union Staff Protocol (Schedule 12) and the Students' Union Equal Opportunities Policy (Appendix A).
- 3.4 The Officers' Committee is responsible for ensuring fair and accurate reporting on issues of concern and for ensuring that all media is free from political bias or agenda.
- 3.5 The Officers' Committee has a responsibility to encourage student involvement and to provide support for volunteers in all aspects of media production.

3.6 Students involved in the production of Students' Union media will be expected to abide by the Code of Conduct produced by the National Union of Journalists (NUJ) and the Code of Practice produced by the Press Complaints Commission. Individual student membership of the NUJ is available to students through the National Union of Students (NUS) and will be promoted by the Students' Union.

4. Access to Information

4.1 The reporting of discussion and debate in meetings must be based upon approved minutes only.

4.2 Officers must insure that all comments and information given is in line with the guidelines set in the confidentiality statement and conduct of elected officers section (Schedule 7) of this Constitution.

Clubs and Societies

(Schedule 5)

Clubs and Societies (Schedule 5)

These regulations are intended to assist students in the process of setting up and running Clubs and Societies. The intention is to promote and aid students organising these activities, whilst ensuring the proper and efficient use of the Students' Union resources.

1. General

1.1 To be considered for recognition, a new Club or Society shall present a completed start up form, as specified below in section 2, to the Student Vice President, a proposal as specified below in section 2.

1.2 No Club or Society may receive funds from the Students' Union or make use of the Students' Union facilities without the prior recognition of the Club or Society by the Student Vice President.

1.3 No Club or Society shall be recognised if its purpose conflicts with the Core Objectives of the Students' Union, except that this restriction shall not be interpreted so as to preclude the establishment of political, religious or ethnically based clubs and societies.

2. Starting Up Clubs and Societies

2.1 A proposal for the formation of a Club or Society must be submitted to the Student Vice President.

2.2 Such a proposal will require the following supporting information:

2.2.1 The signatures of ten full members of the Union.

2.2.2 A statement of the aims and objectives of the Club or Society, which shall not be contrary to the Core Objectives of the Union.

2.2.3 Each Club or Society must have a unique constitution, which determines the activities in which it can partake.

2.2.4 All Clubs or Societies must adhere to their own Club or Society Constitution.

2.2.5 All members of the Clubs and Societies membership should purchase full Students' Union Insurance, appropriate to their chosen Club/Society.

2.2.6 Provision for the election of a Committee to include as a minimum a President/Captain, Vice President/Vice Captain, Treasurer.

2.2.7 Clubs and Societies may present their membership with an annual subscription fee that will not reduce the club/societies accessibility to all students wishing to join. Final decisions on appropriate additional membership fees will be determined by the Student Vice President.

3. Funding of Clubs and Societies

3.1 The Student Vice President alongside the relevant staff members shall allocate a sum within the Students' Union budget which shall be for Grants to recognized Clubs and Societies. However the Students' Union are not obligated to allocate any Grants and do so at their own discretion.

- 3.2 All Clubs and Societies shall be required to submit a budget request form, as part of their annual handover process to the Student Vice President.
- 3.3 The deadline for the submission of new budget requests shall be by the end of the current academic year.
- 3.4 No expenditure will be authorised until a budget request has been submitted and a budget approved by the Student Vice President.
- 3.5 Clubs and Societies that are dissatisfied with the budget allocated to them by the Student Vice President have the right to appeal to the Student President in writing.

4. Sponsorship of Clubs and Societies

- 4.1 The Student Vice President in co-ordination with the relevant member of staff may seek sponsorship for Sports Clubs and Societies on an annual basis.
- 4.2 All monies raised by the Students' Union for the sponsorship of Sports Clubs and Societies will be allocated to all registered and affiliated Sports Clubs and Societies of the Students' Union via a budget submission and allocation process.
- 4.3 Individual clubs and societies may not seek individual sponsorship from restaurants or bars that are in direct competition with the Students' Union. Those restaurants and bars deemed to be in competition will be at the discretion of the Student Vice-President.
- 4.4 Any sponsorship agreement shall be agreed by the Student Vice President.
- 4.5 No club or society or the Students' Union can accept or receive personal payment from an individual in any form for the sponsorship or endorsement of their activities, without the prior written approval of the Student Vice President.
- 4.6 All members of the Trustee Board, Officers' Committee and members of clubs and societies must declare any personal interest in persons or companies applying for tenders. Where the interest is material (one which an ordinary student, with knowledge of the relevant facts would consider may prejudice the Trustees, Officers or members positions), he/she shall not vote or participate in a discussion relating to the tender.
- 4.7 No member of the Trustee Board, Officers' Committee, club or society may accept gifts, tokens or monies which will benefit them personally. E.g. any tickets received must be placed in competition open to all members (Schedule 8).

5. Clubs and Societies Expenditure

- 5.1 Clubs and Societies shall abide by the Financial Procedures (Appendix E) of the Students' Union.
- 5.2 Any request for expenditure must be approved in accordance with the Students' Union Financial Procedures.
- 5.3 The Union shall not be responsible for any order made by a club or society unless it has been made on an official Students' Union order form, and in accordance with the Financial Procedures.

5.4 The approval of non-core activity expenditure will be dependent on funds being raised directly from the members.

5.5 The Club or Society shall not hold its own bank account and all its finance will be administered through the Students' Union in accordance with the Students' Union Financial Procedures.

5.6 Any Club or Society which has not been active for two years or more will have their remaining non-core money removed and reinvested in the Sports & Societies budget.

6. Duties of Club and Society Officers

6.1 All Committee members of affiliated clubs and societies of the Students' Union shall be responsible to the Officers' Committee of the Students' Union.

6.2 The election of club and society officers shall take place at a general meeting of the club or society, and they shall present evidence and results to the Student Vice President.

6.3 All officials of a Club or Society shall be responsible for its promotion during Freshers week to encourage new membership.

6.4 The Captain/President of the relevant Club or Society Committee shall be responsible for the smooth running of any social events and activities.

6.5 The Captain/President shall be responsible for the convening of General Meetings of the members of the club or society and represent the club/society to the Sports and Societies Officer.

6.6 The Captain/President shall be responsible for ensuring that each member of their club/society purchases a Sports & Societies Activity Card

6.7 The Secretary of the relevant Club or Society Committee shall be responsible for publicising meetings, providing agendas and taking minutes of the meetings.

6.8 The Treasurer of the Club or Society shall be responsible for ensuring that all its expenditure is legitimate and that it does not exceed allocated budgets. The Treasurer shall be responsible for reporting on the financial activities of the Club or Society to its members on an annual basis.

6.9 The Treasurer of the Club or Society shall ensure that all income received by the Club or Society is paid directly into the Students' Union accounts.

6.10 All Club and Society Committee members are responsible for keeping an inventory of all equipment, for its security and good maintenance and for communicating this information with the Students' Union.

6.11 Failure to abide by these regulations or any other part of the Union Constitution may result in suspension of the Club or Society by the Officers' Committee.

7. Duty of Care

7.1 Clubs and Societies must ensure that they take responsibility for the safety of members participating in their activities. Clubs and Societies will be expected to work with the Students' Union on the development and operation of duty of care / health and safety policies and procedures.

8. Sports and Society Awards

8.1 Awards shall be made each year to recognise the sporting and volunteering achievements of individuals, clubs and societies and to recognise the contribution of individuals to the development of student sport or society at the University.

8.2 Awards shall be made at the discretion of the Awards Panel made up of the Student Vice President and any relevant officer and staff member.

Election Regulations

(Schedule 6)

Election Regulations (Schedule 6)

The Students' Union is a democratic and student – led organisation and is committed to running fair and open elections. These regulations define the election process and the responsibilities of those involved in it, whether as organisers or candidates.

There are two types of Students' Union Elections:

- ANNUAL ELECTIONS
- BY-ELECTIONS

There are also details in this section on:

- RULES FOR ALL UNION ELECTIONS

1. Campus Ballots

1.1 There shall be two fixed Campus Ballots each year; these are the 'Annual Elections' in the Second Semester and the 'By-Elections' in the First Semester. In addition other Campus Ballot Elections may be organized as deemed necessary by the Officers Committee. In the event of an uncontested position the Student President reserves the right to co-opt a candidate with approval from the Officers Committee.

1.2 The Annual Elections shall be held to elect the Officers' Committee.

1.3 The By-Elections shall be held to elect Officers' Committee positions not elected at the Annual Election or which have become vacant and representatives to the National Union of Students national and regional conferences.

1.4 Notice specifying the full details of a Students' Union Ballot shall be advertised through Students' Union Media.

1.5 Notice of elections shall be posted at least ten (10) days before nominations open.

2. Nominations

2.1 Annual Elections

2.1.1 It shall be the duty of the Returning Officer or delegate to announce that nominations have opened.

2.1.2 Invitation of nominations shall be open a minimum of twenty one (21) days before the specified dates of voting. The posts to be elected, and the responsibilities associated with these shall be clearly specified within the Students' Union Media.

2.1.3 There shall be a minimum of ten (10) days between the Invitation of Nominations and the Close of Nominations.

2.1.4 Notice of voting to be a minimum of ten (10) days before the commencement of voting. This shall include the names of all candidates and the times and places of voting.

2.1.5 Voting papers for those students registered for postal votes shall be posted a minimum of ten (10) days before the commencement of voting.

2.1.6 Voting should take place over a minimum of two (2) University days.

2.1.7 The results of the election shall be announced via Students' Union Media within forty-eight (48) hours of the completion of the count.

2.1.8 Nominations for all officers of the Students' Union shall be made in writing to the Elections Committee on the form made available in the Students' Union offices, before the deadline for 'Close of Nominations'. For all positions the form must be signed by the nominee and be countersigned by a proposer and seconder, who must all be full members of the Students' Union.

2.1.9 No member of the Elections Committee or the Returning Officer shall nominate a candidate for election.

2.1.10 All nomination forms must be accompanied by a written manifesto of not less than 100 words, designs for campaign material and a photograph of the candidate.

2.1.11 Any candidate who subsequently wishes to be withdrawn from the election must inform the Returning Officer or delegate in writing.

2.1.12 The Elections Committee will produce a guide for prospective candidates explaining the nomination and election process in detail, including dates for close of nominations, hustings and voting.

2.1.13 No member shall be eligible to stand for office if they have already served, either fully or partially completing, two sabbatical terms of office or more than 2 consecutive years in any part time officer position within the Union.

2.2 By-Elections

2.2.1 It shall be the duty of the Returning Officer or delegate to announce that nominations have opened.

2.2.2 Invitation of nominations shall be open a minimum of twentyone (21) days before the specified dates of voting. The posts to be elected, and the responsibilities associated with these shall be clearly specified within the Students' Union Media.

2.2.3 There shall be a minimum of ten (10) days between the Invitation of Nominations and the Close of Nominations.

2.2.4 Notice of voting to be a minimum of ten (10) days before the commencement of voting. This shall include the names of all candidates and the times and places of voting.

2.2.5 Voting papers for those students registered for postal votes shall be posted a minimum of ten (10) days before the commencement of voting.

2.2.6 Voting should take place over a minimum of two (2) University days.

2.2.7 The results of the election shall be announced via Students' Union Media within forty-eight (48) hours of the completion of the count.

2.3 General

2.3.1 The Returning Officer or delegate shall give a receipt to confirm that a complete nomination has been received and inform the candidate of the date of the Candidates' Meeting.

2.3.2 The names of the persons nominated shall be published within the Students' Union Media within 24 hours after the closing of nominations.

2.3.3 Subject to paragraph 2.3.4 of this Schedule 6, no person may seek nomination for more than one position at a particular election.

2.3.4 Notwithstanding the provisions of the immediately preceding paragraph, a person may seek nomination as a National Union of Students Conference Delegate in addition to seeking nomination for a position on the Officers' Committee

2.3.5 There shall be provision for the nomination of "Joke Candidates" in the election. Nomination forms must clearly state that a candidate is a "Joke Candidate". There can only be one Joke Candidate per position and if there are multiple entries these shall be determined by random draw held by the Returning Officer or delegate. Joke candidates shall clearly be marked as such on all official records including ballot papers. Finally, the proposers shall fund the publicity budget for the Joke Candidate up to the maximum allocated for regular candidates for that position.

2.3.6 No candidate will run as part of a group (two or more candidates). Candidates are expected to run on their own merit and their manifesto should reflect their personal ambitions for the Students' Union. Candidates will not officially support each other in their campaign.

3. Conduct of Campaign

3.1 Candidates Meeting

3.1.1 There shall be a meeting of all candidates with the Returning Officer and Elections Committee, as soon as is convenient after the nominations have closed, and before the campaign opens (hereinafter called the 'Candidates' Meeting'). This meeting shall inform the candidates of the rules of the elections and any punishments that may be made for a contravention of the rules.

3.1.2 Where the rules relating to elections are infringed, a candidate may be disqualified by the Returning Officer or delegate or Elections Complaints Committee. The candidate may continue to campaign until an appeal is heard. However the Returning Officer may suspend the candidate from campaigning with immediate effect where he/she considers this to be necessary (for example: (a) where a candidate's actions are considered to be such that to permit her/him to continue to campaign would materially prejudice the overall election campaign or the reputation of the Students' Union; or (b) where the candidates' actions breach any University or statutory rules or guidance relating to Health and Safety or the Code of conduct regulations for students).

3.1.3 All candidates shall notify the Elections Committee of those persons directly involved in their campaign and any help associated with it. The decision of whether or not any person is a member of a campaign team lies with Elections Committee or Elections Complaints Committee.

3.2 Campaign Publicity

3.2.1 All publicity materials used by candidates in their campaigns shall be subject to the control of the Returning Officer or delegate and Elections Committee.

3.2.2 All candidates shall be allowed posters and general publicity, subject to the approval of the Returning Officer or delegate or Elections Committee, which shall be produced and paid for by the Students' Union. The Returning Officer or delegate (who shall be guided by the Elections Committee) shall set the number and format of posters and publicity at the Candidates' Meeting.

3.2.3 Existing members of the Officers' Committee who are running for any position should not use any other resources for campaigning other than the materials with which they are provided by the Returning Officer or Elections Committee for that purpose.

3.2.4 The Returning Officer or delegate or Elections Committee shall be responsible for the safekeeping of the artwork for publicity once it has been handed in for printing.

3.2.5 Access to the artwork and printed publicity shall only be open to the Returning Officer or delegate or Elections Committee, the candidate or his/her nominee, and the staff responsible for printing it.

3.2.6 All candidates for a post shall be entitled to the same level of funding from the Elections budget. No other funds shall be used by candidates as part of their campaign publicity.

3.2.7 At the discretion of Elections Committee, there shall be provision for manifestos to be displayed by ballot boxes.

3.2.8 All use of social media, including but not limited to personal sites such as Facebook and Twitter, must adhere to the Students' Union equal opportunities policy and all other policies of the Students' Union Constitution.

4. Hustings

4.1 Hustings shall be held on campus five (5) days prior to the commencement of voting.

4.1.1 Notice of Hustings must be posted at least five (5) days prior to the first Hustings.

4.1.2 Hustings shall be chaired by the Elections Committee and/or Returning Officer, if available.

5. Polling

5.1 Annual Elections

- 5.1.1 Polling shall commence no less than ten (10) days after the close of nominations.
- 5.1.2 Polling shall be for the duration of at least two (2) days.
- 5.2 By-Elections
 - 5.2.1 Polling shall commence at least ten (10) days after the close of Nominations.
- 5.3 Voting System
 - 5.3.1 The Single Transferable Voting System shall be applied in the election of all Officers and shall be conducted following this system.
 - 5.3.2 A full member shall only be eligible to vote in a Students' Union election upon production of her/his current, valid Student Matriculation card, which entitles the holder to vote in that particular election.
 - 5.3.3 Where polling is by means of an online ballot then all full members shall be eligible to vote once the polling software has confirmed their identity beyond reasonable doubt. Should a full member not be able to vote online, for any reason, they may present a valid matriculation card to the Returning Officer or delegate who shall then ensure that that full member can vote.
 - 5.3.4 In all elections, the ballot paper shall indicate only the post to which the ballot paper relates and each candidate's first and last name. The order of names of the candidates on the ballot paper shall be alphabetical by last name.
 - 5.3.5 If polling stations are to be used then they should be located where the Returning Officer or delegate and Elections Committee deem to be practicable and for the purpose of ensuring the highest possible turn-out.
 - 5.3.6 The publicity of all candidates may not be displayed within four (4) metres of the polling station, as defined by the Elections Committee.
 - 5.3.7 The Elections Committee shall make provision for the display of all candidates' manifestos at the Polling station.
 - 5.3.8 Polling stations shall, whenever possible, be staffed by Student Union Staff, Sabbatical Officers and members of the Elections Committee, unless they are a candidate for a position being polled.
 - 5.3.9 The Elections Committee may authorise other individuals to be polling clerks as it considers necessary from time to time.
 - 5.3.10 No member of a campaign team may be a polling clerk.
 - 5.3.11 Canvassing by candidates or her/his associates on polling day within a four (4) metre perimeter of the ballot box or computer terminal (in the case of e-voting) is forbidden.

6. Infringement of Elections Regulations.

6.1 Infringement of the above, witnessed by two full members of the Students' Union, by the candidate or her/his associates may result in the candidate and/or their Campaign Team being subject to a disciplinary procedure (See Schedule 10).

7 Rules for Campus Ballot Elections

7.1 Re-open Nominations

7.1.1 Ballot papers in Campus Ballot elections shall contain a category of Re-open Nominations. This category shall be treated as any other candidate.

7.1.2 If Re-open Nominations receives more votes than any other candidate then the Returning Officer shall, after consulting the Elections Committee, re-run the election for that position(s) as soon as possible.

7.1.3 If Re-Open Nominations receives enough votes to win a seat then all candidates who, at that stage of the count, are lower in the poll shall be deemed not elected and the Returning Officer shall, after consulting the Elections Committee, re-run the election for the remaining position(s) as soon as possible.

7.1.4 In the event that the Elections Committee recommend that there should be no second election, the matter shall be referred to the Officers Committee, who shall decide whether to hold another election, co-opt a full member (except in the case of Sabbatical Students Union Officers) or let the post(s) remain vacant for the remainder of that academic year.

8. The Returning Officer

8.1 The Returning Officer in all Students' Union Elections shall be an external official, normally a staff member of NUS Scotland.

8.2 The Returning officer may delegate her/his responsibilities to one or more impartial individuals, for example members of the Students' Union staff.

9. The Count

9.1 The Returning Officer shall be responsible for the count, which shall take place as soon as possible after the closure of polling. The Returning Officer may restrict the presence of persons at the count.

9.2 A candidate may nominate one observer to be present during the count.

9.3 If any full member is dissatisfied with the count they can appeal for a recount. For this purpose all ballot papers must be kept safe by the Returning Officer until at least the next quorate meeting of the Officers Committee.

9.4 Appeals cannot be made against computer counts unless it can be shown that there is sufficient evidence to doubt the authenticity of the returned data.

9.5 In the event of a tie under the Single Transferable Voting rules, the first candidate to gain the highest preference votes at the earliest stage shall be elected. If this still produces a tie for that position then the election for that position shall be re-run.

10. Complaints and Appeals

10.1 If any full member is dissatisfied with any aspect of the Election then he/she may make a complaint in writing to the Elections Complaints Committee or the Returning Officer by the close of ballot.

10.2 If this complaint is upheld then Elections Complaints Committee can disqualify a candidate, or take other actions as outlined at the Candidates' Meeting.

10.3 If the complaint relates to the election as a whole and is upheld, then the Returning Officer can order the Election to be re-run.

10.4 Complaints received after the count will not be accepted unless the complaints are specifically about the count.

10.5 A complaint about the count must be made in writing within five days of the announcement of the results. The Elections Complaints Committee will endeavour to respond within 24 hours.

10.6 If any full member is dissatisfied with Elections Committee or Elections Complaints Committee, or a member of Elections Committee or Elections Complaints Committee they may make a complaint in writing to the Returning Officer by the close of ballot.

10.7 If this complaint is made during the Election and is upheld then that member(s) shall relinquish her/his/their Election duties immediately, and a new member shall be elected by and from the Officers Committee. If there is no convenient meeting of the Officers Committee to appoint a new member of either Committee, the Student President shall appoint a suitable full member with the agreement of the Returning Officer and the Elections Committee.

10.8 If the complaint is upheld then the Returning Officer can order the Election to be re-run

10.9 If any full member is dissatisfied with the Returning Officer, or believes that the Election has been entirely unfair, then they may file a grievance with the Students' Union General Manager under the Complaints Procedure (Schedule 10).

11. Vacancies in Office during the academic year

11.1 Where during the first semester and first seven (7) weeks of Semester Two of the academic year a vacancy occurs for any Officer position whether by resignation or otherwise, it shall be filled by the election of a successor, according to the method provided as soon as possible.

11.2 When a vacancy occurs in the last seven (7) weeks of Semester Two, the officer-elect shall be asked to assume the post, unless it is the post of a Sabbatical Officer. If a Sabbatical Officer post becomes vacant then the other Officers of the Union shall take on their role for the remainder of the academic year.

11.3 If an officer resigns within two weeks of her/his election, the next candidate (on the basis of votes received) shall be deemed automatically elected.

12. Elections Committee

12.1 Responsibilities

15.1.1 To aid the Returning Officer in the organisation of elections and to ensure that the procedure of elections as specified in Elections schedule is adhered to.

15.1.2 To liaise with and help the Returning Officer in her/his duties.

15.1.3 To lay down the Election Rules and to interpret these Rules.

12.2 Membership

15.2.1 Membership of the committee shall consist of four full members of the Officers Committee, as elected by the Officers Committee. The Committee shall be chaired by the Student President and made up of three other officers. No one running in the election can be on the committee. If the elections committee cannot be filled by Officers, the opportunity will be extended to Student Trustees, then Student Representatives as determined by the Officers' Committee

15.2.2 A full member may not serve on the Elections Committee if they are standing for election to any post in that election, unless it is a post of Delegate to conferences and other meetings to which the Union is affiliated.

15.2.3 If a member of the Elections Committee is standing for a post of Delegate to conferences and other meetings to which the Students' Union is affiliated, they may not participate in any way in the election organisation or procedure of the election for that post.

16. Elections Complaints Committee

16.1 Responsibilities

16.1.1 To be the sole Students' Union authority which may deal with complaints concerning elections and have such other powers and duties as may be allocated to it by the Election Rules. The decisions and rulings of the Committee shall be final (subject to the right to file a grievance with the Returning Officer and the University).

16.2 Membership

16.2.1 Three full members to be elected by and from the Officers Committee: The Student Vice President, who shall chair, and two other Officers. No one running in the election can be on the committee. If the elections committee cannot be filled by Officers, the opportunity will be extended to Student Trustees, then Student Representatives as determined by the Officers' Committee.

16.2.2 Committee members shall not be a candidate or be involved in any candidate's campaign.

16.3 Procedures

16.3.1 Complaints must be made in writing and any ruling will be made public after it has been decided upon. Rulings must normally be given within 48 hours.

Code of Conduct for Trustees, Elected officers and Representatives (Schedule 7)

1. Introduction

1.1 This code is the Code of Conduct for trustees, elected officers and representatives at Queen Margaret University Students' Union. It includes all the statutory and mandatory requirements of the Education Act (1994) and the provisions of the Code of Conduct between Queen Margaret University and the Students' Union.

1.2 It governs the conduct that is expected of trustees, elected officers and representatives of Queen Margaret University Students' Union.

1.3 All trustees, elected officers and representatives are required to abide by this Code of Conduct and it is the personal responsibility of trustees, elected officers and representatives to fully understand the provisions of this code and to abide by it.

2. General Provisions and Obligations

2.1 A trustee, elected officer or representative must observe this Code of Conduct whenever he/she:

2.1.1 conducts the business of the Students' Union;

2.1.2 conducts the business or office to which he/she has been elected or appointed; or

2.1.3 acts as a representative of the Students' Union.

2.2 A trustee, elected officer or representative must:

2.2.1 promote equality by not discriminating unlawfully against any person;

2.2.2 treat others with respect; and

2.2.3 not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of Queen Margaret University Students' Union;

2.3 In reaching decisions, have regard to relevant advice provided to her/him by the General Manager.

2.4 When using, or authorising the use by others of, resources of the Students' Union, act in accordance with the policies and procedures of the Students' Union at all times.

2.5 Ensure that such resources are not used for political purposes, or to secure electoral advantage for a trustee, elected officer or representative and/or candidate in an election.

2.6 A trustee, elected officer or representative must not:

2.6.1 (except as required by law) disclose information given to her/him in confidence by anyone, without the consent of the person authorised to give it;

2.6.2 prevent another person from gaining access to information to which that person is entitled;

2.6.3 conduct themselves in such a manner which could reasonably be regarded as bringing his office or the Students' Union into disrepute;

2.6.4 use her or his position improperly to confer on or secure for themselves or any other person, an advantage or disadvantage.

2.7 A trustee, elected officer or representative must, if he/she becomes aware of any conduct by another trustee, elected officer or representative which he/she believes involves failure to comply with the provisions of this Code of Conduct, make a written complaint to the Student President, or, where it involves the Student President, the General Manager according to the nature of the complaint.

2.8 The Students' Union shall maintain a Register of Interests for the purposes of recording declared interests of trustees, elected officers and representatives.

3. Declaring Interests

3.1 A trustee, elected officer or representative must regard herself/himself as having a personal interest in any matter if the interest is one which an ordinary student with knowledge of the relevant facts would reasonably regard as being likely to create the perception that the elected officer's or representatives' judgement would be prejudiced.

3.2 Within 28 days of being elected or appointed to office, a trustee, elected officer or representative must register her/his interests by providing written notification to the General Manager of the following:

3.2.1 any employment or business

3.2.2 the name of the person who employs, or has appointed, her/him

3.2.3 membership of, or position of general control in, any club, society or union group

3.2.4 membership of, or position of general control in, any public body, company, charity, trade union or professional association

3.2.5 a body whose principal purpose includes the influence of student opinion;

3.2.6 a description of any contract for goods, services or works made between the Students' Union and the name of any company, firm or other body of which he/she is a partner, director or employee, providing such goods, services or works.

4. Participation at Meetings

4.1 Where a trustee, elected officer or representative is involved in considering matters at a meeting of the Students' Union and where a matter arises, or is specified on the agenda for that meeting, in which he/she has a personal interest, he/she shall:

4.1.1 declare the nature of the interest prior to the start of the meeting (or, where the matter was not specified on the agenda, as soon as the matter arises); and

4.1.2 where the interest is of a financial nature, either withdraw from the room where the meeting is being held or not participate in the discussion nor vote on that item; and

4.1.3 act in the best interests of the Students' Union in relation to the matter, or, where he/she is unable to do so, not participate in the discussion nor vote on that item.

5. Registration of Gifts or Hospitality

5.1 Without prejudice to the provisions of paragraph 4.7 of Schedule 5, an elected officer shall, within 28 days of receiving gifts or hospitality over the value of £25, provide written notification to the General Manager of the existence and nature of that gift or hospitality.

6. Terms and Conditions of Office for Sabbatical Officers

6.1 The Conditions of Office for Sabbatical Officers shall adhere to points relevant to Trustees, elected officers and Representatives with the addition of the following points in this section.

6.2 The Sabbatical Officers of the Students' Union shall be the Student President and Student Vice-President.

6.3 Amendments to the conditions of office shall require the support of General Meeting following Meeting Regulations (Schedule 3)

6.4 The annual salary of the Sabbaticals will be spinal point 11 of the UNISON Local Authority (Scotland) pay scale. He/she shall also receive the annual cost of living award associated with this system.

6.4.1 As part of their remuneration package each sabbatical officer will receive a Young Person's Railcard (if eligible) and a mobile phone/laptop contract to a maximum of £300 per year.

6.5 The term of office for Sabbatical Officers shall be 52 weeks, from the 10th of June in the year of election.

6.6 No member shall be eligible to remain in post for more than two years as a Sabbatical Officer of the Students' Union.

6.7 Sabbatical Officers shall be expected to work a 36-hour week as a minimum requirement.

6.8 Sabbatical Officers shall attend conferences and other events at weekends as necessary.

6.9 No Sabbatical Officer may continue or begin a full-time academic course during the year of office.

6.10 Sabbatical Officers shall be given maximum opportunity, within budget, to attend training offered by the National Union of Students or other bodies, with the approval of the Trustee Board.

6.11 Any Sabbatical Officer wishing to leave must give four weeks' notice to the Trustee Board.

6.12 A detailed account of Terms and Conditions of Sabbatical positions are included in the Memorandum of Understanding available from the General Manager.

7. Removal from Office

7.1 Notwithstanding a breach of Terms and Conditions stated within the Memorandum of Understanding, a Sabbatical Officer's term of office may only be terminated by a motion of 'no-confidence' at a General Meeting.

7.2 Such a motion shall only be heard at an Emergency General Meeting which must be quorate in accordance with the Meetings Regulations (Schedule 3).

7.3 Such a motion shall require to be passed by not less than a two-thirds majority of those present and voting at a quorate General Meeting (Meetings Regulations - Schedule 3). The officer in question shall have the right of reply to the debate.

7.4 If any Sabbatical post falls vacant, a by-election shall be arranged by the Returning Officer.

7.5 In addition to the above points, Sabbatical Officers may be suspended from office if they are found to have acted with gross misconduct (according to Terms and Conditions of the Memorandum of Understanding and the Students' Union policies and regulations).

Resignation and Discipline of Trustees, Elected Officers and Representatives (Schedule 8)

1. Resignation

1.1 A Trustee, Elected Officer or Representative of the Union may resign from their duties by submitting, in writing, a letter of resignation to the Chair of the relevant Committee or Body.

1.2 The Chair of the relevant Committee or Body shall inform, in writing, the other members and the Secretary of the Committee or Body on which he/she served, within 7 days of receipt of the letter of resignation.

1.3 The resignation of any member shall be reported to the next meeting of any Committee or Body on which that member served and it shall be recorded in the minutes of proceedings of that meeting.

1.4 All resignations shall take immediate effect, except in the case of a Sabbatical Officer who shall be required to give not less than 4 (four) weeks notice. This condition may be waived at the discretion of the Trustee Board.

1.5 A student Trustee, Elected Officer or Representative shall be deemed to have resigned and shall cease to be A Student Trustee, Elected Officer or Representative with immediate effect (except for Sabbatical Officers) if, during their term of office, they cease to be a student registered on a course of student at the University. In the case of student trustees, elected officers or representatives who have deferred their year of study, they must provide written proof from the University of their intention to take up a course of study in the subsequent year. This shall also be at the discretion of the Trustee Board.

2. Conduct of Trustees, Elected Officers and Representatives

2.1 All Trustees, Officers and Representatives shall be required to adhere to the Code of conduct set out in Schedule 7 of this Constitution that sets out the standards of conduct expected of Trustees, Elected Officers and Representatives of the Students' Union.

2.2 All Trustees, Elected Officers and Representatives are required to agree in writing that they will observe this Code and it is the personal responsibility of Trustees, Officers and Representatives to abide by it. Trustees, Officers and Representatives of the Students' Union should ensure they fully understand the provisions of the Code of Conduct.

2.3 Trustees, Elected Officers and Representatives must ensure that their use of various facilities of the Students' Union is solely in connection with Students' Union business. These facilities include the use of office facilities, use of rooms, stationery, postage, telephones, photocopying and computer facilities

2.4 Any full member of the Union having cause to complain about the conduct or performance of a Trustee, Elected Officer or Representative of the Students' Union shall make such a complaint to the Student President.

2.5 In the event of the complaint being made about the Student President, such a complaint shall be made to the General Manager. Where a complaint relates to the Student President and the General Manager, an independent Officer shall be appointed by the University Court.

2.6 The Student President shall raise the matter with the Trustee, Elected Officer or Representative informally, and shall advise him/her of the complaint.

2.7 In the event of minor complaints, the Student President may caution or warn the trustee, officer or representative concerned that his/her conduct or performance is unacceptable.

2.8 In the event of more serious complaints or in the event of persistent misconduct or unacceptable levels of performance the matter shall be referred to the Disciplinary Committee (see point 4 of Schedule 10).

2.9 Members of the Disciplinary Committee must declare if they have an interest in either party in the dispute. Where, in the opinion of the Chair this may prejudice the Committee's deliberations, the Committee member shall be replaced with another Committee member, Failure to disclose an interest may be considered a disciplinary offence.

2.10 The Complainant and Respondent have the right to challenge the membership of the Disciplinary Committee. Where the Chair deems a challenge to be justified, the member(s) of the Committee concerned shall be replaced with an equal number of committee members.

2.11 All of the information and discussion arising out of the proceedings of the Committee shall be regarded as confidential and must not be discussed by Disciplinary Committee members before or after the proceedings.

3 The Disciplinary Committee

3.1 The membership of the disciplinary committee shall consist of the Student President (or Vice President if the respondent is the Student President), one student trustee and one ordinary member approved by the Trustees. The committee shall receive support from a relevant member of staff.

3.1 The Complainant and Respondent shall be informed in writing of the following, at least 5 (five) days before the meeting of the Disciplinary Committee:

3.1.1 The details of the charge, citing which disciplinary offence has been alleged;

3.1.2 The date, time and place of the meeting of the Disciplinary Committee.

3.1.3 The requirement to attend the meeting of the Disciplinary Committee.

3.1.4 The right of all parties to call witnesses or submit evidence.

3.1.5 All parties have the right to representation, or the right to be accompanied by an individual of their choice.

3.2 All parties will be sent a copy of these and any other relevant disciplinary regulations.

3.3 Both the Complainant and Respondent shall, at least 3 (three) days before the meeting of the Committee, inform the Chair of the Committee of any witnesses or additional evidence they wish to submit.

3.4 The procedure for the Disciplinary Committee shall be as follows:

3.4.1 The Complainant or her/his representative shall present details of the complaint. If requested, the Chair may make arrangements for the Respondent to be out of sight of the Complainant whilst the Complainant is giving evidence.

- 3.4.2 The Complainant may call witnesses or adduce other evidence as agreed in advance.
- 3.4.3 The members of the Disciplinary Committee will then have the opportunity to question the Complainant based on her/his evidence.
- 3.4.4 The members of the Disciplinary Committee will then have the opportunity to question the witnesses based on the evidence presented.
- 3.4.5 The Respondent or her/his representative shall have the opportunity to present their defence.
- 3.4.6 The Respondent may call witnesses or adduce other evidence as agreed in advance.
- 3.4.7 The members of the Disciplinary Committee will have an opportunity to question the Respondent based on her/his evidence.
- 3.4.8 The members of the Disciplinary Committee will have the opportunity to question the witnesses based on the evidence presented.
- 3.4.9 If any Students' Union employees, Trustees or Elected Officers are witnesses and have not been called by either the Complainant or the Respondent, they shall not give evidence at this stage.
- 3.4.10 The Complainant and the Respondent (in that order), or their representatives, shall make a closing statement in which no new evidence shall be introduced.
- 3.5 The standard of proof for any matter before the Disciplinary Committee shall be beyond a reasonable doubt.
- 3.6 The Disciplinary Committee shall withdraw and discuss the case in private. They shall have the power to recall either party or any witnesses if the Chair deems it to be necessary. The deliberations of the Disciplinary Committee shall not be recorded except where they have recalled either party or witnesses.
- 3.7 The Disciplinary Committee shall reach its verdict by a majority decision. The decisions it can consider are:
- 3.7.1 That the complaint be rejected, or
- 3.7.2 That the complaint be upheld.
- 3.8 Where the decision of the Disciplinary Committee is that the complaint is upheld the Committee may further decide that:
- 3.8.1 No further action be taken.
- 3.8.2 That the Trustee, Elected Officer or Representative receives a verbal warning.
- 3.8.3 That the Trustee, Elected Officer or Representative receives a written warning.

3.8.4 That a recommendation be made to the Trustee Board, General Meeting or Sabbatical Officers that the Trustee, Elected Officer or Representative be removed of his/her responsibilities.

3.8.5 That a recommendation be made to the Trustee Board, General Meeting or Sabbatical Officers that the Trustee, Elected Officer or Representative be removed from office.

3.9 An initial decision shall be given by the Chair of the Disciplinary Committee to the Complainant and Respondent verbally. A full written decision and summary of the proceedings shall be sent to both parties within 10 (ten) days of the meeting.

3.10 The written decision shall advise both parties of their right to appeal under section 4 below. If the complaint has been upheld or the Respondent found guilty of a lesser charge, then the written decision will advise all parties of what sanction has been imposed.

3.11 Both the Complainant and Respondent shall be entitled to appeal against the decision of the Disciplinary Committee to the Officers Committee. Written notice of an appeal must be given to the Officers Committee within 5 (five) days of receipt of the written decision of the Disciplinary Committee.

4. Grounds for Appeal

4.1 The grounds for appeal shall be as follows:

4.1.1 New evidence has emerged that for good reason was not submitted to the Disciplinary Committee.

4.1.2 New witnesses have emerged who, for good reason were not called to testify before the Disciplinary Committee.

4.1.3 The Disciplinary Procedures were not correctly applied.

4.1.4 Members of the Disciplinary Committee did not declare an interest that may have proved prejudicial to the Committee's deliberations.

4.1.5 Having regard to the rules of natural justice, the decision of the Disciplinary Committee was unreasonable having regard to the evidence presented to the Committee, such that no reasonable person would have arrived at that decision on the basis of the evidence presented.

4.2 Appeals may not be admitted on the grounds of dissatisfaction with the outcome of the Disciplinary Committee (other than in respect of paragraph 4.1.5 above).

4.3 The written notice requesting an appeal shall clearly specify the grounds for appeal and where applicable what new evidence is/witnesses are being introduced.

5. Recommendations from Disciplinary Committee

5.1 Recommendations from the Disciplinary Committee for an Officer to be dismissed from office or suspended from his/her duties shall be made to a Trustee Board, General Meeting or Sabbatical Officers as relevant (paragraph 3.8.4 and 3.8.5)

5.2 In the event of a General Meeting considering a recommendation of suspension from duties or removal from office of an Elected Officer the procedure for the meeting shall be:

5.2.1 The Chair of the Disciplinary Committee shall present the findings of the Committee, outlining the reasons why the Elected Officers should be removed from office or suspended from their duties.

5.2.2 The Chair of the Disciplinary Committee may call witnesses or adduce other evidence as agreed in advance.

5.2.3 Member attending the General Meeting will have the opportunity to question the Chair of the Disciplinary Committee based on her/his evidence.

5.2.4 The Elected Officer will then have the opportunity to question the witnesses based on the evidence.

5.2.5 The Elected Officer or her/his representative shall have the opportunity to present her/his defence.

5.2.6 Member attending the General Meeting will have the opportunity to question the Elected Officer based on her/his evidence.

5.2.7 The Elected Officer may call witnesses or adduce other evidence as agreed in advance.

5.2.8 The Chair of the Disciplinary Committee will then have an opportunity to question the witnesses based on the evidence.

5.2.9 The Elected Officer and the Chair of the Disciplinary Committee (in that order) or their representatives shall make a closing statement in which no new evidence shall be introduced.

5.3 In the event of a Trustee Board or Sabbaticals considering a recommendation of suspension from duties or removal from office of a trustee or representative a meeting shall be held with the respondent. The Trustee Board of Sabbaticals shall present their findings and outline the reasons why the trustee/representatives should be removed from office.

6. Appeals

6.1 Any appeals from the Disciplinary Committee shall be made to the Officers Committee.

6.2 A meeting of the Officers Committee shall take place no sooner than 5 (five) days and no later than 15 (fifteen) days after the receipt of the appeal. All parties to the appeal and/or recommendation to be considered shall be informed of the date, time and place at which the Tribunal shall meet not less than 5 (five) days before the meeting. The meeting of the Officers Committee shall be held in private with only members of the Officers Committee, the Complainer, the Respondent, the Chair of the Disciplinary Committee, representatives of the parties and witnesses will be entitled to attend.

6.3 In the event of an appeal, the procedure for the meeting of Officers Committee shall be as follows:

6.3.1 The Appellant presents her/his, case outlining the reasons why the original verdict of the Disciplinary Committee should be reconsidered.

6.3.2 The Appellant introduces the new witnesses and/or evidence that were cited as grounds for appeal.

6.3.3 The members of Officers Committee may then question the Appellant or new witnesses.

6.3.4 The other party is then invited to comment on the new evidence/witnesses.

6.3.5 The Officers Committee shall withdraw and discuss the appeal in private. They shall have the power to recall either party or any witnesses if the Chair deems it necessary. The deliberations of the Officers Committee shall not be recorded except where they have recalled either party or witnesses.

6.3.6 The Officers Committee shall reach its verdict by a two-thirds majority decision. The verdicts it can arrive at are:

6.3.6.1 That the appeal be rejected and the recommendation of the Disciplinary Committee is upheld, or

6.3.6.2 That the appeal be upheld, and the case referred to a new Disciplinary Committee.

6.4 The decision of the Officers Committee shall be final. The Officers Committee shall issue written reasons for its decision to the parties concerned.

7. Complaint to the University

7.1 Once the right of appeal has been exercised and the Union's Disciplinary Procedures have been exhausted, either party may make a complaint to the University in accordance with the provisions of this Constitution. Both parties shall be informed of this right at the conclusion of the disciplinary process.

8. General Provisions

8.1 Where a member refuses to accept the jurisdiction of the Students' Union on disciplinary matters or fails to comply with the decision of a Disciplinary Committee or Officers Committee, the Student President shall report the matter to the University Registrar.

8.2 Where the complaint is one of serious misconduct, the Student President shall have the authority to suspend the Trustee, Elected Officer or Representative until the matter has been resolved by the Disciplinary Committee. During such suspension the Trustee, Elected Officer or Representative shall not be permitted to carry out any duties connected with her/his position and shall be excluded from all Students' Union premises until the Disciplinary Committee has resolved the matter. In the case of a Sabbatical Officer of the Students' Union such a suspension may be on full pay.

Complaints Procedure

(Schedule 9)

Complaints Procedure (Schedule 9)

1. Introduction

1.1 This Complaints Procedure is the formal procedure for dealing with disputes with the Students' Union, in particular complaints arising from disputes between a student/other member of the University and trustee, elected officers, staff and/or the Students' Union itself.

1.2 The procedure allows any student, group of students or other member of Queen Margaret University to make a formal complaint(s) against the Students' Union relating to her/his treatment by the Students' Union, or anyone acting on the Students' Union's behalf or if he/she is of the view that he/she has been unfairly disadvantaged by reason of her/his having exercised the right to opt out of membership of the Students' Union.

1.3 Where time limits for action are defined, they are to be considered as maximum limits; all complaints and appeals will be dealt with as promptly as possible and maintaining confidentiality as far as possible. Where there is good reason why a time limit cannot be met, the complainant(s) will be informed immediately, if such a situation becomes apparent.

1.4 Efforts should be made in every case to resolve the complaint(s) informally before this procedure is invoked.

2. Application of Complaint Procedure

2.1 This procedure shall apply in all instances except where the operational policies and procedures of the Students' Union, as approved by the relevant Students' Union Committee or the University Court, allows for variation. If there is no operational policy or procedure, this section shall apply absolutely.

3. Making a Complaint

3.1 Complaints may be made about:

3.1.1 The services and facilities provided by the Students' Union.

3.1.2 An individual, member, club, group or society forming part of, or receiving funds from, the Students' Union.

3.2 Valid Complaints

3.2.1 Complaints shall be considered valid if the complainant:

3.2.1.1 Provides details of their name, address and contact telephone number (if any).

3.2.1.2 Provides details of the event or occurrence which gave rise to the complaint.

3.2.1.3 Raises the complaint within 14 (fourteen) days of the event or occurrence giving grounds for complaint.

3.3 Persons to whom Complaints shall be addressed

3.3.1 Complaints shall be addressed to:

Student President
The Students' Union
Queen Margaret University Drive
Musselburgh
East Lothian
EH21 6UU

3.3.2 If the complaint is against the Student President then it should be addressed to the General Manager c/o of the Students' Union address above.

3.3.3 The addressee will acknowledge receipt of the complaint in writing within 5 (five) days.

4. Investigation of Complaints

4.1 All valid complaints shall be investigated and the results of that investigation communicated to the complainant within 10 (ten) days of receipt of the complaint form by the Student President.

4.2 The Student President will investigate all complaints about the General Manager, trustees, elected officers and Students' Union Representatives.

4.3 The Student President may delegate responsibility for the investigation into the complaint to the trustee, member of Students' Union staff or officer they deem appropriate.

4.4 Guidelines for Investigations of Complaints

4.4.1 Investigations shall be conducted by the Student President or by that person chosen by the Student President and not more than 2 other people designated by that person.

4.4.2 No person involved in the investigation of any complaint shall have a direct or vested interest in the outcome of the same.

4.4.3 All parties to the complaint shall be given an opportunity to submit written and oral statements and present appropriate evidence, including evidence of mitigating circumstances.

4.4.4 All parties to the complaint may be assisted by a representative or friend, without charge or cost to the Students' Union.

4.5 Outcome of an Investigation

4.5.1 The outcome of an investigation shall be determined immediately after all parties to the complaint have presented their case and any supporting evidence.

4.5.2 The person(s) conducting the investigation shall determine:

4.5.2.1 All findings of fact,

4.5.2.2 Any mitigating circumstances,

4.5.2.3 Any appropriate further action

4.6 Justified Complaints against a Service or Facility

4.6.1 In the event of a justified complaint against a service or facility, the following procedure shall apply:

4.6.1.1 The person(s) conducting the investigation shall consider how to prevent any future instances of the event or occurrence that gave rise to the complaint and propose remedial action to the Student President.

4.6.1.2 The person investigating the complaint (if not the Student President) will inform the Student President immediately of the outcome of the investigation.

4.6.1.3 The Student President will confirm in writing the outcome of the investigation to all parties to the complaint within 10 working days of the receipt of the original complaint form

4.7 Justified Complaints against a Person or Group

4.7.1 In the event of a justified complaint against a person or group, the following procedure shall apply:

4.7.1.1 If the person(s) conducting the investigation consider(s) that there has been a breach of the Constitution, Staff Protocol, Equal Opportunities Policy or University's Codes of Conduct then the Disciplinary Procedure may be invoked.

4.7.1.2 The complainant shall not have a right to demand that the Disciplinary Procedure is invoked, or that sanctions should be imposed.

4.7.1.3 The person investigating the complaint (if not the Student President) will inform the Student President (or the General Manager in the case of a complaint against the Student President) immediately of the outcome of the investigation. The Student President (or the General Manager in the case of a complaint against the Student President) will confirm in writing the outcome of the investigation to all parties to the complaint within 10 (ten) days of the receipt of the original complaint form.

4.8 Complaints which are not upheld

4.8.1 Where complaints are not upheld, they shall be deemed unsubstantiated complaints and the following procedure shall apply:

4.8.1.1 The person investigating the complaint (if not the Student President) will inform the Student President immediately of the outcome of the investigation. The Student President will endeavour to confirm in writing the outcome of the investigation to all parties to the complaint within 10 (ten) days of the receipt of the original complaint form.

4.8.1.2 The complainant will be informed by the Student President of her/his right to appeal to the University's Academic Registrar. The complainant may only appeal to the Academic Registrar where they feel that there has been an irregularity in or a breach of the complaints procedure.

Disciplinary Procedure for Members

(Schedule 10)

1. Introduction

1.1 This policy has the following purposes:

1.1.1 To give guidance to the levels of behaviour expected at all times within the Students' Union and also within any other students' union to which members have access by way of a reciprocal agreement.

1.1.2 To provide a framework and procedure through which standards of behaviour are maintained so that members and staff are not exposed to violence, abuse or harassment of any nature, and to ensure that these standards are enforced.

1.1.3 To ensure that the Students Union's licensed premises are run in accordance with the provisions of the Licensing (Scotland) Act 2005 (as the same may be amended or re-enacted from time to time).

2. Dutiful Conduct of Membership

2.1 Members shall act in a way which is consistent with the principles of tolerance and respect for others and must refrain from any activities which could bring the Students' Union into disrepute.

2.2 Disciplinary action may be brought about in circumstances where there has been a breach of good order either in the Students' Union premises or in any place or occasion deemed to be an activity of the Students' Union or the University. The following shall result in enforced disciplinary action:

2.2.1 wilful, reckless or negligent damage to, or loss of, property

2.2.2 conduct liable to prejudice the external relations of the Students' Union

2.2.3 imparting to the press, television, radio, or any other medium, confidential material concerning Students' Union or its members, unless prior permission has been granted by the Student President

2.2.4 conduct detrimental to the reasonable enjoyment (by any other member of the Students' Union) of the Students' Union facilities

2.2.5 breach of any of the Students' Union Constitution, rules and regulations or policies,

2.2.6 violent, offensive, abusive behaviour or behaviour which places themselves or others at risk,

2.2.7 sexual, racial or abusive harassment.

2.3 Where circumstances of the nature referred to in paragraph 2.2 above have resulted in a criminal investigation or prosecution and/or disciplinary action by the University, the Students' Union shall suspend its disciplinary procedure (with the exception of the right to remove or suspend membership rights under paragraph 3.1 below) pending the outcome of the criminal investigation/prosecution and/or the University's disciplinary action.

3. Suspension of Membership

3.1 The Officers' Committee reserves the right to remove membership or suspend a member from any or all of the privileges of membership, with good and just reason, on a temporary basis, pending the decision of a disciplinary committee, convened to hear the case.

4. The Disciplinary Committee

4.1 The disciplinary committee shall consist of 4 (four) Representative Members of the Students' Union including the Student President who will act as chair and will be responsible for appointing the committee. The committee shall receive staff support and guidance from the General Manager.

4.2 No member of the committee who may have an interest in a hearing shall serve on the committee in question. The General Manager shall act as a recording secretary by attending the hearing and keeping a full record of the proceedings.

5. Procedure Prior to the Hearing

5.1 Any charge alleging a breach of good order must be submitted to the Student President no later than 10 (ten) days after its occurrence. The charge shall be in writing and must state specifically the precise facts of the incident and the context surrounding the misconduct.

5.2 Upon receiving a charge, the Student President shall call a meeting of the committee at the earliest possible time to set a date for a hearing (which shall be not less than two weeks after the date of receipt of the charge).

5.3 Any member subjected to the disciplinary procedure shall receive the following details from the Student President not less than three days from the hearing date:

5.3.1 a copy of the charge;

5.3.2 the time, date and place of the hearing and notice that the member is required to attend and produce all witnesses at this specific meeting; and

5.3.3 a written warning that failure to attend the hearing may result in a decision being made by the committee if it can be shown to the satisfaction of the members that the charged person has received due notice and failed to attend without reasonable excuse.

6. The Hearing

6.1 The hearing shall proceed as follows:

6.1.1 Both the complainant and the accused shall have the right to appoint a person to act as their representative. If appointed the representative shall have the right to speak on their behalf when agreed by the chair of the Disciplinary Committee.

6.1.2 At the beginning of the hearing, the Chair shall read the charge. The complainant shall then present their case.

6.1.3 The complainant may call witnesses or adduce other evidence as agreed in advance

- 6.1.4 The complainant shall be entitled to question the accused and any witnesses.
- 6.1.5 The members of the Disciplinary Committee will then have the opportunity to question the complainant based on her/his evidence.
- 6.1.6 The accused or her/his representative shall have the opportunity to present her/his defence.
- 6.1.7 The accused may call witnesses or adduce other evidence as agreed in advance.
- 6.1.8 The members of the Disciplinary Committee will have an opportunity to question the accused based on her/his evidence.
- 6.1.9 The members of the Disciplinary Committee will have the opportunity to question the witnesses based on the evidence presented.
- 6.1.10 The complainant and accused (in that order), or their respective representatives, shall each make a closing statement in which no new evidence shall be introduced.
- 6.1.11 The Disciplinary Committee shall withdraw and discuss the case in private. They shall have the power to recall either party or any witnesses if the Chair deems it to be necessary. The deliberations of the Disciplinary Committee shall not be recorded except where they have recalled either party or witnesses.
- 6.2 The standard of proof for the hearing shall be beyond a reasonable doubt.
- 6.3 The Disciplinary Committee shall reach its verdict by a majority decision. The decisions it can consider are:
 - 6.3.1 That the complaint be rejected, or
 - 6.3.2 That the complaint be upheld.
- 6.4 Where the decision of the Disciplinary Committee is that the complaint is upheld the Disciplinary Committee may further decide that the guilty party shall;
 - 6.4.1 give a full written apology to the complainant;
 - 6.4.2 be suspended from all or any of the privileges of membership of the Students' Union for a stated time;
 - 6.4.3 be permanently expelled from the Students' Union and the privileges of membership of the Students' Union
- 6.5 Where the decision of the Disciplinary Committee is that the complaint be rejected the Disciplinary Committee may decide that the complainant shall be sent a letter of warning by the Student President.
- 6.6 An initial decision shall be given by the Chair of the Disciplinary Committee to the complainant and accused verbally. A full written decision and summary of the proceedings shall be sent to both parties within 10 (ten) days of the hearing.

6.7 The written decision shall advise both parties of their right to appeal under section 7 below. If the complaint has been upheld or the accused found guilty of a lesser charge, then the written decision will advise all parties of what sanction has been imposed.

6.8 Both the complainant and accused shall be entitled to appeal against the decision of the Disciplinary Committee to the Appeals Committee. Written notice of an appeal must be given to the General Manager within 5 (five) days of receipt of the written decision of the Disciplinary Committee.

6.9 Where the decision of the Disciplinary Committee is subject to an appeal, the decision shall be operative in the interim period between hearing and appeal.

7. Grounds for Appeal

7.1 The grounds for appeal shall be as follows:

7.1.1 New evidence has emerged that for good reason was not submitted to the Disciplinary Committee.

7.1.2 New witnesses have emerged who, for good reason were not called to testify before the Disciplinary Committee.

7.1.3 The Disciplinary Procedures were not correctly applied.

7.1.4 Members of the Disciplinary Committee did not declare an interest that may have proved prejudicial to the Committee's deliberations.

7.1.5 Having regard to the rules of natural justice, the decision of the Disciplinary Committee was unreasonable having regard to the evidence presented to the Committee, such that no reasonable person would have arrived at that decision on the basis of the evidence presented.

7.2 Appeals may not be admitted on the grounds of dissatisfaction with the outcome of the Disciplinary Committee (other than in respect of paragraph 7.1.5 above).

7.3 The written notice requesting an appeal shall clearly specify the grounds for appeal and where applicable what new evidence is/witnesses are being introduced.

8. Appeals Committee

8.1 The disciplinary committee shall consist of 4 (four) Representative Members of the Students' Union including the Student Vice President who will act as chair and will be responsible for appointing the committee. The committee shall receive staff support and guidance from the General Manager. None of these members shall have been present at the Disciplinary Committee.

8.2 The meeting of the Appeals Committee shall take place no sooner than 5 (five) days and no later than 15 (fifteen) days after the receipt of the appeal. All parties to the appeal shall be informed of the date, time and place at which the Appeals Committee shall meet not less than 5 (five) days before the meeting. The meeting of the Appeals shall be held in private with only members of the

Appeals Committee, the Complainer, the Respondent, representatives of the parties and witnesses will be entitled to attend.

8.3 The procedure shall be:

5.6.1 The Appellant presents her/his, case outlining the reasons why the original verdict of the Disciplinary Committee should be reconsidered.

8.3.2 The Appellant introduces the new witnesses and/or evidence that were cited as grounds for appeal.

8.3.3 The members of the Appeals Committee may then question the Appellant or new witnesses.

8.3.4 The other party is then invited to comment on the new evidence/witnesses.

8.4 The Appeals Committee shall withdraw and discuss the appeal in private. They shall have the power to recall either party or any witnesses if the Chair deems it necessary. The deliberations of the Appeals Committee shall not be recorded except where they have recalled either party or witnesses.

9. Powers of the Appeals Committee

9.1 To allow or dismiss any appeal against a verdict of the committee; and

9.2 To confirm, vary or extinguish any sanction imposed by the committee.

9.3 The Appeals Committee may require: -

9.3.1 a full written apology to be given to the complainant;

9.3.2 a letter of warning to be sent by the Student President to the complainant;

9.3.3 the guilty party to be suspended from all or any of the privileges of membership of the Students' Union for a stated time;

9.3.4 permanent expulsion of the guilty party.

9.4 The Appeals Committee shall issue written reasons for its decision to the parties concerned.

10. Complaint to the University

10.1 Once the internal appeals are exhausted, the decision on the Appeals Committee shall be final and binding. However, should either party feel that there has been an irregularity in the process of the appeal, they will have the right to apply to the University Academic Registrar who will act as an independent reviewer of the process. Both parties shall be informed of this right at the conclusion of the disciplinary process.

Staff Protocol

(Schedule 11)

1. Purpose

- 1.1 The Students' Union has as its principal purpose the provision of opportunities for Students at the University to experience education in the widest sense.
- 1.2 To this end the Students' Union is structured as a collective self-governing organisation.
- 1.3 Central to the resources of the Students' Union are the employed staff who provide for continuity, professional advice, managerial expertise and the day-to-day operation and implementation of policy.
- 1.4 The purpose of this protocol is to clarify the relationships between students, their elected representatives and staff.

2. Obligations of Employer/ Employee

- 2.1 As an employer, the Students' Union has obligations to conduct itself in a decent and progressive manner towards members of staff.
- 2.2 Staff have their own obligations to observe the democratic process and it would clearly be untenable for any member of permanent staff to make unauthorised public statements against Trustees, Elected Officers or individual Union members, or for them to criticise Policy decisions. In response, staff cannot be subject to criticism in a public forum without the right to reply.
- 2.3 Permanent and Student Staff must be accountable for their actions, performance and conduct but this must always be dealt with through the established procedures on Performance review and Discipline and applied through the Line Management structure.

3. Specific Intent

- 3.1 It is the specific intention of this protocol to ensure that the Students' Union shall -
- 3.1.1 Comply with all Employment and Employment Protection Acts currently in force.
 - 3.1.2 Empower the Officers' Committee through its Staffing Sub-Committee to act with the full authority on staff-related matters.
 - 3.1.3 Protect the individual employees from breaches of confidentiality in respect of their personal affairs and to ensure that contractual matters are dealt with only by the Staffing Sub Committee.
 - 3.1.4 To protect the Students' Union Representatives from interference in the conduct of policy-making by Students' Union employees.
 - 3.1.5 To be committed to the effective implementation of an Equal Opportunities Policy.
 - 3.1.6 Maintain sound employment practices and good staff relations.

4. Staffing Committee

4.1 The Officers' Committee through its Staffing Sub-Committee shall be responsible for staff matters.

4.2 The membership of the Officers' Committee shall be as specified in the Constitution of the Students' Union. The membership of the Staffing Sub-Committee shall consist of the 2 (two) Sabbatical Officers, 1 (one) part-time Member of the Officers Committee (appointed on an annual basis). The Student President shall chair the Staffing Sub-Committee.

4.3 The Staffing Sub-Committee shall make reports to the Officers' Committee on any action undertaken in respect of staff and for approval on any changes in employment policy, procedure and practice.

4.4 The Officers' Committee shall conduct its affairs in accordance with the provisions of the Constitution and its supporting schedules and the policy of the Students' Union.

5. Responsibilities of the Students' Union Trustees, Officers and Representatives

5.1 Trustees and Elected Officers of the Students' Union share a collective and individual responsibility to ensure that under no circumstances will discussion take place on matters relating to the responsibilities, conditions of employment, performance or conduct of members of staff other than at a meeting of the Trustee Board or in Staffing Sub-Committee.

5.2 All discussions at Trustee Board or Staffing Sub-Committee meetings involving members of staff shall be held in closed session and there shall be no published minutes of such discussions. The General Manager will keep a written confidential record that will be countersigned by the Student President as being a true and accurate record of such discussions.

5.3 Trustees and Elected Officers of the Students' Union will ensure that there are no discussions of individual members of staff through either written or any other form of Student Media.

6. Responsibilities of Students' Union Staff

6.1 Staff shall maintain the integrity of the democratic governance of the Students' Union at all times.

6.2 The General Manager is the designated senior staff member with responsibility for servicing and attending Trustee Board, Officers' Committee and Staffing Sub-Committees.

6.3 To provide professional advice and continuity in the Students' Union affairs, the General Manager will be in attendance at all meetings of the Trustee Board, Officers' Committee and Staffing Sub-Committee when any issue relating to staffing is under discussion. When such discussions directly relate to the General Manager he/she will be asked to leave the meeting.

6.4 The General Manager, after consultation with the Student President may appoint a nominee to attend a meeting in her/his place.

6.5 Staff may not exercise a vote in any meeting organised under the auspices of the Constitution of the Students' Union.

6.6 Staff may not show support by the wearing of badges or the display of any campaign literature relating to any internal or external elections.

6.7 Staff members may advise elected Officers of the Students' Union on any matter that is within their area of work, but shall not seek in any other way to influence the policy-making process.

6.8 Staff may not take part in any public discussion of Students' Union policy, nor give public expression to views contrary to the policies of the Students' Union.

6.9 Staff will develop professional working relationships with personnel from the Parent Institution. At all times care needs to be taken not to compromise the Union on issues concerning trustees, elected officers or any other member of students' Union staff.

6.10 The Student President shall be the Press Officer of the Students' Union. Staff shall not comment to representatives of the media. This shall include the student media.

6.11 Staff may not be members nor participate in the activities of clubs and societies that give expression to political views or opinions that may undermine the roles of elected officers within the Students' Union.

7. Responsibilities of Student Staff

7.1 Student staff may be employed by the Students' Union to carry out specific duties within the Union's employment structure. The procedures for the recruitment and selection of such staff shall be determined by the Trustee Board.

7.2 Student staff may raise complaints or grievances about their employment through the line management structure, and have recourse to the Grievance Procedure of the Students' Union. The final body of appeal in serious complaints shall be the General Manager and Student President.

7.3 Students employed as casual staff of the Union are not precluded from enjoying the same rights and benefits of membership of the Students' Union including voting at meetings of the Students Union.

7.4 Student Staff are permitted to speak at Students' Union meetings but must not draw attention to the fact that they are members of staff and shall cover any staff uniform they may be wearing at the time.

7.5 Student staff are precluded from raising any matters in relation to their employment with the Students' Union in any public forum or meeting.

7.6 Student Staff on duty must not show support by the wearing of badges or the display of any Campaign Literature relating to any internal or external elections.

7.7 Trustee Board and Officers' Committee members may not be employed as a member of student staff during the time that they serve as a member of these Committees.

8 Procedure for Complaints about Staff

8.1 Any individual member of the Students' Union having cause for complaint or who raises a grievance on a matter relating to any individual or group of staff employed by the Students' Union, should, in the first instance, raise the matter with the Student President.

8.2 The Student President shall raise the matter with the General Manager who will investigate the complaint and report back to the Student President within 10 (ten) days.

8.3 The Student President and General Manager shall determine what, if any, further action is to be taken in relation to the complaint. The Students' Union Discipline and Grievance Procedures may be invoked.

9 Procedure for Complaints by Staff

9.1 Any member of staff having cause to complain about the conduct or behaviour of a student shall raise the matter in confidence with their General Manager.

9.2 The Line General Manager will raise the matter with the Student President. The complaint shall be investigated and the General Manager shall report back to the staff member within 10 (ten) days.

10 Discipline and Grievance Procedure

10.1 The policies included in this section do not affect a Students' Union employee's right to exercise the Discipline and Grievance Procedure of the Students' Union.

11 Relationship Between Staff, Trustees, Elected Officers and/or Representatives

11.1 While each new Trustee Board and Officers' Committee will wish to establish its own particular working relationships with staff, this written protocol, together with other agreements and contracts between staff and the Students' Union, will be recognised as contractual in the event of any dispute.

11.2 Courtesy between Trustees, Elected Officers and Staff is expected at all times and Trustees/Elected Officers will never instruct Staff without observing the requirements of the Line Management Structure.

11.3 The General Manager shall ensure that every Member of Staff, Trustees and Officers' Committee is issued with, and signs, a copy of this protocol to indicate her/his understanding and acceptance of its provisions.

12 General Information

12.1 The terms of this protocol will apply to all staff irrespective of their position in the organisation and their status as a member/or not of a Trades Union.

12.2 Any breach of this protocol will be considered as a serious disciplinary matter.

**The Students' Union
Queen Margaret University
Equal Opportunities Statement and
Policy
(Appendix A)**

Equal Opportunities Policy Statement (Appendix A)

1. Aims

1.1 The Students' Union shall implement and comply with an Equal Opportunities Policy which seeks to:

1.1.1 encourage a community in which all individuals may contribute as fully as possible without fear of unfair and discriminatory attitudes and practices

1.1.2 ensure that there is a positive atmosphere in and in relation to the Students' Union and its activities

1.1.3 create and sustain a welcoming environment for all of its users both in and outside of the Students' Union's premises. This policy seeks to encourage a community in which all individuals may contribute as fully as possible without fear of unfair and discriminatory attitudes and practices.

1.2 In order to ensure that there is a positive atmosphere, this Students' Union seeks to create and sustain a welcoming environment for all of its users both in and outside of the Students' Unions premises.

2. Principles

2.1 The Equal Opportunities Policy referred to in section 1 above shall enshrine the following principles:

2.1.1 Discrimination, direct or indirect, based on gender, appearance, ethnic, national, regional or racial origin, age, socio-economic background, disability, religious or political beliefs, sexual orientation, family circumstances, health, including HIV status, Trade Union membership or any other distinction is unacceptable and will not be tolerated

2.1.2 Such forms of discrimination represent a waste of human potential and are to the detriment of the individual and the Students' Union as a whole.

2.1.3 Equal Opportunities Policies can only succeed with the active support of the whole organisation and the Students' Union seeks to involve all sections of students and staff in the continued development and implementation of its policy and related activities.

3. Students' Union General

3.1 The Students' Union must ensure that non-discriminatory language is used in its internal and external documents, letters, memos, reports, publications, posters and other communications. This includes all verbal communications, for example, public announcements, telephone conversations, faxes, e-mail, interviews, committees and meetings.

3.2 The Students' Union must regularly review the Equal Opportunities Code of Practice in Employment in line with legislation or any other issue to ensure the fair and effective implementation of the Equal Opportunities Policy.

3.3 this policy statement is inclusive of all the Sports and Societies membership and must be followed during all Sports and Societies Activity whether that be internal or external

4. Harassment

4.1 In the case of a student accusing another student of harassment, the Students' Union recommends that the complainant follow the University guidelines on harassment. The Students' Union can offer appropriate support.

4.2 In the case of a member of Union staff accusing a student of harassment, the Students' Union recommends that the complainant follow the University guidelines on harassment. The General Manager can offer appropriate support.

4.3 In the case of a student accusing a member of the Students' Union staff of harassment, the complainant should inform the Students' Union General Manager in order that the matter can be pursued through the Union's disciplinary procedures.

4.4 In the case of a member of the Students' Union staff accusing another member of Union staff of harassment, the complainant should inform the General Manager who will investigate the matter through the Students' Union disciplinary procedures.

4.5 If a member of University staff is harassing a student or member of the Students' Union staff then the matter shall be referred to the University's procedures. Assistance can be sought from the General Manager and or the Student President.

5. Harassment by Students' Union Trustees, Officers or Representatives

5.1 Special procedures shall be in place in the event of a Trustee, Officer or Students' Union Representative being accused of harassment. For the purposes of this policy this shall refer to members of the Trustee Board and Officer's Committee at all times and other representatives when they are on official Union business or if they specifically abuse their elected position in harassing.

5.2 This procedure shall apply in all cases of an accusation against a Trustee, Officer or representative by a student, a member of Students' Union staff or a member of the University.

5.3 If there is an accusation of harassment against a Trustee, Officer or Students' Union Representative as designated above then a committee consisting of the Student President, another Elected Officer and the General Manager shall decide if there is sufficient evidence for the matter to be referred to full hearing. In the event of one of these three having an interest in the complaint then their place on the committee shall be taken by another as follows – a trustee in place of the President, another Elected Officer in place of another Officer and relevant staff member in place of the General Manager.

5.4 Should this committee decide there is insufficient evidence for a hearing then no further action shall be taken. Should they decide there is sufficient evidence a hearing shall be constituted as follows:

5.5 The hearing shall take place as soon as reasonably possible following the decision to refer the matter to a hearing. The Hearing Panel will consist of three members of Officers' Committee who have taken no part in the initial investigation one of whom will act as Chair. The General Manager or his/her nominee shall attend the hearing to take the minutes of the hearing but shall

have no other role. The Chair shall exercise his/her vote only to break a tie. The hearing shall decide whether the accusation is proven or not proven. If they decide the accusation is proven then they shall be required to formally report this to Officers' Committee and Trustee Board and shall have the power to impose any of the following sanctions:

- a) A verbal apology to the complainant
- b) A written apology to the complainant
- c) A ban from all or part of the Union's premises for a designated time
- d) A permanent ban from all or part of the Union premises
- e) Such other punishment as is seen fit

6. Elections

6.1 The Students' Union, as a democratic body, recognises that all members of the Students' Union should be able and encouraged to stand for election. The Elections Committee shall ensure that publicity encourages nominations from all students.

6.2 The Students' Union recognises that, to encourage representation of certain areas, constituencies may be established to ensure the representation of students from that constituency provided that they fulfil one of the criteria below.

- a) The constituencies cover the entire University, for instance departments or schools or are necessary to fulfil a requirement set by the University.
- b) The constituencies are to enable a group to be represented who would not otherwise be such as 1st Year students.
- c) The constituencies have been established to promote representation from a group previously under-represented in the Union.

6.3 The Elections Committee shall be responsible for ensuring that the promotion and running of elections is conducted in line with the aims and principles of this policy.

6.4 Complaints about breaches of Equal Opportunities in elections shall be referred to the Elections Committee in line with the Election Regulations (Schedule 6).

7. Entertainments and Social Space

7.1 The Students' Union will ensure that, as far as is possible, social space will be provided for students to participate in social and cultural activities that is a 'safe environment' free from any forms of discrimination or harassment.

7.2 The Students' Union will ensure that, as far is practical, all of its property is accessible to disabled users.

7.3 If any person on Students' Union premises is accused of an action which breaches the Students' Union Equal Opportunities Policy the alleged perpetrator's name (and registration number if the perpetrator is a student) will be recorded and subsequent disciplinary action may be taken at the discretion of the Officers' Committee. This action may include the following:

- a) A verbal apology from the perpetrator
- b) A written apology from the perpetrator
- c) A temporary suspension from the Union premises at some or all times
- d) Such other action as is deemed appropriate

All Bar, Ents, Venue and all other categories of Union staff will be made aware of this procedure. Any person who makes an allegation in bad faith or that is found to be malicious in intent will be subject to the same sanctions.

8. Student Union Media

8.1 All forms of Students' Union media will operate in accordance with the Equal Opportunities Policy.

9. Clubs and Societies

9.1 All Students' Union Clubs and Societies should be open to all members of the Students' Union. Where societies wish to have restricted membership they must seek permission of the Officers Committee. All publicity and literature produced by societies must be in accordance with the Students' Union Equal Opportunities Policy and be sensitive to the Students' Union diverse membership. All information provided by societies must be given with an English translation.

9.2 All society events must be conducted in accordance with the Students' Union Equal Opportunities Policy. All society elections must be properly advertised and should be free and fair in accordance with the Equal Opportunities Policy.

10. Publicising the Equal Opportunity Policy

10.1 Copies of the Equal Opportunity Policy shall be given to all members of Student's Union staff and all members of the Trustee Board and Officers' Committee. Copies of the policy shall be available to all students on request from Students' Union Reception.

10.2 All relevant Union material must affirm the Union's commitment to its Equal Opportunities Policy.

No-Platform Policy

(Appendix B)

‘No Platform Policy’ (Appendix B)

1. Introduction

1.1 The Students Union believes;

1.1.1 That freedom of speech is a fundamental civil liberty that comes with responsibility. However, speech that incites hatred or violence against or between students should not be provided a platform by the Students’ Union.

1.1.2 That discrimination on any grounds is abhorrent.

1.1.3 That a Students’ Union is free from prejudice and discrimination.

1.1.4 That there is no place in a modern, inclusive society for the policies and beliefs of extremists.

1.1.5 That racism, sexism, homophobia and faith based discrimination have no place in the Students’ Union and should be actively discouraged.

1.1.6 That by living and learning together we have a unique opportunity to learn about and celebrate diversity.

1.1.7 That we have a responsibility to ensure that all students at Queen Margaret University are free from intimidation and activity that compromises the enjoyment of their student experience.

1.2 This policy seeks to encourage an environment in which all individual members feel able to participate in Students’ Union activities and events without fear of unfair and discriminatory attitudes and practices.

1.3 This policy compliments the Students’ Union Equal Opportunities Policy (Appendix A)

2. The Policy

2.1 The Students’ Union condemns bigotry, homophobia, racism, sexism and prejudice from any source.

2.2 The Students’ Union will not provide a platform to members of extremist opinion groups without prior written consent from the Officers’ Committee.

2.3 The Students’ Union will prevent known members of extremist opinion groups from using the Students’ Union as a platform to promote their Agenda.

2.4 The Students’ Union does not allow any of its members to invite any known members of extremist opinion groups to speak in the Students’ Union Building or at any Students’ Union event without prior written consent from the Officers’ Committee.

2.5 The Students’ Union will work continually to preserve and promote positive relations between all groups of students.

2.6 The Students' Union will permanently exclude any member found to be promoting extremist opinion from the Students' Union Membership.

2.6.1 The disciplinary procedure for any member of the Students' Union found to be promoting extremist opinion will follow the Students' Union Constitution Disciplinary Procedure (Schedule 10)

Misuse of Drugs Policy

(Appendix C)

Misuse of Drugs Policy (Appendix C)

1. Introduction

1.1 This policy has been put together to establish the procedures for dealing with issues arising around students being involved in the misuse of drugs, and to ensure that appropriate support is provided for any student involved.

2. Statement

2.1 The Students' Union does not condone the illegal use of drugs or other substances (medically or non-medically prescribed) and will actively work to ensure appropriate action is taken against misuse and ensure that appropriate support is provided for any student found to be under the influence or in possession of such substances.

3. Support

3.1 The Students' Union works to support and represent students. As such, if you have concerns about your own drug use, or that of a friend, then you are encouraged to seek advice from the Students' Union. The Student President and the relevant Union staff member are available to provide initial advice and information to students and have details of a number of organisations available to provide further advice and support.

3.2 Any information conveyed in any discussion with the above personnel will not be disclosed to another party unless there is concern that the student may be harming themselves or others, or if the student gives written permission detailing who can be contacted.

4. Disciplinary Action

4.1 Any student(s) found in possession or under the influence of drugs whilst in the Students' Union building or at a Students' Union-run event will be reported to the Student President. The Student President will then contact the student(s) to arrange a meeting to discuss the matter.

4.2 As a result of the meeting the Student President will establish the best course of action to take. This can range from a conversation with the student(s) giving information about the university drug policy, health risks and services available; through to Students' Union disciplinary action and/or reporting of the incident to the University and/or the Police.

4.3 Following the meeting with the student(s) if the President deems it necessary, the student(s) could face a suspension of membership of the Students' Union. A full inquiry shall be conducted by the Officers' Committee in accordance with the Disciplinary Policy for Members contained in the Constitution (Schedule 10).

4.4 If the outcome of this inquiry is deemed to require the intervention of the University and/or the police the Officers' Committee will act accordingly.

4.5 During this period the membership of the Students' Union will remain suspended and the student(s) will not be permitted to be involved in any Students' Union activity or use the Students' Union commercial services. The student(s) will still be permitted access to support and advice from the Student President and/or relevant Union staff member.

4.6 The University provides guidance on its policies and procedures related to the use of drugs. The University whilst not encouraging or condoning the use of drugs, will provide advice to any student wishing to discuss the use of drugs.

4.7 Any student(s) involved in disciplinary action with the University can receive support, advice and representation from the Students' Union. If such assistance is required the student(s) should contact the Student President.

5. Students' Union Staff Members

5.1 If a student member of Students' Union staff is under the influence or in possession of illegal substances whilst working for the Students' Union this should be reported to both the General Manager and to the Student President. The Disciplinary Procedures the Students' Union Staff will be followed in this instance.

5.2 If the student is not working at the time they are found to be under the influence or in possession of illegal substances, the action taken will follow the disciplinary actions outlined in section 4 of this policy.

5.3 Any decision to suspend membership will include suspension of duties as a staff member whilst any investigation of the Officers' Committee takes place. The General Manager will inform the relevant line manager of the appropriate action to be taken.

6. Trustees, Officers and Representatives of the Students' Union

6.1 Any Trustee, Officer or Representatives found to be under the influence or in possession of illegal substances whilst involved in Students' Union work, on University or Students' Union property or involved in any activity directly related to the Students' Union (e.g. NUS Conferences and training events) will be subject to the policy.

6.2 It will be viewed as a serious neglect of duties if any Trustees, Officers or Representatives of the Students' Union is found to be under the influence or in possession of illegal substances. The Trustee, Officer or Representative will be suspended from all duties relating to their position during any investigation undertaken by the remaining Trustees or Officers assisted by the Students' Union General Manager.

6.3 If the offending Officer is the Student President then the initial meeting, as outlined in 4.1, will be convened by the General Manager.

Volunteer Policy

(Appendix D)

Volunteer Policy

Volunteers are a vital part of the growth of the Students' Union. The following document will give guidelines of recruitment and selection, support for volunteers, rights and responsibilities, duties and relationships.

1. Purpose of Volunteer Policy

1.1 Within the Students' Union, volunteers are a major resource and make a vital contribution to our aims outlined above. We intend to encourage, develop and support volunteer involvement in our work in which volunteers are already important. In doing so we recognise that the roles of volunteers will complement and not replace the roles of paid staff.

1.2 In the Students' Union a volunteer is understood to be a person who does voluntary work on our behalf. It is undertaken by choice and it is unpaid. Nothing in this policy or otherwise arising from arrangements made in relation to volunteers shall give rise to an employment relationship.

1.3 Within the Students' Union, volunteers are active in the delivery of our services and are active in any community led groups and projects that we may support. Volunteers are also involved in many aspects of our work including our advisory and information services, our campaigns at local and national level and in our mentoring roles.

1.4 The Students' Union believes that our relationship with our volunteers is one of mutual responsibility and commitment, within which the Students' Union and our volunteers both have rights and responsibilities.

2. The Students' Union Obligations to Volunteers

2.1 The tasks to be performed by volunteers will be clearly defined, so that all concerned with their activities are sure of their respective roles and responsibilities.

2.2 The organisation will comply with the Data Protection Act by the use of application/registration forms and by keeping records of work done by volunteers as a basis for monitoring, and by enabling volunteers to have access to their records.

2.3 Volunteering opportunities will complement rather than replace the work of paid staff.

2.4 Opportunities will be given for volunteers to represent their views to the Students' Union.

2.5 All existing and future policies will be checked as to how they affect volunteers.

3. The Volunteers' Obligations to the Students' Union

3.1 All volunteers should carry out their tasks in a way which corresponds to the aims and values of the Students' Union and volunteer within agreed guidelines and remits.

3.2 All volunteers shall respect confidentiality, respect other volunteers, service users and staff.

3.3 All volunteers shall carry out their tasks with regard to the health and safety of others and attend training and support sessions where appropriate.

4. Recruitment and Selection

- 4.1 The Students' Union will adhere to its equal opportunities policy when recruiting and selecting volunteers.
- 4.2 To ensure that all volunteering opportunities are widely accessible they will be promoted appropriately. Such promotion will specify the task to be undertaken and will draw attention to the benefits and experience gained from participation in volunteering.
- 4.3 Where appropriate, volunteers will be required to complete a volunteer's application/registration form.
- 4.4 Written task descriptions will outline time, commitment, necessary skills and actual duties.
- 4.5 The Students' Union will comply with the Police Act Part V and will follow the procedures and standards laid down by Volunteer Development Scotland's "Protecting Children" when selecting volunteers who are to work with children, young people, and other vulnerable groups.
- 4.6 We will request references for volunteers where appropriate.
- 4.7 Once placed, we expect the volunteers to comply with the existing policies and procedures.

5. Support for Volunteers

- 5.1 The Students' Union will invest financial and personnel resources for the management of volunteers.
- 5.2 The Students' Union will provide an introduction period and a review session for volunteers to assess the progress of their placements and to resolve any problems at an early stage.
- 5.3 Volunteers will be given information on legislation and policies that may affect them e.g. Health and Safety, Human Rights and Equal Opportunities.
- 5.4 All volunteers will be offered appropriate access to support and supervision on a regular basis, with a named staff support, and will be informed whom to contact in an emergency.
- 5.5 All volunteers will be offered equal access to appropriate training to enable them to develop their capabilities and personal competence appropriate to their volunteering role.
- 5.6 Opportunities will be provided for changing and/or upgrading volunteer responsibilities as desired by the volunteer and appropriate to the organisation's need.
- 5.7 Volunteers will be encouraged to provide each other with mutual support within the bounds of confidentiality.
- 5.8 The Students' Union complaints, grievance and disciplinary procedures will be explained to volunteers and they will be informed of who to contact if they have a grievance about any aspect of their work.

Financial Regulations

(Appendix E)

1. Responsibility

There is a general duty of care to ensure that the financial affairs of the Union are conducted properly. This shall be discharged by the Trustee Board.

2. Procedure

The Union shall maintain systems of accounting and financial control which are consistent with the provisions of the Education Act 1994. The financial procedure of the Union shall make provision for:

2.1 Audit

2.1.1 The Students' Union shall, in each financial year, appoint a qualified and registered auditor to audit its accounts and balance sheets for that year.

2.1.2 Variation to the appointment of the auditors shall be the resolution of the Trustee Board.

2.1.3 The auditor is required to make a report which is presented to the members of the Students' Union at the AGM on the profit and loss account, trading accounts, balance sheet and cash flow.

2.1.4 The auditor shall have a right of access at all times to the books and accounts of the Students' Union and to any other documents relating to its affairs. They shall be entitled to receive all information and explanations from trustees, officers, members and staff of the Students' Union, as they think necessary for them to carry out their duties as auditor.

2.1.5 A copy of the documents shall be available for inspection by any full member of the students Union.

2.1.6 A copy of the audited accounts and reports shall be supplied to the University Court.

2.2 Orders

2.2.1 All capital or extraordinary expenditure over £500 should be made only after seeking competitive quotations.

2.2.2 Three competitive quotations should be sought when possible.

2.2.3 The Trustee Board will be responsible for approving final recommendations of supply.

2.2.4 Choice of supply may be based upon price, service level, design and other factors specific to the nature of the purchase.

2.2.5 Contracts shall be signed by a sabbatical officer, and one permanent member of staff.

2.2.6 Any member or employee of the Students' Union who places an order that is not binding under of this section, shall thereby render themselves personally liable for the goods or services so ordered, and may render themselves liable to disciplinary action and shall

indemnify the Students' Union from and against any costs, claims, expenses and liability arising from them.

2.2.7 In the case of goods for clubs and societies no order shall be signed unless authorisation from two of the following three people has been received and approval has been given by the Vice President or Sports and Societies Officer:

- Club Chair
- Club Treasurer
- Club Secretary

2.3 Contracts

2.3.1 The under-mentioned persons are authorised within the limits of their areas of responsibility to sign and negotiate contracts:

- General Manager
- President
- Vice President

2.3.2 Contracts shall be signed by two of the above, of whom one shall be a sabbatical officer and one a permanent member of staff.

2.3.3 General terms, security for monies and any interest payable thereon shall be decided by the Trustee Board, following professional advice.

2.4 Petty Cash

2.4.1 The rules for operation of this system are set out in the financial procedures manual and may be modified from time to time with the approval of the General Manager and the Trustee Board.

2.4.2 Disbursements from petty cash shall be made as follows:

- 2.4.2.1 For amounts to a value not exceeding £100. Exceptions will be made at the discretion of the General Manager.
- 2.4.2.2 It is not permitted to split a single purchase exceeding £100 between several claim forms to remain within the petty cash limit.
- 2.4.2.3 Purchase orders must be raised for purchases exceeding the petty cash limit or where goods can be obtained from an existing supplier.
- 2.4.2.4 Petty cash shall not be used to encash personal or other cheques.
- 2.4.2.5 Petty cash may only be used to reimburse trustee, staff or student travel or hospitality normally agreed in advance.
- 2.4.2.6 Advances of petty cash (IOU's) shall only be made in exceptional circumstances and require two signatures, the person to whom the advance is made and that of an authorising officer.

2.4.3 Re-imbursements

- 2.4.3.1 Petty cash claims shall only be reimbursed by the Finance Administrator.
- 2.4.3.2 Re-imbursements of petty cash shall only be made against completed petty cash claim forms, obtainable from the Students' Union reception. A receipt should be provided.
- 2.4.3.3 Petty cash claim forms must have two signatures, that of the payee and that of an authorising officer or General Manager, and be supported with receipts or other proof of purchase.
- 2.4.3.4 Manager and executive claims must be countersigned their line manager, the President or Vice President or the General Manager.
- 2.4.3.5 The cash account will be counted and reconciled daily. The general manager will review these reconciliations on a periodic basis

2.5 Bank Accounts

- 2.5.1 The Students' Union shall maintain such bank accounts as from time to time are deemed necessary by the Trustee Board.
- 2.5.2 The cheque signatories shall be two of the following
 - General Manager
 - President
 - Vice President

Sustainability Policy

(Appendix F)

1.Principles

- 1.1 The Students' Union, Queen Margaret University, recognizes that its activities have an impact on the environment and acknowledges its responsibility for conducting activities and operations in respect to ecology whenever possible
- 1.2 The Students' Union commits to monitor its environmental impact by measuring its consumption of energy and water and implementing a recycling scheme for waste.
- 1.3 The Students' Union will work closely with, and support, the University on environmental and sustainability issues on campus as part of an environmental partnership.
- 1.4 The Students' Union shall make its best effort to meet environmental standards set in UK, EU and International regulations
- 1.5 The environmental policy, environmental impacts and environmental campaigns shall be publicized to all Students' Union members and staff, all of whom will be encouraged to abide by them

2. Waste and Recycling

- 2.1 The Students' Union (working with the University) will have in place a scheme to recycle as many materials as possible
- 2.2 The Students' Union encourages the reduction of waste with reducing material use and reusing material where possible
- 2.3 The Students' Union does not use plastic bags in its activities and strongly advises visitors to its Freshers' Fair and other activities to use re usable bags that are not made of plastic

3. Energy

- 3.1 The Students' Union commits to reduce the use of natural resources associated to the following key area:
 - Energy consumption;
 - Water consumption;
 - Travel pollution;

4. Ethics

- 4.1 The Students' Union supports the University in sustaining its Fairtrade status and promote the use of Fairtrade goods when possible
- 4.2 The Students' Union encourages students to take part in ethical initiatives through its societies and other student groups

5. Awareness

5.1 The Students' Union encourages its members to lead environmental and ethics campaigns and to lobby the University to become more ecologically friendly

5.2 The Students' Union officers and staff are made aware of the environmental policy through induction processes

6. Commitment

6.1 The Students' Union will ensure commitment to this policy through the implementation of The Students' Union Climate Change Action Plan.

7. Environmental Committee

7.1 There shall be an Environmental Committee leading on the sustainable policy

7.2 The Environmental Committee shall be made up of the General Manager, the Student President, the Environment and Ethics Officer and any active volunteer

7.3 The Environmental Committee shall take the lead on the Green Impact Students' Union submission

7.4 The Environmental Committee shall meet at least four times per year to review the above policy and ensure the implementation of The Students' Union Climate Change Action Plan

7.5 The Environmental Committee shall provide advise and make any recommendations and changes deemed necessary to decrease The Students' Union environmental impact

7.6 The Environmental Committee shall report to the Board of Trustees

Alcohol and Initiation Policy

(Appendix G)

1. Statement

1.1 Queen Margaret University Students' Union (QMUSU) has the responsibility to ensure that all full members have the opportunity to join any sport or society in a safe and supportive environment free from peer pressure and irresponsible behaviour during events and activities.

2. Alcohol Statement

2.1 QMUSU recognises alcohol consumption is part of the student life style and that some students often partake in it. However, QMUSU does not in any way condone or support alcohol abuse of any kind that would endanger, within any capacity, or harm any of QMUSU's members.

2.2 All Sports and Society Committees shall ensure that no member is forced or peer pressured in any way to drink irresponsibly. Irresponsible drinking can lead to severe illness and antisocial behaviour. Such behaviour is deemed unacceptable by law and by the Students' Union Constitution. Alcohol consumption shall be limited to a reasonable level that encourages drinking with moderation and behaving well during all Sports and Societies activity.

2.3 No student at any point shall feel pressured to take part in any activity that they do not wish to partake in. There shall not be, under any circumstances, repercussions for said individuals who do not wish to take part in an activity.

2.4 QMUSU Constitution requires the whole Sports and Societies membership to adopt and follow this code of practice for activities and events.

3. Social Events

3.1 Social events are there for Sports and Societies to socialise and to create strong bonds amongst teams and groups of people.

3.2 QMUSU Sports and Societies membership must, firstly adhere to the Equal Opportunities Statement and Policy as set out in Queen Margaret University Students' Union Constitution. This is to allow fair and open access to our Sports and Societies regardless of individual status of any kind.

3.3 Social events shall be optional for the membership and non-attendance shall not warrant any kind of penalty for the individuals concerned.

3.4 Members shall have a pleasant and enjoyable experience when taking part in any activity related to a sport and societies event. Individual shall be free to have various level of involvement to social and core activities. Members shall be put under no pressure of any kind to participate in any kind of Sport/Society activity.

3.5 The core committee, (President/Captain, Vice President/Vice Captain, Treasurer, and Secretary) are responsible for the welfare and safety of its members to a reasonable extent. Ensuring that Risk Assessments and other relevant documentation are in place to provide support in these areas.

3.6 The whole membership must conduct themselves in a courteous and polite manner when in the presence of external members of the community, general public, and members of the University.

3.7 Under no circumstances shall any sport/society plan or engage in degrading, unsafe and irresponsible activity.

4. Initiation Ceremonies

4.1 Initiation Ceremonies are defined as a process or ceremony in which someone becomes a member of a Sports team or Society. This policy statement is not exclusive to new members but also returning members. These ceremonies and/or processes often include a series of tasks that affected members need to perform in order to gain status, position, membership and/or credibility. The tasks often include, but not exclusively, demeaning, humiliating, abusive, irresponsible and dangerous forced or required activity. This is inclusive of ceremonies that take place both on and off campus.

4.2 QMUSU does not condone or encourage initiation ceremonies of any kind for any of its membership whilst taking part in QMUSU activities. This practice can be considered to be highly dangerous and such ceremonies can result in extreme distress that may affect individuals from the student membership personally, academically and medically.

4.3 Such practice and intentional organisation of such practice is deemed by QMUSU as gross misconduct and any breaches of this policy will result in disciplinary action, in accordance to QMUSU's Disciplinary Procedure for Members (Schedule 10).

Glossary of Terms

AGM – The Annual General Meeting of the Students’ Union held once a year where all matriculated students can attend and vote on agenda items.

Elected Officers – Sabbatical Officers or Part-Time Officers of the Students’ Union who are elected in the Students’ Union Spring Elections or By-Election and work according to their officer remit, for example Sports and Societies Officer who oversees these activities in the Union.

Ex-officio – By right or virtue of the position held. An ex-officio member is a member of a board or committee by virtue of her/his title to a certain office and does not require further appointment.

Members/Membership – The Students’ Union is a membership organisation and the membership is made up of all matriculated students of Queen Margaret University. Members or Membership only refers to students of Queen Margaret University with the exception of any such student who has exercised her/his right not to be a member.

Memorandum of Understanding – Binding legal document which includes terms and condition of (paid) Sabbatical Officers.

NUS – The National Union of Students is the main confederation of Students’ Unions in the UK.

Point of Order – A matter raised during consideration of a proposal concerning the rules of meetings procedure. A point of order may be raised if the rules appear to have been broken.

Quorum – The minimum number of members present at a Students’ Union meeting that allows that meeting to go ahead. When a meeting does not reach quorum it will need to be reconvened at a later date.

Sabbatical – A one-year paid term of office for the Student President and Student Vice-President. These elected positions may be referred to as Sabbatical Officers.

Schedule – The Students’ Union Constitution is organised into parts. These parts are numbered ‘schedules’ with their own title.

Section – The Schedule is organised into numbered ‘sections’ for ease of reference.

Single Transferable Voting System – a preferential voting system which allocates an individual’s vote to their most preferred candidate and then subsequently transferred unneeded or unused votes after candidates are either elected or eliminated, according to the voters’ stated preferences.

Sub-section – Each Section is organised into numbered ‘sub-sections’ for further ease of reference.

Trustee/Trustee Board - The Trustee Board of The Students’ Union Queen Margaret University (QMU), Edinburgh are responsible for overseeing and co-ordinating the management and administration of Students’ Union business and shall ensure that financial and operational activity is in accordance with the charitable legislation. The Board is made up of 3 Elected Officers, 3 Student Trustees and 3 External Trustees.