

Company number 08015198

OF

National Union of Students (United Kingdom) (Company)

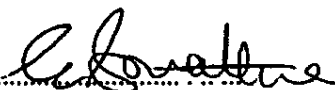
Passed on 14th December 2016

At a general meeting of the Company duly convened and held at Royal Victoria Holiday Inn, Sheffield on 14th December 2016 at 12 noon, the following resolutions were duly passed as special resolutions.

SPECIAL RESOLUTIONS:

1. That Article 43.11 be deleted and replaced with: "An officer from each of the five Liberation Campaigns"
2. That Article 52 be deleted and replaced with: There shall be five Liberation Campaigns, as follows:"
3. That the following wording be inserted as Article 52.5: "Trans Students"
4. That the following wording be inserted as Article 43.15: "A representative for student parents and carers"

Signed.....



Chair of the meeting

WEDNESDAY



A10

A5MC93XS

21/12/2016

#623

COMPANIES HOUSE

ARTICLES OF ASSOCIATION & RULES

National Union of Students of the United Kingdom

Core Constitution

Core Constitution

The Companies Act 2006
Company Limited by Guarantee and not having a Share Capital
Index to Articles of Association of National Union of Students (United Kingdom)

1-2	Status of the National Union
3	Mission
4-5	Objects
6-8	Equal Opportunities and No Platform Policy
9	Powers
10-11	Resources and Assets
12-13	Membership
14-15	Constituent Membership
16	Individual Membership
17-18	Associate Membership
19	Honorary Membership
20-24	Rights and Obligations of Members
25-26	Withdrawal of Membership
27-29	Defaulting Members
30	Suspension of Members
31	Expulsion from Membership
32-35	National Conference Role and Powers
36	Composition of the National Conference
37-40	Proceedings of the National Conference
41	National Ballots
42	National Executive Council Role and Powers
43	Composition of the National Executive Council
44-45	Proceedings of the National Executive Council
46-49	Nations (Scotland, Wales and Northern Ireland)
50-53	Liberation Campaigns (Women, Black, Disabled, LGBT)
54-57	Sections (Postgraduates, Part-time, Mature, International)
58-61	Zones (Union Development, H/F Education, Welfare, Soc-Cit)
62-65	Democratic Procedures Committee
66	Elections and the Chief Returning Officer
67-69	Trustee Board Role and Powers
70-79	Composition of the Trustee Board
80-82	Disqualification and Removal of Trustees
83	Replacement of Trustees
84-85	Proceedings of the Trustees
86-93	Delegation of Trustees' Powers
94-96	Nominations Committee
97-100	Full Time Officers
101	Rules
102	Conflicts of Interest
103-105	Minutes
106-108	Budget, Accounts and Reports
109 – 112	Communications by the National Union
113	Liability of Constituent Members
114	Indemnity
115-116	Code of Conduct
117	Secretary
118	Irregularities
119	Exclusion of Model Articles
120-137	Company Law Meetings
138-140	Interpretation
141-142	Amendments to the Articles
143-146	Definitions and Interpretation

Core Constitution

Rules made under the Articles by the National Conference

100	National Executive Council
200	Full Time Officers
300	National Conference
500	Democratic Procedures Committee
600	Elections
700	Trustee Board Proceedings
800	Zones
900	Sections
1000	Nominations Committee
1100	National Ballot
1200	NUS Scotland
1600	NUS Wales
1800	NUS-USI Trilateral Agreement for Northern Ireland
1900	Liberation Campaigns
2000	Area Organisations
2100	Subscriptions & Payments
Annex 1	Regulation on politically autonomous events
Annex 2	NUS-USI Student Movement Constitution
Annex 3	Regulations pertaining to National Conference

Foreword

To ensure that all the rules stay understandable, accessible and do not contradict themselves, the Democratic Procedures Committee keeps all the rules, and their numbering under review. If you spot any inconsistencies, spelling mistakes or faulty numbering, please email executiveoffice@nus.org.uk and your suggestions will be brought to the attention of the Committee.

If you wish to make a substantive change to any of the rules a motion will have to be passed at National Conference (or for Wales, Scotland or NUS-USI their Conferences and Councils). For information on how to do this, please email executiveoffice@nus.org.uk or consult the rules for motion submissions.

In Unity

NUS Democratic Procedures Committee, April 2013

Core Constitution

The Companies Act 2006 Company Limited by Guarantee and not having a Share Capital Articles of Association of National Union of Students (United Kingdom)

The National Union

- 1 The National Union shall be a company in the name of "The National Union of Students of the United Kingdom" (here after called "the National Union")
- 2 The National Union shall be a confederal association of Students' Unions, students' associations, guilds, junior common rooms and representative councils of Students involved in post-sixteen education and training in the United Kingdom

Mission

- 3 The National Union's mission shall be to
 - 3.1 promote, defend and extend the rights of Students, and
 - 3.2 develop and champion strong Students' Unions

Objects

- 4 The primary objects of the National Union are to
 - 4.1 represent Students of the United Kingdom locally, nationally and internationally,
 - 4.2 promote and maintain the educational, social, cultural and general interests of Students,

Core Constitution

- 4 3 arrange services, goods, facilities and other benefits for Members of the National Union, for persons and organisations associated with the National Union, and for other Students and their organisations,
 - 4 4 promote the views of Students on problems in the educational system as a whole,
 - 4 5 promote the interests of Students in economic, social, youth and mature issues which have a direct affect on education or upon the status and welfare of Students within society,
 - 4 6 promote the views of Students upon those issues which have a direct bearing on the education or social rights of students of any country,
 - 4 7 maintain and promote co-operation with students and student organisations of other countries,
 - 4 8 discuss, comment and act upon current affairs which are of interest or importance to Students,
 - 4 9 support causes which, in the opinion of the National Conference, merit the support of Students in general,
 - 4 10 support prospective, current and past Students in seeking gainful employment, and
 - 4 11 act as a channel of communication between Members and external bodies
- 5 The secondary objects of the National Union are to
- 5 1 discuss, act upon and promote awareness of all of its primary objects in their full economic and social context,
 - 5 2 promote its primary objects as an organised student group and in liaison and cooperation with other organised groups in society, and
 - 5 3 do anything helpful to its primary objects

Equal Opportunities

- 6 In pursuance of these objects, the National Union will not tolerate, and shall seek to eradicate, discrimination on the basis of race, sex, sexual orientation, disability, ethnic origin, religion, age, nationality, caring responsibility status, creed or gender identity, and will be independent of any party political organisation or religious body, but positive action in favour of any disadvantaged section of society shall be allowed

No Platform Policy

- 7 In pursuance of the National Union's objects, any individuals or members of organisations or groups identified by the Democratic Procedures Committee as holding racist or fascist views shall not be allowed to stand for election to any National Union office, or go to, speak or take part in National Union conferences, meetings or any other National Union events, and Officers, Committee Members and Trustees shall not share a public platform with an individual or member of an organisation or group known to hold racist or fascist views. The Democratic Procedures Committee shall develop Rules for the operation of the National Union's "no platform" policy which shall need the approval of the National Conference
- 8 In addition, as part of the National Union's no platform policy
- 8 1 a person or organisation or group may be subject to the National Union's "no platform" policy from time to time because of a decision of the National Conference,
 - 8 2 a list of the individuals, organisations and groups subject to the National Union's "no platform" policy shall be kept on record by the National Executive Council,
 - 8 3 any Student identified as not being allowed to stand for election at the National Conference as a result of the National Union's "no platform" policy shall be removed from the relevant and any subsequent stages of the election process by the Chief Returning Officer,
 - 8 4 any Constituent Member or member of the National Conference may complain to the Democratic Procedures Committee about the right of a person to be present at the National Conference on the basis that this person is now subject to the "no platform" policy. Such a complaint may be made at any time before or during the National Conference, and the Democratic Procedures Committee shall have the power at its absolute discretion to investigate the complaint and then withdraw the person's right to go to the National Conference where, in the opinion of the Democratic Procedures Committee, that person is now subject to the "no platform" policy,
 - 8 5 Articles 8 2 – 8 4 shall apply to all other conferences and events where the Democratic Procedures Committee shall have the power to exercise its authority in pursuance of the above
 - 8 6 In proposing the code of conduct the Trustee Board shall implement the principles of "No Platform" at all other conferences and events not governed by the Democratic Procedures Committee

Powers

- 9 To further its objects, but not for any ultra vires purpose, the National Union may

Core Constitution

- 9 1 set up, support, promote and run a network of programmes and activities for Members,
- 9 2 provide services and facilities directly for Students where suitable,
- 9 3 alone or with organisations
 - 9 3 1 carry out campaigning activities,
 - 9 3 2 seek to influence public opinion, and
 - 9 3 3 make representations to and seek to influence governmental and other bodies and institutions,
- 9 4 write, make, commission, print, publish or distribute materials on any medium or assist in these activities,
- 9 5 promote, initiate, develop and carry out education and training and arrange provide or assist with exhibitions, lectures, meetings, seminars, displays or classes,
- 9 6 promote, encourage, carry out or commission research, surveys, studies or other work and publish the useful results,
- 9 7 provide or appoint others to provide guidance, representation and advocacy,
- 9 8 buy, lease, hire or receive property including land buildings and equipment and equip it for use,
- 9 9 sell, manage, lease, mortgage, exchange, dispose of or deal with all or any of its property,
- 9 10 borrow and raise money on terms and security as the National Union may think suitable (subject to any consent needed by law),
- 9 11 raise funds and invite and receive contributions from any person(s),
- 9 12 trade while carrying out any of its aims and objects,
- 9 13 incorporate companies to carry on any trade,
- 9 14 subject to Article 10 below, employ and pay employees and professionals or other advisors,
- 9 15 subject to Article 10 below, grant pensions and retirement benefits to employees of the National Union and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for employees of the National Union and their dependants,
- 9 16 enter into contracts to provide services to on or on behalf of other bodies,
- 9 17 set up organisations or charities with identical or similar objects and/or promote, support, aid, amalgamate or co-operate with, become a member or affiliate or associate of, and act as or appoint trustees, agents, nominees or delegates to control and manage organisations or charities, subscribe, lend or guarantee money to these charities,
- 9 18 undertake and execute any trusts which may lawfully be undertaken by it,
- 9 19 invest and deal with the National Union's money not immediately needed for its aims and objects in or upon any investments, securities, or property,
- 9 20 delegate the management of investments to a suitably experienced and qualified financial expert provided that
 - 9 20 1 The investment policy is set down in writing for the financial expert by the Trustees,
 - 9 20 2 Every transaction is reported promptly to the Trustees,
 - 9 20 3 The performance of the investment is looked at regularly by the Trustees,
 - 9 20 4 The Trustees are entitled to cancel the delegation at any time,
 - 9 20 5 The investment policy and the delegation arrangements are looked at least once a year,
 - 9 20 6 All payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt,
 - 9 20 7 The financial expert may not do anything outside the powers of the Trustees, and
 - 9 20 8 The financial expert is an individual who is an authorised person within the meaning of the Financial Services & Markets Act 2000, or a company or firm of high repute which is an authorised or exempt person within the meaning of the Financial Services & Markets Act 2000 except persons exempt solely by virtue of Article 44 and/or Article 45 of the Financial Services & Markets Act 2000 (Exemption) Order 2001,
- 9 21 arrange for investments or other property of the National Union to be held in the name of a nominee (being a company or a limited liability partnership registered or having an set up place of business in England and Wales) under the control of the Trustees or a financial expert acting under their instructions and to pay any reasonable fee needed,
- 9 22 lend money and give credit to, take security for these loans or credit and guarantee or give security for the performance of contracts by any person or company,
- 9 23 open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange,
- 9 24 buy or acquire all or any of the property, assets, liabilities and engagements of any organisations or charities with objects similar to the National Union's objects,

Core Constitution

- 9 25 pay out of the funds of the National Union the costs of forming and registering the National Union,
- 9 26 pay out of the funds of the National Union the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they maybe guilty in relation to the National Union provided that no such insurance shall extend to any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceedings, or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising), any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct,
- 9 27 form a charity or charities with identical or similar objects to the National Union and transfer to it or tem assets and liabilities of the National Union,
- 9 27 form a charity or charities with identical or similar objects to the National Union and transfer to it or tem assets and liabilities of the National Union, and
- 9 28 do all such other lawful things as shall further the National Union's objects

Resources & Assets

- 10 The income and property of the National Union shall be applied solely towards the promotion of its objects set out in these Articles of Association. No part of the income and property of the National Union may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Member and no Officer, Committee Member or Trustee may receive any payment or other benefit in money or money's worth from the National Union except for payment in good faith of
 - 10 1 any reasonable payment to a Member, Officer, Committee Member or Trustee for any goods or services provided by the Member, Officer, Committee Member or Trustee to the National Union under a contract for those goods or services,
 - 10 2 reasonable and proper payment to any person (including a Member and a Trustee) for any services provided to the National Union (including by way of employment and in particular but without limitation the employment of Officer Trustees under Article 73, Full Time Officers under Article 97 and any other full time officers or other officers under Article 100),
 - 10 3 interests on money lent to the National Union at a reasonable and proper rate per annum,
 - 10 4 any reasonable and proper rent for premises let to the National Union,
 - 10 5 fees, payment or other benefits in money or money's worth to any company of which a Trustee or a Member or a member of her immediate family holds one per cent of the capital,
 - 10 6 reasonable and proper out-of-pocket expenses of the Officers, Committee Members and Trustees,
 - 10 7 reasonable and proper premiums in respect of indemnity insurance effected in line with Article 9 26 above, and
 - 10 8 an Officer, Committee Member or Trustee may receive payment under an indemnity from the National Union in accordance with the indemnity provisions set out at Article 114,

provided that where benefits are conferred under this Article 10, Article 102 (Conflicts of Interest) must be complied with by the Officer, Committee Member or Trustee in relation to any decisions regarding the benefit

- 11 If any property remains after the National Union has been wound up or dissolved and all debts and liabilities have been satisfied, it shall be paid to or distributed among the Constituent Members of the National Union

Membership

- 12 Until and including the Effective Date, the Members of the National Union shall be the subscribers to the Memorandum of Association of the National Union. Thereafter, the Members of the National Union shall be as follows
 - 12 1 Constituent Members,
 - 12 2 Individual Members,
 - 12 3 Student Organisations in Association, Partner Organisations in Association, Individuals in Association and NUS Areas (together the "Associate Members"), and
 - 12 4 Honorary Members

The Constituent Members are the Company Law Members of the National Union for the purposes of the Companies Acts. The Individual Members, Associate Members and Honorary Members are not Company Law Members

- 13 Members' details (other than Individual Members) shall be entered in a register of Members. These details shall include, where relevant, details of the nominated representative which is a Member of the Union on behalf of an unincorporated Constituent Member under Article 15.1

Constituent Members

- 14 Constituent Membership shall be open to
 - 14.1 any representative organisation, Students' Union, students' association, guild, common room or representative council in the United Kingdom to which all the full-time students in post-sixteen education or a post-sixteen education establishment belong, and
 - 14.2 in the absence of any representative student organisation, any student body of a post-sixteen educational establishment which is approved by the National Conference
- 15 Applications for Constituent Membership shall be sent to the Democratic Procedures Committee by a method of its determination. The Democratic Procedures Committee shall make investigations and enquiries as it thinks fit, and shall submit the application to the next available meeting of the National Conference or the National Executive Council after the receipt of the application. The National Conference or the National Executive Council may accept or reject the application. If the organisation is accepted into membership by a meeting of the National Executive Council this decision shall need further ratification at the next meeting of the National Conference. Acceptance by the National Conference and the National Executive Council shall need a two thirds majority vote
 - 15.1 An organisation admitted to Constituent Membership which is unincorporated shall be a member through the person of its nominated representative from time to time. Every such organisation must notify the National Union in writing of the name of its nominated representative and may, subject to the right of the National Conference or the National Executive Council to decline to accept any person as a member, replace such nominated representative at any time by giving notice to the Union. The membership rights may be exercised by the nominated representative or by the organisation which she represents
 - 15.2 An organisation admitted to Constituent Membership which is an incorporated body ("a Corporate Member") may by resolution of its directors or other governing body authorise a person or persons to act as its authorised representative or representatives at any meeting of the Union. Evidence of the appointment of the representative must be provided in the form of
 - 15.2.1 an original or certified copy of the resolution of the directors or other governing body of the Corporate Member,
 - 15.2.2 a letter confirming the appointment of the representative on the letterhead of the Corporate Member signed by a duly authorised individual and submitted with evidence of the authority under which it was signed, or
 - 15.2.3 such other form as the Democratic Procedures Committee may reasonably require
 - 15.3 A person authorised under Article 15.2 may exercise (on behalf of the Corporate Member) the same powers as the Corporate Member could exercise if it were an individual member
 - 15.4 Subject to Article 15.1, Constituent Membership is not transferable

Individual Members

- 16 Individual Membership, which is defined for the purposes of determining eligibility for candidacy for elections, is automatically conferred upon
 - 16.1 The Students of a Constituent Member aged 16 or over,
 - 16.2 The Committee Members and members of the National Executive Council,
 - 16.3 The sabbatical officers of Constituent Members, and
 - 16.4 The sabbatical convenors of NUS Area Organisations

Associate Members

- 17 Associate Membership shall be open to
 - 17.1 national student organisations having a substantial student membership uniting students for any purpose, known as "Student Organisations in Association",
 - 17.2 non-student organisations who have general sympathy with the National Union, or who have particular areas of common interest with the National Union, known as "Partner Organisations in Association",
 - 17.3 individuals interested in and supporting the objects of the National Union, known as "Individuals in Association", and

Core Constitution

- 17 4 voluntary associations of students' unions defined geographically and recognised by the National Executive Council under the Rules, known as "NUS Areas"
- 18 Applications to become an Associate Member shall be made to the National Executive Council by a method of its determination and may be accepted or rejected by a two thirds' majority vote of the National Executive Council. The National Conference shall have the right to reverse any such decision

Honorary Members

- 19 The National Conference may elect to and remove from Honorary Membership of the National Union any person and organisations as it sees fit

Rights and Obligations of Members

- 20 Members shall be entitled to receive any privileges and benefits as decided by the Trustee Board from time to time
- 21 Only Constituent Members and members of the National Executive Council are entitled to go to and vote at meetings of the National Conference. Constituent Members and members of the National Executive Council are also entitled to submit policy proposals to the National Conference, the Nations, the Liberation Campaigns, the Student Sections and the Zones. For the purposes of submission of proposals and participation in the National Conference, the National Executive Council and each principal committee of the Nations, the Liberation Campaigns, the Student Sections and the Zones shall act as a Constituent Member in its own right as further defined in the Rules
- 22 Constituent Members and Associate Members shall be liable to pay a subscription as decided by the Trustee Board and approved by the National Conference
- 23 Individual Members shall be entitled to stand for election as Officers, Committee Members and members of the National Executive Council
- 24 Constituent Members and Individual Members agree to abide by these Articles of Association and to contribute to the carrying out of any decisions of the National Conference

Termination of Membership Withdrawal

- 25 A Constituent Member or an Associate Member may withdraw from membership of the National Union by giving written notice to the National Executive Council before the 1st July in the year in which it wishes to withdraw from membership, this notice to take effect on the 31st December of that year
- 26 The membership of the Constituent Member or the Associate Member shall end without prejudice to any outstanding claims that the National Union may have against such Member

Default

- 27 Where a Member owes any money to the National Union or is in arrears in payment of all or part of its membership subscription, the Trustee Board may withdraw from the defaulting Member all or any of its membership rights and privileges (including any rights of participation in the governance of the National Union)
- 28 If a membership subscription or any part of it is in arrears for more than two years, the membership of the defaulting Member (and its rights and privileges) shall automatically end without prejudice to any outstanding claim of the National Union against such Member
- 29 If an Associate Member fails to pay its membership subscription within 90 days of it becoming due, its membership shall end on the expiration of that 90 day period

Suspension

- 30 In accordance with the Code of Conduct, if any Member takes action which discriminates on the grounds of race, sex, sexual orientation, disability, ethnic origin, religion, age, nationality, caring responsibility status, gender identity or creed, the Member may be deprived of some or all of its rights, privileges, facilities or benefits. Suspension shall be for as long and upon such terms as may be determined in the Code of Conduct

Expulsion

- 31 Any Member may be expelled by a resolution of the National Conference passed by a two thirds' majority

Insolvency of Constituent Members

- 31 1 A person who is the nominated representative of an unincorporated Constituent Member in accordance with Article 15 1 shall cease to be a Constituent Member if the unincorporated

Core Constitution

organisation goes into liquidation or has an order made or a resolution passed for its winding up, other than for the purpose of a solvent reconstruction or amalgamation

- 31 2 A Constituent Member that is a Corporate Member shall cease to be a Constituent Member if it goes into liquidation other than for the purpose of a solvent reconstruction or amalgamation, has an administrator or a receiver or an administrative receiver appointed over all or any part of its assets, or has an order made or a resolution passed for its winding up

National Conference

Role and powers

- 32 The National Conference shall be the Sovereign Policy Making Body of the National Union, subject to any exceptions stated expressly in these Articles
- 33 The National Conference shall be responsible for the following
- 33 1 producing policy or position statements outlining the general activities that the National Union intends to undertake in order to carry out its mission and fulfil its objects,
 - 33 2 carrying out a range of administrative functions in relation to the National Union, and
 - 33 3 holding elections for posts of Officers and Committee Members as further defined in these Articles and the Rules
- 34 The National Conference shall determine the policy of the National Union either of its own motion at a meeting of the National Conference, or by adoption of policy decisions taken by the National Executive Council, the Nations, NUS-USI, the Liberation Campaigns, or the Student Sections in between meetings of the National Conference
- 35 The National Conference shall have power to appoint and remove the Trustees in line with Articles 74 to 83 below

Composition

- 36 The composition of the National Conference shall be as follows
- 36 1 specified Committee Members as decided in the National Conference Rules, and
 - 36 2 a number of representatives from each Constituent Member, as decided in line with the National Conference Rules. An entitlement to a number of delegates per "full time equivalent" student at the Constituent Member, where "full time equivalent" means the total number of full time students added to 0.6 of part time students will be proposed by the Democratic Procedures Committee and agreed by Conference in accordance with the National Conference Rules, save that in proposing the entitlement figure the DPC shall ensure that the total number of delegates entitled to attend National Conference is calculated to not fall below 1400
 - 36 3 Representatives to National Conference from Higher Education Constituent Members shall be elected by Cross Campus Ballot in a way detailed in the National Conference Rules

Proceedings

- 37 The National Conference shall hold an annual general meeting before the month of May in each calendar year
- 38 The National Conference may hold meetings other than annual meetings at any time and these shall be called extraordinary meetings
- 39 The meetings of the National Conference shall be held in line with the Rules
- 40 The procedures of the National Conference shall be further defined in the National Conference Rules

National Ballot

- 41 A National Ballot may be called between meetings of the National Conference to determine a matter of interim Policy or confidence in any person elected by the National Conference. Policy created by a National Ballot shall have the same status as Policy made by National Conference (or subordinate bodies) and will always be resubmitted for debate at the next meeting of the National Conference
- 41 1 Such a Ballot may be called upon request of 5% of Constituent Members in a manner further detailed in the Rules
 - 41 2 The Ballot will be conducted by the Chief Returning Officer in a manner detailed in the Rules, save that in participating in the Ballot, the position of the Constituent Member must have been approved by that Constituent Member's sovereign policy making body
 - 41 3 An application to call a National Ballot to overturn a decision made by National Conference shall automatically be ruled out of order

National Executive Council

Role and powers

- 42 The National Executive Council shall be the interim policy body and its officers shall provide the Political Leadership of the National Union. The National Executive Council shall be the most senior policy body outside of the National Conference. The National Executive Council shall
- 42 1 decide emergency policy of the National Union in between meetings of the National Conference,
 - 42 2 appoint members to various committees as further defined in the Rules,
 - 42 3 set up special committees of significance to the National Union whose work applies to more than one Nation, Student Section, Liberation Campaign or Zone,
 - 42 4 interpret and develop policy and plans arising from it,
 - 42 5 hold the Zones and their work to account,
 - 42 6 advise the Trustee Board on the meaning of policy, political priorities and allocation of resources of the National Union subject to the Trustee Board's power of overrule in Article 69,
 - 42 7 in conjunction with the Trustee Board propose the Budget for the National Union to National Conference by the President,
 - 42 8 form a special committee of the National Executive Council to be named the Anti Racism Anti Fascism committee (ARAF). The conveners of this committee shall be selected by the National Executive Council,
 - 42 9 call Ballots on matters of significance as detailed in Article 41,
 - 42 10 set up scrutiny committees on behalf of the National Union's membership,
 - 42 11 receive, approve or refer back reports of the work of the Trustee Board, and
 - 42 12 hold to account, with the power to censure, any person elected by the National Conference or of or from itself

National Executive Council Composition

- 43 The composition of the National Executive Council shall be as follows
- 43 1 Fifteen Individual Members elected by the National Conference as further defined in the Rules,
 - 43 2 National President, who shall be principally politically accountable for the finances of the National Union,
 - 43 3 Vice President Welfare,
 - 43 4 Vice President Higher Education,
 - 43 5 Vice President Further Education,
 - 43 6 Vice President Union Development,
 - 43 7 Vice President Society and Citizenship,
 - 43 8 President of NUS Scotland,
 - 43 9 President of NUS Wales,
 - 43 10 President of NUS-USI,
 - 43 11 An officer from each of the five Liberation Campaigns,
 - 43 12 Two members appointed by and from each student section,
 - 43 13 A member elected by and from each of the principal committees or conferences of the Zones, the Liberation Campaigns, Nations and NUS-USI, and
 - 43 14 Non-voting representatives of Organisations in Association as decided by the National Executive Council
 - 43 15 A representative for student parent and carers

National Executive Council Proceedings

- 44 The National Executive Council shall hold a minimum of five meetings in each calendar year
- 45 The procedures of the National Executive Council shall be further defined in the National Executive Council Rules

Nations Section

- 46 The Nations shall be Politically Autonomous bodies that are responsible for the formation of policy and the carrying out of the policy work of the National Union that has been devolved to them by the National Conference, except that the Nations shall stay subject to the powers of the National Conference and the Trustee Board under Article 69

Core Constitution

- 46 1 They shall stay subject to the powers of the Democratic Procedures Committee unless National Conference resolves to devolve any or all of the powers of the Democratic Procedures Committee to a Nations Democratic Procedures Committee
- 45 2 They shall stay subject to the powers of the Chief Returning Officer unless National Conference resolves to devolve any or all of the powers of the Chief Returning Officer to another person
- 47 There shall be two Nations, as follows
 - 47 1 NUS Scotland, and
 - 47 2 NUS Wales
- 48 Only those Constituent Members that are located in particular Nations shall be entitled to take part directly in the governance of that Nation
- 49 The National Conference shall devolve to the Nations any matters as it decides by normal resolution save that it shall not be able to devolve any of the powers of the Trustee Board The powers, composition and procedures of each Nation shall be further defined in the Nations Rules
 - 49 1 When devolving matters to the nations the National Conference shall use as a guiding principle the powers of devolved Government in Scotland and Wales
 - 49 2 There shall also be a body in Northern Ireland called "NUS-USI" that shall be governed in line with an agreement approved by the National Conference and entered into by the Trustee Board and the relevant body of the Union of Students in Ireland The agreement is set out in the Rules

Liberation Campaigns

- 50 The Liberation Campaigns shall be Politically Autonomous bodies that are responsible for the formation of policy and the carrying out of the policy work of the National Union that has been entrusted to them by the National Conference and that is of concern to the Students represented by each Liberation Campaign, except that the Liberation Campaigns shall be subject to the powers of the National Conference and the Trustee Board under Article 69
 - 50 1 They shall stay subject to the powers of the Democratic Procedures Committee unless National Conference resolves to devolve any or all of the powers of the Democratic Procedures Committee to a Liberation Campaign Democratic Procedures Committee
- 51 Only those Individual Members that define as being a part of a particular Liberation Campaign shall be entitled to take part directly in the governance of that Liberation Campaign
- 52 There shall be five Liberation Campaigns, as follows
 - 52 1 Women,
 - 52 2 Black Students,
 - 52 3 Lesbian, Gay, Bisexual and Trans Students,
 - 52 4 Disabled Students, and
 - 52 5 Trans Students Campaign
- 53 The powers, composition and procedures of the Liberation Campaigns shall be further defined in the Liberation Campaigns Rules

Student Sections

- 54 The Student Sections shall be bodies that are responsible for the formation of policy and the carrying out of the policy work of the National Union that has been allocated to them by the National Conference and that is of concern to the Students represented by each Student Section The Student Sections shall stay subject to the powers of the National Conference, the Trustee Board, the National Executive Council, the Chief Returning Officer and the Democratic Procedures Committee
- 55 Only those Individual Members that are defined as being a part of a particular Student Section shall be entitled to take part directly in the governance of that Student Section
- 56 There shall be three Student Sections, as follows
 - 56 1 mature and part time students, 56 2 international students, and
 - 56 3 postgraduate students
- 57 The powers, composition and procedures of the Student Sections shall be further defined in the Student Sections Rules

Zones

- 58 The Zones shall be the five policy sections of the National Union and they shall have day-to-day responsibility for the consultation on, proposal of and carrying out of the National Union's policy in the following areas
 - 58 1 Higher Education,
 - 58 2 Further Education,

Core Constitution

- 58 3 Union Development,
- 58 4 Welfare, and
- 58 5 Society and Citizenship
- 58 6 The Zones shall stay subject to the powers of the National Conference, the Trustee Board, the National Executive Council, the Chief Returning Officer and the Democratic Procedures Committee
- 59 The Zones shall report to the National Executive Council and be directed by it
- 60 Each Zone shall have a committee that will lead the Zone and consist of a full time officer elected by the National Conference and any other members as are elected by that Zone at its conference Each committee shall have the power to co-opt non student non voting advisors as it sees fit
- 61 The definitions, composition and procedures of the Zones shall be further defined in the Zones Rules

Democratic Procedures Committee

- 62 The Democratic Procedures Committee of the National Union shall be responsible for the democracy of the National Union and shall have the power to govern and interpret all matters relating to democratic procedures except elections
 - 62 1 It shall also be needed to structure and run National Conference in such a way as to guarantee the accessibility of proceedings for delegates in line with the Democratic Procedures Rules
- 63 The composition of the Democratic Procedures Committee shall be as follows
 - 63 1 nine Individual Members, four of which will be elected by the National Conference in even years and five in odd years All of these will serve two year terms at its annual meeting, and
 - 63 2 non voting members which it chooses to co-opt that shall not usually be Individual Members of the National Union
- 64 A Full Time Officer appointed by the President shall be entitled to go to meetings of the Democratic Procedures Committee as a non- voting member
- 65 The procedures of the Democratic Procedures Committee shall be further defined in the Democratic Procedures Committee Rules

Elections and Chief Returning Officer

- 66 The Chief Returning Officer of the National Union shall be responsible for the good conduct and administration of elections to officer and committee positions of the National Union and shall have the power to govern and interpret all matters relating to elections in accordance with the Rules
 - 66 1 The Chief Returning Officer shall appoint three deputies to form a group to assist in their work who shall not be individual members of the National Union
 - 66 2 The Chief Returning Officer may also appoint officials to attend at and assist in the administration of elections who shall not be individual members of the National Union
 - 66 2 The Chief Returning Officer shall be appointed by the National Conference on a two year term and may be removed by it by two-thirds resolution in accordance with Article 94 1
 - 66 3 If the Chief Returning Officer resigns a replacement will be appointed by the National Executive Council until the next National Conference

Role and powers of the Trustee Board

- 67 The Board of Trustees shall be responsible for the management and administration of the National Union and may exercise all the powers of the National Union as set out in these Articles of Association and the Rules Subject to Article 69 below the Trustee Board's principal function in exercising its powers, duties and functions shall be to serve the aims, objects and wishes of the National Conference, National Executive Council and committees in line with Policy set out by those bodies
 - 67 1 No alteration of these Articles or the Rules shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees
- 68 The Board of Trustees' powers under Article 67 shall include but not be limited to ultimate responsibility for the
 - 68 1 management and administration of the National Union,
 - 68 2 the Detailed Internal Budgets of the National Union, and
 - 68 3 in conjunction with the National Executive Council, the formulation and proposal to the National Conference of the Budget of the National Union as presented by the National President

Core Constitution

- 69 The Board of Trustees shall only have the power to overrule administrative implications of decisions of the National Conference, the National Executive Council, the Nations, the Liberation Campaigns, the Student Sections, the Zones and/or the Democratic Procedures Committee on the following grounds
- 69 1 financial risk, and
 - 69 2 legal requirements
 - 69 3 and the Trustee Board shall seek appropriate external advice before exercising its power to overrule and shall report every exercise of its power to overrule the National Conference in line with the Rules
 - 69 4 The Trustee Board shall not have any power to overrule or amend Policy and it shall not have the power to overrule Rule changes made by the National Conference in line with Article 101

Composition of the Trustee Board

- 70 There shall be at least seven but not more than fifteen Trustees
- 71 Those persons notified to the Registrar of Companies as the first directors of the National Union, shall be the first Trustees until and including the Effective Date. Thereafter, the Trustees shall be made up of the following persons
- 71 1 Not more than five Officer Trustees, of whom one shall be the National President,
 - 71 2 Not more than six Student Trustees, and
 - 71 3 71 3 Not more than four Lay Trustees

The Trustees shall be appointed or elected in accordance with these Articles and the Rules

Officer Trustees

- 72 The Officer Trustees shall be as follows
- 72 1 the National President, and
 - 72 2 the four Officers appointed by the National Executive Council
- 73 Officer Trustees shall remain in office for a term of one year commencing in accordance with the Rules. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end

Student Trustees

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

Lay Trustees

- 77 Lay Trustees shall be appointed by a simple majority vote of the National Conference from such persons as have been recommended by the Nominations Committee in line with the Rules. In recommending a Lay Trustee the Nominations Committee must make sure that
- 77 1 they are not in the employ of the National Union and have not been for twelve months preceding the nomination, and
 - 77 2 they or any company or firm of which they are a paid director, partner or employee, or shareholder holding more than 1% of the capital has not received any payment from the National Union for the provision of goods and services, including professional services and they have not for at least three years before the nomination
- 78 Lay Trustees shall stay in office for a term of up to three years worked out from the date of appointment
- 79 A Lay Trustee may serve a maximum of two terms. For the avoidance of doubt, these terms may be either consecutive or non-consecutive

Disqualification, Removal or Resignation of Trustees

- 80 The office of a Trustee shall be vacated if
- 80 1 she becomes bankrupt,
 - 80 2 she resigns by notice to the National Union (but only if at least three Trustees will stay in office when the notice of resignation is to take effect),

Core Constitution

- 80 3 she becomes incapable by reason of ill-health or injury of managing and administering her own affairs,
- 80 4 in the case of a Trustee who is not the President, she fails to go to three consecutive meetings of the Trustees and the other Trustees resolve that she be removed for this reason,
- 80 5 she is removed from membership of the National Union or the Trustee Board under the code of conduct referred to in Article 115, or
- 80 6 she ceases to be a director by virtue of any provision of the Companies Act 2006, or is prohibited from being a director by law
- 81 The office of a Trustee shall be vacated if a motion of no confidence in the Trustee detailing the way in which the Trustee is failing in her duty to make sure the delivery of the National Union's aims and objects and political wishes as expressed through the National Conference, National Executive Council and related bodies is passed by a two thirds majority vote of the National Conference or National Executive Council as further detailed in the Rules
- 82 For the avoidance of doubt, where an Officer Trustee stops being a Trustee in line with Articles 80 or 81 above, she shall not cease to be an Officer by virtue of no longer being a Trustee

Replacement of Trustees

- 83 If there is a casual vacancy on the Board of Trustees the relevant appointing body will be invited to appoint a replacement Trustee meeting the relevant criteria set out here, save that between meetings of the National Conference the National Executive Council shall have the power to exercise the National Conference's power of appointment. A Trustee so appointed by the National Executive Council on behalf of the National Conference may be replaced by the National Conference at its next meeting

Proceedings of the Trustee Board

- 84 Subject to the provision of these Articles and the Rules, the Trustees may regulate their proceedings as they think fit. The Rules shall set out, amongst other things, provisions in respect of notice, quorum, and approval of resolutions in written, electronic or at a virtual meeting
- 85 If the National Executive Committee refers back a report of the work of the Trustee Board in accordance with Article 42, the Trustee Board shall, subject to Article 69, take steps to revise the work and report back at the next National Executive Council Meeting

Delegation of Trustees' Powers

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

Delegation of day to day management powers

- 88 In the case of delegation of the day to day management of the National Union to a Chief Executive Officer or other manager or Officer
 - 89 1 the delegated power shall be to manage the National Union in line with any requirements and within a Detailed Internal Budget approved by the Trustees and if applicable to advise the Trustees and National Executive Council about any policy, strategy and Detailed Internal Budget,
 - 89 2 the Trustees shall provide the manager with a description of her role and the extent of her authority, and
 - 89 3 the Chief Executive Officer shall report regularly to the Trustees through the President on the activities undertaken in managing the National Union and provide them regularly with management accounts enough to explain the financial position of the National Union

Delegation to Committees

- 90 In the case of delegation to committees
 - 90 1 the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (though the resolution may allow the committee to make co-options up to a specified number),
 - 90 2 the composition of any such committee shall be entirely in the discretion of the Trustees and may include as many of their number (if any) as the resolution may specify,

Core Constitution

- 90 3 the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported at once to the Trustees and for that purpose every committee shall appoint a secretary,
- 90 4 all delegations under this Article shall be revocable at any time, and
- 90 5 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as they may from time to time think fit
- 91 The Trustees shall set up the following committees (which is a non-exhaustive list) in line with their powers under Article 87
 - 91 1 Nominations Committee, as further defined in Articles 94 to 96 below, and
 - 91 2 Audit, Risk and Remuneration Committee

Bank Account and Proceedings of Committees

- 92 For the avoidance of doubt, the Trustees may (in line with Article 87) delegate all internal financial matters to any committee and may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Trustee, provided always that no committee shall incur expenditure on behalf of the National Union except in line with a budget which has been approved by the Trustees
- 93 The meetings and proceedings of any committee shall be governed by the provisions of the Articles of Association and the Rules regulating the meetings and proceedings of the Trustees so far as the same are applicable and are not superseded by any regulations made by the Trustees

Nominations Committee

- 94 A Nominations Committee shall be set up under Article 90 and it shall be responsible for identifying and recommending to the National Conference persons who are suitable for appointment to the Board of Trustees as Lay Trustees
 - 94 1 It shall also be responsible for identifying and recommending to the National Conference persons who are suitable for appointment as Chief Returning Officer
 - 94 2 It shall conduct and publish a skills, knowledge and diversity needs audit to guide its recruitment process as further defined in the Rules
- 95 The composition of the Nominations Committee shall be
 - 95 1 two members elected by and from the National Executive Council's block of fifteen Individual Members,
 - 95 2 a Lay Trustee appointed by the Trustee Board, 95 3 a Student Trustee appointed by the Trustee Board, and
 - 95 4 the National President
- 96 The procedures of the Nominations Committee shall be further defined in the Nominations Committee Rules

Full Time Officers

- 97 The Full Time Officers of the National Union shall be responsible for the day-to-day political direction of the National Union and shall have the powers and roles further defined in the Rules. They shall receive an allowance and other benefits in line with Article 10 as from time to time decided by the Trustee Board. Their terms and conditions shall be outlined in a contract of employment approved by the Trustee Board
- 98 There shall be the following Full Time Officers
 - 98 1 National President,
 - 98 2 Vice President Higher Education,
 - 98 3 Vice President Further Education,
 - 98 4 Vice President Welfare,
 - 98 5 Vice President Union Development, and
 - 98 6 Vice President Society and Citizenship
- 99 The Full Time Officers shall be elected by the National Conference and removed by the National Conference in line with the Rules
- 100 The Nations Rules, the Liberation Campaigns Rules and the Student Sections Rules may provide for other full time officers to be elected by the relevant Nation, Campaign or Section. These officers or other officers decided by The Nations, the Liberation Campaigns or the Student Sections to be the equivalent of full time officers shall receive an allowance and other benefits in line with Article 10 as from time to time decided by the Trustee Board. Their terms and conditions shall be outlined in a contract of employment approved by the Trustee Board. The role, powers and method of election and removal of such officers shall be further defined in the relevant Rules

General Rules

- 101 National Conference shall have the power from time to time to make, repeal or alter Rules as to the appointment and conduct of business by the Trustees, the National Conference, the National Executive Council or any committee and as to any matters or things within the powers or under the control of the Democratic Procedures Committee or Chief Returning Officer, as long as these Rules shall not be inconsistent with these Articles. The Trustees shall have the power from time to time to make, repeal or alter regulations as to the management of the National Union and its affairs, the duties of employees of the National Union, and as to any matters or things within the powers or under the control of the Trustees, as long as such regulations shall not be inconsistent with these Articles or the Rules.
- 101 1 Subject to Articles 101 2 and 101 3 below, an amendment to the Rules shall need the following
- 101 1 1 The circulation by a Constituent Member, the Board of Trustees or the Democratic Procedures Committee of a proposal to amend the Rules to all the Constituent Members (the "Proposal"),
 - 101 1 2 A period of time (as set out in the Rules) during which any amendments to the Proposal may be submitted to the Democratic Procedures Committee, and
 - 101 1 3 Resolution of the National Conference approving the Proposal (and either accepting or rejecting any amendments to the Proposal)
- 101 2 The Democratic Procedures committee may at its sole discretion renumber any part of the Rules
- 101 3 Where a proposed amendment to the Rules is an amendment to the Nations Rules relating to either NUS Scotland or NUS Wales, this amendment shall need a two thirds majority vote at the sovereign policy body of NUS Scotland or NUS Wales as appropriate. The procedure for the proposal of these amendments shall be specified in the Nations Rules
- 101 4 A Rule or any part of one may be suspended without notice by a two-thirds majority of a meeting of National Conference, provided that the suspension is not for the purpose of making a statement. A motion to suspend shall specify the business for which suspension is desired. The Rule shall regain effect at the close of such business without further decision by National Conference. No suspension of any part of the Rules affecting elections or amendments to these shall have retrospective effect.

Conflicts of Interest

- 102 Subject to Article 102 5, whenever an Officer, Committee Member or Trustee has a Personal Interest in a matter to be discussed at a meeting, and whenever an Officer, Committee Member or Trustee has an interest in another organisation whose interests are reasonably likely to conflict with those of the National Union in relation to a matter to be discussed at a meeting, she must
- 102 1 declare an interest before discussion begins on the matter,
 - 102 2 withdraw from that part of the meeting unless expressly invited to stay,
 - 102 3 in the case of Personal Interests, not be counted in the quorum for that part of the meeting, and
 - 102 4 in the case of Personal Interests withdraw during the vote and have no vote on the matter and
- Article 102 shall apply in particular to any matter that may directly or indirectly relate to the position of an Officer Trustee who is or is to be remunerated by the National Union as an employee of the National Union
- 102 5 An Officer, Committee Member or Trustee is entitled to participate in the decision-making process, to be counted in the quorum and to vote in relation to a decision that could result in the Officer, Committee Member or Trustee or any person who is connected with her receiving one of the following benefits
- 102 5 1 the payment of premiums in respect of indemnity insurance effected in accordance with Article 9 26,
 - 102 5 2 payment under the indemnity set out at Article 114, and
 - 102 5 3 reimbursement of expenses in accordance with Article 10 6

Minutes

- 103 The Democratic Procedures Committee shall keep minutes of all proceedings at the meetings of the National Conference and the National Executive Council. The Trustees shall keep minutes of all appointments of officers made by the Trustees, of all resolutions of the National Union and of the Trustees (including, without limitation, decisions of the Trustees made without a meeting) and of all proceedings at the meetings of the National Union and of the Trustees, and of committees of the Trustees, including the names of the Trustees present at each of these meetings. Any minutes, if purported to be signed by the

Core Constitution

chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any Member or Officer, Committee Member or Trustee of the National Union, be sufficient evidence of the proceedings

- 104 The minutes of the meetings referred to in Article 103 above shall be normally considered open and shall be available to Members on the National Union's website, except where those minutes relate to any reserved matters including without limitation staff-related or disciplinary matters. Copies of the minutes shall also be kept in the National Union offices
- 105 The following shall be available from the National Union's website and copies shall be held at the National Union's offices
- 105 1 a copy of these Articles of Association and the Rules, including any amendments,
- 105 2 a copy of the National Union's annual report, and 105 3 any plan for the National Union's activities, including the budget

Budget, Accounts and Reports

- 106 The Trustees shall comply with the requirements of the Companies Acts as to maintaining a Members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies of annual reports, annual returns and annual statements of account
- 106 1 At each annual meeting of the National Conference, the Board of Trustees shall present to the National Conference a statement of account and balance sheet for the financial year ending on the 30th June of the previous year
- 107 At each annual meeting of the National Conference, the National President shall, on behalf of the National Executive Council and the Trustee Board, submit to the National Conference a budget for the National Union for the ensuing year
- 108 All Members may submit questions to the Trustees about the content of the accounts and the annual report. The procedures for submitting such questions shall be set out in the Rules

Communications by the National Union

Methods of communication

- 109 Subject to the Articles and the Companies Acts, any Document or information (including any notice) sent or supplied by the National Union under the Articles or the Companies Acts may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by the National Union, including without limitation in Hard Copy Form, in Electronic Form, or by making it available on a website
- 109 1 A Document or information may only be sent or supplied in Electronic Form or by making it available on a website if the recipient has agreed that it may be sent or supplied in that form or manner or is deemed to have so agreed under the Companies Acts (and has not revoked that agreement)
- 109 2 Subject to the Articles, any notice or Document to be sent or supplied to a Trustee in connection with the taking of decisions by Trustees may also be sent or supplied by the means which that Trustee has asked to be sent or supplied with such notices or Documents for the time being **Deemed delivery**
- 110 A Member present in person or by proxy or via their authorised representative if a Corporate Member at a meeting of the Members shall be deemed to have received notice of the meeting and the purposes for which it was called
- 110 1 Where any Document or information is sent or supplied by the National Union to the Members
- 110 1 1 where it is sent by post it is deemed to have been received 48 hours (including Saturdays, Sundays, and Public Holidays) after it was posted,
- 110 1 2 where it is sent or supplied by Electronic Means, it is deemed to have been received on the same day that it was sent, and
- 110 1 3 where it is sent or supplied by means of a website, it is deemed to have been received (a) when the material was first made available on the website, or (b) if later, when the recipient received (or is deemed to have received) notice of the fact that the material was available on the website
- 110 2 Subject to the Companies Acts, a Trustee or any other person may agree with the National Union that notices or Documents sent to that person in a particular way are deemed to have been received within a specified time, and for the specified time to be less than 48 hours **Failed delivery**

Core Constitution

- 111 Where any Document or information has been sent or supplied by the National Union by Electronic Means and the National Union receives notice that the message is undeliverable
- 111 1 if the Document or information has been sent to a Constituent Member or Trustee and is notice of a Company Law Meeting of the National Union, the National Union is under no obligation to send a Hard Copy of the Document or information to the Constituent Member's or Trustee's postal address as shown in the National Union's register of members or Trustees, but may in its discretion choose to do so,
- 111 2 in all other cases, the National Union shall send a Hard Copy of the Document or information to the Member's postal address as shown in the National Union's register of Members (if any), or in the case of a recipient who is not a Member, to the last known postal address for that person (if any), and
- 111 3 the date of service or delivery of the Documents or information shall be the date on which the original electronic communication was sent, notwithstanding the subsequent sending of Hard Copies

Exceptions

- 112 Copies of the National Union's annual accounts and reports need not be sent to a person for whom the National Union does not have a current Address
- 112 1 Notices of Company Law Meetings need not be sent to a Constituent Member who does not register an Address with the National Union or who registers only a postal address outside the United Kingdom, or to a Constituent Member for whom the National Union does not have a current Address

Liability of Constituent Members

- 113 The liability of each Constituent Member is limited to £1, being the amount that each Constituent Member undertakes to contribute to the assets of the National Union in the event of its being wound up while it is a Constituent Member or within one year after it ceases to be a Constituent Member, for
- 113 1 payment of the National Union's debts and liabilities contracted before it ceases to be a member,
- 113 2 payment of the costs, charges and expenses of winding up, and
- 113 3 adjustment of the rights of the contributories among themselves

Indemnity

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

Code of Conduct

- 115 The Trustee Board shall produce a "code of conduct" that all Individual Members shall need to adhere to, including when Individual Members are on premises or at events that are administered or organised by the National Union
- 116 The code of conduct may include a range of sanctions for breach of the code of conduct by an Individual Member, including the indefinite suspension of any or all of the rights and privileges of membership

Secretary

- 117 A Secretary may be appointed by the Trustees for such term, at such remuneration and upon such conditions as they may think fit, and may be removed by them If there is no Secretary
- 117 1 anything authorised or required to be given or sent to, or served on, the National Union by being sent to its Secretary may be given or sent to, or served on, the National Union itself, and if addressed to the Secretary shall be treated as addressed to the National Union, and
- 117 2 anything else required or authorised to be done by or to the Secretary of the National Union may be done by or to a Trustee, or a person authorised generally or specifically in that behalf by the Trustees

Irregularities

- 118 The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in

Core Constitution

the notice unless a provision of the Companies Acts specifies that such informality, irregularity, want of qualification or lack of specification shall invalidate it

Exclusion of model articles

- 119 The relevant model articles for a company limited by guarantee are hereby expressly excluded

Company Law Meetings

- 120 The Trustees may call a Company Law Meeting at any time
121 The Trustees must call a Company Law Meeting if required to do so by the Constituent Members under the Companies Acts
122 A Company Law Meeting will only be required where the National Union wishes to pass a company law resolution (other than by way of written resolution) in accordance with the Articles and/or the Companies Acts, for example a resolution to amend the Union's Articles of Association

Calling and holding Company Law Meetings

- 123 A Company Law Meeting of the National Union shall be called and held in accordance with the Companies Acts, these Articles and the Rules

Quorum for Company Law Meetings

- 124 No business (other than the appointment of the chair of the meeting) may be transacted at a Company Law Meeting unless a quorum is present
125 The quorum shall be 20% of the total Constituent Membership (represented in person, via an authorised representative in the case of a Corporate Member or by proxy) (If two or more persons are authorised representatives of the same Corporate Member they shall together count as one person for the purposes of this Article)

Chairing Company Law Meetings

- 126 The National President or in his or her absence some other member of the National Executive Council nominated by the National President shall preside as chair of every Company Law Meeting
127 If neither the National President nor any member of the National Executive Council nominated in accordance with Article 126 is present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Constituent Members present in person, or via their authorised representative if a Corporate Member, or by proxy and entitled to vote must choose one of the Constituent Members or authorised representatives of a Corporate Member present in person to be chair of the meeting. For the avoidance of doubt, a proxy holder who is not a Constituent Member or authorised representative of a Corporate Member entitled to vote shall not be entitled to be appointed chair of the meeting

Voting at Company Law Meetings

- 128 A resolution put to the vote of a Company Law Meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the Rules
129 On a vote on a resolution at a meeting on a show of hands, unless a poll is duly demanded, a declaration by the chair of the meeting that the resolution
129 1 has or has not been passed, or
129 2 passed with a particular majority is conclusive evidence of that fact without proof of the number or proportion of the votes recorded in favour of or against the resolution. An entry in respect of such a declaration in minutes of the meeting recorded in accordance with Article 103 is also conclusive evidence of that fact without such proof

Votes on a show of hands

- 130 On a vote on a resolution which is carried out by a show of hands, the following persons have one vote each
130 1 each Constituent Member present in person,
130 2 each proxy present who has been duly appointed by one or more persons entitled to vote on the resolution, and
130 3 each authorised representative of a Corporate Member present, provided that if a person attending the meeting falls within two or more of the above categories, she is not entitled to cast more than one vote but shall instead have a maximum of one vote

Core Constitution

Votes on a poll

- 131 On a vote on a resolution which is carried out by a poll, the following persons have one vote each
 - 131 1 every Constituent Member present in person,
 - 131 2 every Constituent Member present by proxy, and
 - 131 3 every authorised representative of a Corporate Member (subject to Article 132) present
- 132 On a vote on a resolution at a meeting which is carried out by a poll, if more than one authorised representative of a Corporate Member purports to vote on behalf of the same Corporate Member
 - 132 1 if they purport to vote in the same way, they will be treated as having cast one vote between them, and
 - 132 2 if they purport to vote in different ways they are treated as not having voted

General

- 133 In the case of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall not be entitled to a casting vote in addition to any other vote he or she may have

Amendments to resolutions

- 134 An ordinary resolution to be proposed at a Company Law Meeting may be amended by ordinary resolution if
 - 134 1 notice of the proposed amendment is given to the Union in Writing by a person entitled to vote at the Company Law Meeting at which it is to be proposed not less than 48 hours (excluding Saturdays, Sundays and Public Holidays) before the meeting is to take place (or such later time as the chair of the meeting may decide), and
 - 134 2 the proposed amendment does not, in the reasonable opinion of the chair of the meeting, materially alter the scope of the resolution
- 135 A special resolution to be proposed at a Company Law Meeting may be amended by ordinary resolution, if
 - 135 1 the chair of the meeting proposes the amendment at the Company Law Meeting at which the resolution is to be proposed, and
 - 135 2 the amendment does not go beyond what is necessary to correct a grammatical or other nonsubstantive error in the resolution
- 136 If the chair of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chair's error does not invalidate the vote on that resolution

Written resolutions

- 137 The Constituent Members may pass resolutions as written resolutions in accordance with the Companies Acts and the Rules

Interpretation

- 138 If a question as to the meaning and effect of the Articles or the Rules arises during a meeting of the National Conference or a Company Law Meeting of the National Union, that question shall be decided by the Chair. The decision as to whether or not a question relates to the meaning and effect of the Articles or the Rules shall also be decided by the Chair. Subject to Article 140, the decision of the Chair in both these cases shall be final and shall not be open to challenge
- 139 All matters relating to elections including the meaning and effect of any part of the elections Rules shall be decided by the Chief Returning Officer. Whether or not a particular rule is one relating to elections shall be decided by the Chief Returning Officer. Subject to Article 140, in all such matters, the decision of the Chief Returning Officer shall be final and shall not be open to challenge
- 140 Under Articles 138 and 139 above, if there is a dispute as to the interpretation of any part of the Articles or the Rules, the ruling of the President shall be sought. If there is a challenge to the President's ruling, the decision shall be referred to the National Executive Council. If there is a challenge to the National Executive Council's ruling, the decision of the National Conference shall be final

Amendments to the Articles

- 141 The Democratic Procedures Committee shall review these Articles every three years, with effect from the date that these Articles of Association come into effect, and they may review them at more frequent intervals if considered appropriate
- 142 An amendment to the Articles shall require the following
 - 142 1 The circulation by a Constituent Member, the Board of Trustees or the Democratic Procedures Committee of a proposal to amend the Articles to all the Constituent Members (the "Proposal"),

Core Constitution

- 142 2 A period of time (as set out in the Rules) during which any amendments to the Proposal may be submitted to the Democratic Procedures Committee,
- 142 3 A resolution passed at a meeting of the National Conference by a two thirds majority vote approving the Proposal (and either accepting or rejecting any amendments to the Proposal), as long as the resolution to approve the Proposal shall have been circulated by the Democratic Procedures Committee to all the Constituent Members along with the other proposals for that meeting of the National Conference, and
- 142 4 A special resolution of the Constituent Members making the amendments to the Articles that have been approved by resolution of the National Conference in accordance with Article 142 3

Definitions and Interpretation

143 In these Articles of Association the following terms shall have the following meanings

Term & Meaning

- 143 1 "Address" | includes a number or address used for the purposes of sending or receiving documents by Electronic Means,
- 143 2 "Articles" or "Articles of Association" | these Articles of Association of the National Union,
- 143 3 "Associate Members" | the Student Organisations in Association, the Partner Organisations in Association, the Individuals in Association as further defined in Article 17 and the NUS Areas,
- 143 4 "Board" or "Trustee Board" | the board of Trustees as defined in Article 71,
- 143 5 "Budget" | policy statement which describes how the National Union will allocate resources in the year ahead,
- 143 6 "Chair" | means the chair of the Trustees who shall be the National President or such other Officer
Trustee who is appointed as chair by the National President,
- 143 7 "Chief Executive" | the Chief Executive of the National Union,
- 143 8 "Chief Returning Officer" | the person charged with the good conduct and administration of elections to elected officer bearer and committee positions,
- 143 9 "clear days" | in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect,
- 143 10 "Committee Member(s)" | members of any of the following committees or bodies
- (a) National Executive Council,
 - (b) Principal Committees of the Nations and NUSUSI,
 - (c) Principal Committees of the Liberation Campaigns,
 - (d) Principal Committees of the Student Sections,
 - (e) Zones,
 - (f) Democratic Procedures Committee,
 - (g) Any committee set up by the Trustee Board in line with Article 87, and
 - (h) Any committee set up by one of the bodies listed above,
- 143 11 "Cross Campus Ballots" | the process by which Constituent Members are needed to select their delegates in line with the Rules,
- 143 12 "Companies Acts" | the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the National Union,
- 143 13 "Company Law Meeting" | a general meeting of the Company Law Members of the Union for the purposes of the Companies Acts,
- 143 14 "Company Law Members" | members of the National Union for the purposes of the Companies Acts,
- 143 15 "Constituent Member(s)" | the Company Law Members of the National Union as defined in Articles 14 and 15,
- 143 16 "Decision of" | a decision by a majority of members present and voting at any meeting of the body in question, as evidenced by an entry in the appropriate minute book,
- 143 17 "Democratic Procedures Committee" | the committee responsible for the democracy of the National Union referred to in Articles 62 to 64,
- 143 18 "Democratic Procedures Committee Rules" | the rules made by National Conference in line with Article 101 that set out the procedures for the proceedings of the Democratic Procedures Committee,

Core Constitution

- 143 19 "Detailed Internal Budgets" | documents drawn up under the aegis of the Trustee Board to assist in the day to day management and administration of the National Union,
- 143 20 "Document" | includes, unless otherwise specified, any document sent or supplied in Electronic Form,
- 143 21 "Education Act" | the Education Act 1994,
- 143 22 "Effective Date" | the date on which part or all of the undertaking previously carried on by the unincorporated association known as the National Union of Students (United Kingdom) is transferred to the National Union,
- 143 23 "Electronic Form" and "Electronic Means" | have the meanings respectively given to them in Section 1168 of the Companies Act 2006,
- 143 24 "Full Time Officers" | the officers referred to in Articles 97 to 100,
- 143 25 "Hard Copy" and "Hard Copy Form" | have the meanings respectively given to them in the Companies Act 2006,
- 143 26 "Honorary Members" | the persons elected to honorary membership in line with Article 19,
- 143 27 "Individual Members" | the members of the National Union defined in Article 16,
- 143 28 "Individuals in Association" | as referred to in Article 17 3,
- 143 29 "in writing" | means written, printed or transmitted writing including by electronic communication,
- 143 30 "Lay Trustee" | a Trustee appointed in line with Article 77,
- 143 31 "Liberation Campaigns" | the sections of the National Union defined in Articles 50 to 53,
- 143 32 "Liberation Campaigns Rules" | the rules made by National Conference in line with Article 101 that set out the procedures for the proceedings of the Liberation Campaigns,
- 143 33 "Members" | the members of the National Union, being the Constituent Members, the Individual Members, the Associate Members and the Honorary Members except that only the Constituent Members are Company Law Members for the purposes of the Companies Acts,
- 143 34 "National Conference" | the body referred to in Articles 32 to 40,
- 143 35 "National Conference Rules" | the rules made by National Conference under Article 101 that set out the procedures for the proceedings of the National Conference,
- 143 36 "National Executive Council" | the body referred to in Articles 42 to 45,
- 143 37 "National Executive Council Rules" | the rules made by National Conference under Article 101 that set out the procedures for the proceedings of the National Executive Council,
- 143 38 "National President" | the national president of the National Union as elected from time to time,
- 143 39 "National Union" | the company known as the National Union of Students (United Kingdom),
- 143 40 "Nations" | NUS Scotland and NUS Wales, as referred to in Articles 46 to 49,
- 143 41 "Nations Rules" | the rules made by the National Conference under Article 101 that set out the procedures for the proceedings of the Nations,
- 143 42 "Nominations Committee" | the committee referred to in Articles 94 to 96,
- 143 43 "Nominations Committee Rules" | the rules made by National Conference under Article 101 that set out the procedures for the proceedings of the Nominations Committee,
- 143 44 "NUS-USI" | the Nation Union of Students - Union of Students in Ireland,
- 143 45 "Officer" | a Full Time Officer or any other officer elected in line with Article 100,
- 143 46 "Officer Trustee" | a Trustee appointed in line with Article 72,
- 143 47 "Partner Organisations in Association" | as referred to in Article 17 2,
- 143 48 "Personal Interest(s)" | as referred to in Article 102 shall mean a financial interest or an interest that does not arise in the ordinary course of being a Member,
- 143 49 "Policy" | statements which describe what is in the best interests of Students and Students' Unions,
- 143 50 "Politically Autonomous" | bodies within the governance of NUS which are free to democratically determine their own views about the interests of their section or group and have support from NUS (subject to the Trustee Board's powers under Article 69) in implementing activity in pursuit of such policy,
- 143 51 "Political Leadership" | those officers who from time to time have been elected as leaders of the organisation and who speak for Students and Students' Unions on matters relating to the objects,
- 143 52 "Rules" | the rules made by National Conference setting out the working practices of the

Core Constitution

- National Union made from time to time in line with Article 101,
- 143 53 "Secretary" | the secretary of the National Union (if any),
- 143 54 "Sovereign Policy Making Body" | the body with the highest authority (subject to the Trustee Board's powers under Article 69) about the democratic determination of policy statements which describe what is in the best interests of Students and Students' Unions,
- 143 55 "Student(s)" | any individual(s) who is an ordinary member of a Constituent Member,
- 143 56 "Student Sections" | the sections of the National Union defined in Articles 54 to 57,
- 143 57 "Student Sections Rules" | the rules made by National Conference under Article 101 that set out the procedures for the proceedings of the Student Sections,
- 143 58 "Student Trustee" | a Trustee elected in line with Article 74 who is a Student,
- 143 59 "Students' Unions" | those associations and representative bodies defined as "Students' Unions" under section 17 of the Education Act 1994,
- 143 60 "Trustee" and "Trustees" | the Officer Trustees, the Student Trustees and the Lay Trustees each being a director of the National Union, and including any person occupying the position of director, by whatever name called,
- 143 61 "Two-thirds majority" | twice as many votes recorded as cast in the needed direction than recorded as cast opposite them
- 143 62 "Writing" | the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise,
- 143 63 "Zones" | the sections of the National Union defined in Articles 58 to 61, and
- 143 64 "Zones Rules" | the rules made by National Conference under Article 101 that set out the procedures for the proceedings of the Zones
- 144 Words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and vice versa, and words that are pronouns importing one gender shall include all genders, unless expressly stated otherwise
- 145 Subject to Article 146, any reference to a statute, statutory provision or subordinate legislation ("legislation") shall (except where the context otherwise requires) be construed as referring to such legislation as amended and in force from time to time and to any legislation which (either with or without modification) re-enacts, consolidates or enacts in rewritten form any such legislation
- 146 Unless the context otherwise requires, words or expressions contained in the Articles which are not defined in Article 143 above bear the same meaning as in the Companies Act 2006 as in force on the date when the Articles became binding on the National Union

Rules

NUS RULES | National Executive Council

100 Membership

- 101 Article 42 lays down the membership of the National Executive Council, in addition the following rules are in operation
- 102 The National President, Vice-President Higher Education, Vice-President Further Education, Vice-President Welfare, Vice-President Union Development, and Vice-President Society and Citizenship shall all be appointed as ex-officio members of the National Executive Council when they take office
- 103 The fifteen individual members shall be elected in a block STV ballot at National Conference, at least five of whom must be members designated as further education members and at least seven of which must be self defining women, counted in accordance with the election regulations set from time to time by the Chief Returning Officer
- 104 Each of the five zones shall elect one member of the National Executive Council, and in the event that the previously elected Vice President is not a self-defining woman this position shall be reserved for a selfdefining woman
- 105 Each of the principal committees of
- a The Women's Campaign
 - b The LGBT Campaign
 - c The Black Students Campaign
 - d The Disabled Students Campaign
 - e NUS Scotland
 - f NUS Wales
 - g NUS-USI
 - h The Trans students campaign

shall appoint two members of the National Executive Council, of whom at least one shall be an officer of the campaign or nation, and they shall do so according to a procedure that they shall themselves agree for the purpose of making the appointments, save that said procedure will ensure that at least one of the members of the National Executive Council is a self-defining woman

- 106 The Mature & Part Time Students' section shall appoint one part time student member and one mature student member of the National Executive Council according to the section's own procedures
- 107 The International Students' section shall appoint one EU member and one non-EU member of the National Executive Council according to the section's own procedures
- 108 Any Postgraduate Students' section shall appoint one taught postgraduate member and one research postgraduate member of the National Executive Council according to the section's own procedures
- 109 The Student Parents and Carers Conference shall elect one representative in a manner approved by the Chief Returning Officer
- 110 All members of the National Executive Council shall have a general duty to uphold the constitution of the National Union and abide by its provisions, and to abide by any code of conduct issued in accordance with the constitution

110 Observers and Staff

- 111 Each Student Organisation in Association of the National Union shall be entitled to nominate an observer of the National Executive Council with speaking rights only, provided that the members of the National Executive Council shall be empowered to remove this entitlement in any instance
- 112 Any other person may request to be an accredited observer (without speaking or voting rights) at meetings of the National Executive Council by writing to the National President, who shall be empowered to give such accreditation, which shall not be unreasonably withheld No person without prior accreditation shall be entitled to observe meetings of the National Executive Council
- 113 It shall be possible for the National Executive Council to require those in either or both categories of observer described above to withdraw from any meeting, and/or to require any individual observer to withdraw from any meeting
- 114 Staff of the National Union shall attend meetings of the National Executive Council at the sole discretion of the National President, and shall speak if requested to do so

Rules

NUS RULES |

120 Servicing of Meetings of the National Executive Council

- 121 On the recommendation of the National President, the National Executive Council may appoint up to three persons to be its Clerks, and such persons appointed shall be entitled to attend meetings and speak on matters related to the procedure and conduct of the meeting, unless such a person is also a member of the National Executive Council, in which case they may speak on any matter
- 122 The Democratic Procedures Committee may appoint two of its own members to attend and advise on procedures or its own work if requested by the National President or by the Clerks of the National Executive Council

130 Meetings

- 131 The National Executive Council shall meet as and when it shall decide, provided always that there shall be at least five meetings of the National Executive Council in each financial year
- 132 Meetings of the National Executive Council may be called by the National President at any time
- 133 Meetings must be called by him or her on the written request of ten members of the National Executive Council within three weeks of the receipt of such a request
- 134 Not less than seven clear days notice shall be given of all meetings of the National Executive Council
- 135 At meetings of the National Executive Council, one third of its members with voting rights shall constitute a quorum Each member of the National Executive Council shall have one vote, except the National President, who shall have a second and casting vote
- 136 The National President shall take the chair at meetings of the National Executive Council, or may otherwise nominate any other person to be chairperson for a specific meeting, meetings, or part of any meeting

140 Voting Procedures and Confirmation of Written Resolutions

- 141 A resolution in writing signed or approved by letter or email by a majority of members of the National Executive Council (who have voting rights) entitled at the time to attend a meeting of the National Executive Council shall for all purposes be as effective as if such resolution had been carried at the meeting of the National Executive Council provided that all members of the council were invited to participate
- 142 Such resolution may consist of several documents in the like form each signed or approved by one or more members of the National Executive Council
- 143 This provision shall cover all rights of the National Executive Council to make resolutions and decisions, and includes those motions requiring simple and qualified majorities, provided correct notice has been given

150 Business

- 151 At each ordinary meeting of the National Executive Council, the following items of formal business may be transacted
- a Notices from the National President or his or her nominee
 - b Notices from other members of the National Executive Council
 - c Reports from the Full Time Officers and related questions from members of the National Executive Council
 - d Report by a member of the Trustee Board on matters under the Trustee Board's control and related questions or motions on it from members of the National Executive Council
 - e Reports from any Scrutiny Committees or Special Committees
 - f Other reports from Zones, Liberation Campaigns, Nations and Student Sections
 - g Motions and other Items for decision, including interim Policy Proposals and Policy Statements
 - h And the National Executive Council may deal with any other business at its discretion
- 152 The Clerks shall draw up the agenda and shall be responsible for recording minutes of the meetings The Clerks, in consultation with the National President or her nominee, shall allocate appropriate and reasonable time for items of business submitted
- 153 In the case of any report, the National Executive Council may take a vote on whether to endorse the report if requested to do so by the person responsible for the report, or otherwise the National

Rules

- Executive Council may take a vote on whether to refer back a report or any part of a report, following a proposal to do by any member of the National Executive Council
- 154 A motion on any matter relating to the affairs of the National Union may be submitted to the National Executive Council, provided that it has the support of at least three members of the National Executive Council and is submitted to the Clerks at least eight clear days before the meeting takes place. A motion that relates to matters under the control of the Trustee Board, Democratic Procedures Committee or Chief Returning Officer, when carried, shall constitute a formal recommendation to the aforementioned body
- 155 The National Executive Council shall agree, and may at any time vary, its own Standing Orders for the conduct of its meetings, including procedures for agenda setting, the discussion of motions, amendments to motions, elections of its members to other bodies and reports
- 160 Scrutiny**
- 161 Scrutiny Committees, which shall be established and dissolved by the National Executive Council at its sole discretion, shall have defined terms of reference which shall include powers to investigate and question any Full Time Officer, the Chief Executive, the Trustees and other persons as decided from time to time by the National Executive Council
- 162 A majority of the members of a Scrutiny Committee must be members of the National Executive Council. Other Individual Members or persons suitably identified by the National Executive Council may be admitted to membership of a Scrutiny Committee by resolution of the National Executive Council
- 163 The quorum of a Scrutiny Committee shall be three members
- 164 Each member of the Block of 15 will be allocated a principal scrutiny duty relating to a Zone of the National Union
- 165 Committees**
- 166 **Special Committees**, which shall be established and dissolved by the National Executive Council at its sole discretion, shall be responsible for special work devolved to them by the National Executive Council, or shall be assigned a chief co-ordinating role by general agreement of the National President with the Zone Convenors
- 167 All members of Special Committees shall be Individual Members, with a majority being drawn from the National Executive Council
- 168 The quorum for any Special Committee shall be five members
- 169 There shall be the following permanently established Special Committees
- a Anti-Racism & Anti-Fascism Committee
- 170 **Group Committees**, which shall be established and dissolved by the National Executive Council, shall be responsible for coordinating matters of concern across NUS and those bodies established under Article 9 17
- 171 The membership shall be determined in terms of reference approved by the NEC, save that at least a third will be drawn from the National Executive Council
- 172 There shall be the following permanently established Group Committees
- a Communications
 - b Ethical and Environmental
- 170 Powers**
- 171 The National Executive Council shall be empowered to put questions to the National President and other Zone Convenors in relation to any aspect of the National Union's affairs, and reasonable time shall be allocated at each ordinary meeting of the National Executive Council for this purpose
- 172 The National Executive Council shall be empowered to advise the Trustee Board on the meaning of policy, political priorities and allocation of resources of the National Union
- 173 The National Executive Council shall be empowered to establish procedures for the exchange of information and advice between itself and the Trustee Board, and such procedures shall specify the items that shall, as a minimum, be included in reports by the Trustee Board to the National Executive Council, and such reports shall always include details of any use of the Trustee Board's powers of overrule on administrative implications
- 174 The National Executive Council shall be empowered to establish special conferences, working parties, policy commissions and other systems to develop new policy for the National Union, and

Rules

NUS RULES |

shall recommend the adoption of new policy through its power to submit motions to the National Conference

- 175 The National Executive Council shall have the power to censure any of its members in relation to a matter of conduct relating to their general duties as a member of the National Executive Council, but not in relation to the political performance of any aspect of a national office or other full-time office they may hold, which shall be the privilege of the National Conference or other national or campaign conference as applicable 176 The National Executive Council shall have the in extremis power to remove members from the Trustee Board (except the National President) if it, by two thirds majority where two thirds of members attend, it believes that the said Trustee(s) is failing in carrying out its duties to ensure the delivery of the National Union's aims and objects and political wishes as expressed through the Conference and National Executive Council
- 177 The Vice President Union Development, will annually present a Charitable Services remit and activity statement is developed that describes work that has been suggested to be carried out by the Charity under article 9 17 and in pursuit of NUS' aims that is being funded by NUSUK by donation

180 Removal of members of the National Executive Council

- 181 Any member of the National Executive Council may be removed from office according to the following,
- 182 any ordinary or emergency motion debated by the National Conference or motion debated by an extraordinary National conference or by National Ballot may include an expression of 'no confidence' in any specified member of the National Executive Council
- 183 If such a motion is passed by a simple majority, the specified person shall immediately cease to be a member of the National Executive Council
- 184 For the avoidance of doubt, in the case of members of the National Executive Council appointed ex-officio by virtue of becoming Full Time Officers, it shall not be possible to independently remove them as a member of the National Executive Council, but if they are removed from the national office they hold, then they shall immediately cease to be a member of the National Executive Council

NUS RULES | Full Time Officers

200 Full Time Officers

- 201 The Full Time Officers elected at National Conference shall be elected by secret ballot, and in individual elections conducted by the alternative vote
- 202 All members of the National Conference who have ordinary voting rights shall be entitled to vote in elections for the Full Time Officers in Clause 98 of the constitution, except that the entitlement in the case of the Vice-President Higher Education shall be restricted to higher education members of the National Conference, and in the case of the Vice-President Further Education shall be restricted to further education members of the National Conference
- 203 All Full Time Officers who are elected by the National Conference shall take office on July 1st following the date of their election, and shall remain in office until June 30th in the following year
- 204 A person shall be eligible for election to any of the offices named in clause 98 of the constitution if, at the close of nominations, he or she is an individual student member of the National Union, except that the following restrictions shall apply
- 205 No person shall be eligible for election to the office of National President if they have been elected to that office on two previous occasions
- 206 No person shall be eligible for election to any of the other offices named in Article 98 of the core constitution if they have been elected to any of those offices on two previous occasions
- 207 In the case of other full-time offices established in accordance with Article 100 of the core constitution, no person shall be eligible for election to such an office on more than two occasions, and further restrictions may be defined within the relevant rules
- 208 For the avoidance of doubt, carrying out the duties of any of the abovementioned offices on a temporary or acting basis (see below) shall not be regarded as service in that office for the purposes of the above three clauses

Rules

- 209 A person shall not be eligible for election to any of the offices named in Article 98 or established in accordance with Article 100 of the core constitution if they have been a member of the Democratic Procedures Committee on any occasion during the five years prior to the date of the election
- 210 Removal of Full Time Officers and Casual Vacancies**
- 211 Any Full Time Officer in an office named in Article 98 of the core constitution may be removed from office according to the following
- 212 any ordinary or emergency motion debated by the National Conference or motion debated by an extraordinary National Conference or National Ballot may include an expression of 'no confidence' in any specified Full-Time Officer. If such a motion is passed by a simple majority, the post of that Full time officer shall immediately become vacant. The post shall also become vacant if a motion to this effect is approved by a National Ballot
- 213 Upon first coming into office, and at any other time as he or she sees fit, the National President shall
nominate a Vice-President of the National Union to be the person who shall become acting National President in the event of a casual vacancy or illness arising in the office of National President. The nomination shall be made in the form of a letter from the National President to the members of the National Executive Council. No special provisions shall apply in any event to any nominated person, unless and until there is a casual vacancy or illness in the office of National President
- 214 In the event of a casual vacancy or illness arising in the office of National President, then the nominated person shall become acting National President. A casual vacancy will cause a casual vacancy in that VicePresident's own nominal office, and that vacancy shall be subsequently filled according to the procedure below
- 215 In the event of a casual vacancy arising in any other office named in Article 98 of the core constitution, then the National President shall recommend to the National Executive Council any member of the National Executive Council to carry out the duties of that office on an acting basis, provided that such a person has given their consent to be nominated, and provided that no other serving full time officer may be so nominated. The National Executive Council shall have the final decision as to whether such a person is appointed or not
- 216 If any Full Time Officer resigns or is removed from office then they shall also vacate any offices they hold on an ex-officio basis, including membership of the National Executive Council, the Trustee Board if applicable, and any other committees of the National Union
- 217 The procedures for removal and casual vacancies in other Full Time Officers established in accordance with the core constitution shall be separately defined in the relevant rules

NUS RULES | National Conference Rules

300 Timings

- 301 The annual meeting of the National Conference will be held in the Easter holidays during the month of April or, as far as is reasonably practicable, to enable the widest participation

305 Members

- 306 The following will be members of the National Conference
- 307 Members with voting and speaking rights
- a Members of the National Executive Council,
 - b Delegates appointed by each Constituent Member in accordance with the correct procedure
- 308 The Democratic Procedures Committee shall be empowered to determine by the creation of regulations those members of the National Conference who shall be considered "Higher Education members of the National Conference" and those who shall be considered "Further Education members of the National Conference". No member of the National Conference may be considered to be in both categories
- 309 Members with speaking rights
- a Two observers appointed by each Student Organisation In Association,
 - b Three observers appointed by each Nation of the National Union,
 - c Up to three observers appointed by and from each Constituent Member,
 - d Three members of the Liberation Campaign Committees and Student Section Committees
- 310 Members with limited speaking rights

Rules

NUS RULES |

- a Members of the Democratic Procedures Committee, who may speak on any matters relating to democratic procedures,
 - b Lay and Student members of the Trustee Board, who may speak on matters relating to the finance of the National Union or the Trustee Board's execution of any other duty placed upon it by the Rules,
 - c Candidates in elections, or where appropriate their proposers, who may speak during the course of the election in which he or she is involved,
 - d Additional observers appointed by Student Organisations in Association, who may speak at the invitation of the National Conference on matters directly affecting the organisation which appointed them,
 - e Representatives of Constituent Members who have been refused delegate credentials by virtue of the Constituent Member having failed to elect its delegates by Cross Campus ballot, when required to do so, who may speak on matters relating to their failure to fulfil those provisions,
 - f Members of ad hoc committees whose membership of those committees has been recognised by the National Executive Council or National Conference, who may speak on matters relating to the remit of those committees,
 - g The Chief Returning Officer, deputies and authorised electoral agents, who may speak on matters related to elections
- 311 The following categories of person may also be present at meetings of the National Conference
- a Special observers invited by the National Executive Council
 - b Representatives appointed by student media of any Constituent Member
 - c Visitors invited by the National President
 - d Representatives of the media who may report on any open session of the National Conference
- 315 Delegate Entitlement**
- 316 For the purpose of calculating the number of delegates which each Constituent Member may appoint
- a The number of full-time student members of the National Union who are members of that Constituent Member, and three fifths of the number of part-time student members of the National Union (rounded upwards in the case of fractions, to the nearest integer) who are members of that Constituent Member, will be added together. This figure will be known as the number of 'full-time equivalent students'
 - b In adopting the relevant section of the Democratic Procedures Committee report, the National Conference will annually set a figure, which each constituent member may elect one delegate for from their full time equivalent students. In proposing the figure the Democratic Procedures Committee will consult with the trustee board and pay due regard to the need to ensure wide participation, demographic change, accessibility and an event within financial means. In the event that the relevant section of the Democratic Procedures Committee report is not approved the entitlement figure will be the one last used for National Conference
 - c. The delegates and observers elected or appointed by each Constituent Member will be called the delegation of that Constituent Member. One member of each delegation will be appointed by that delegation as its leader, such an appointment to be notified to the Democratic Procedures Committee. The basis of representation at meetings of the National Conference will be the delegation, except where otherwise provided in the Rules
 - d. The delegate entitlement as determined by Democratic Procedures Committee will be final and will apply to all meetings of the National Conference until the following year's entitlement is published
- 320 Appointment of Delegates**
- 321 Delegates from Higher Education Constituent Members will normally be elected by cross campus ballot
- 322 Any Small or Specialist Higher Education Constituent Member required to use a Cross Campus Ballot,

Rules

- which believes itself to be unfairly penalised by such a requirement, will, in the first instance, apply to the Democratic Procedures Committee to be made exempt from this requirement
- 323 Such application must state the reasons for the unsuitability of the Cross Campus Ballot for the election of delegates and demonstrate that any alternative method is democratic, enables any individual member to apply to attend, and is detailed in the Governing Document of the Constituent member
- 324 Such application will be considered by Democratic Procedures Committee to relate to the National Conference in the academic year in which the application is made Democratic Procedures Committee will rule on such applications
- 325 Any Constituent Member whose application has failed and which objects to the ruling of Democratic Procedures Committee will have the right of appeal to the National Conference Such appeals will be lodged with the Democratic Procedures Committee at least four weeks before the first day of the National Conference The decision of National Conference on such appeals will be final
- 326 Penalty Clause - If a Constituent Member fails to fulfil the correct requirements and has exhausted the appeals procedure set out above and has not received an exemption then the representatives of that Constituent Member will not be issued with delegate or observer credentials, nor will those representatives have any of the rights and privileges accorded to delegates or observers, nor will that Constituent Member be entitled to vote in any ballots or elections, but the representatives will be granted the status of members with limited speaking rights
- 327 The Democratic Procedures Committee may recommend in exceptional circumstances that a Constituent Member and its representatives will not suffer any of the sanctions set out in the Penalty Clause despite that Constituent Member's failure to fulfil any of the above provisions Such a recommendation will be made only by the Democratic Procedures Committee and will be made to the National Conference and will require the support of a simple majority of the National Conference and will apply only to the National Conference at which the recommendation is made
- 328 The governing document of a Constituent Member will be entitled to provide that one of its office bearers be an ex-officio delegate to the National Conference Such persons will be granted the same status as delegates elected by Cross Campus Ballot, but always providing that such an office bearer will not be accorded the same status as a delegate if any other members of that Constituent Member's delegation have been refused delegate's status by having failed to fulfil any of the above provisions
- 329 The requirement for delegates to be elected by Cross Campus Ballot will not apply to an Extraordinary Meeting of the National Conference of the National Union
- 330 Members of NUS committees are not entitled to attend the National Conference as a delegate or observer from a Constituent Member
- 331 Objections relating to rulings made by Democratic Procedures Committee concerning cross campus ballots or recommendations for exemption from these requirements from Democratic Procedures Committee will take the form of one speech in favour and one speech against the appeal or recommendation In both cases the matter will be resolved by the vote of a simple majority of National Conference The Democratic Procedures Committee will have the right to speak against any appeal and in favour of any recommendation but where the right is not exercised, there will still be an opportunity for someone else to speak
- 332 A cross campus ballot shall be defined as an election for the specific office of delegate to National Conference where any student member of the union is entitled to stand and vote
- 333 All delegations to National Conference must include at least 50% women, rounded down Where a union is only entitled to send one delegate and that delegate is not a woman, the union's free observer place must be taken by a woman
- 335 Minutes, Quorum, Notice, Chair**
- 336 Minutes will be kept of all meetings of the National Conference, and will be submitted for approval to the next following annual meeting of National Conference The minutes of any Extraordinary Meeting, held less than 21 days before the next following Annual Meeting, will be submitted to the next meeting
- 337 At all meetings of the National Conference the quorum will be equal to 20% of registered delegates
- 338 No matter once decided may be reopened at the same meeting of the National Conference

Rules

NUS RULES |

- 339 No person acting as a member of the National Conference with speaking or with limited speaking rights may be excluded from the National Conference, except as indicated below
- 340 Any Constituent Member or member of the National Conference may complain to the Democratic Procedures Committee about the entitlement of a person to be present at the National Conference or the conduct of a person at the National Conference or any other matter which is likely to disrupt the good order of the National Conference, in which event the Democratic Procedures Committee will convene. If in the opinion of Democratic Procedures Committee the matter may be one, which may lead to the exclusion of a person acting as a member of the National Conference, it may at its sole discretion report this matter to National Conference
- 341 Democratic Procedures Committee may, at its sole discretion, recommend to the National Conference that any member of the National Conference or person entitled to be present at the National Conference be excluded on the grounds that the person's presence at the National Conference is causing, or likely to cause, fear or alarm to members of the National Conference, or that to allow the person to remain at the National Conference is causing, or is likely to cause, the National Union, through its National Conference, to be brought into serious dispute. The person may, at the discretion of the National Conference, be entitled to reply to the recommendation and there will thereafter be a vote. If there is a two-thirds majority in favour of the recommendation, then the person concerned will not be permitted to remain at the National Conference nor to enter the building in which the National Conference is taking place
- 342 In the event of disorder during a meeting of the National Conference, the chairperson may at his or her sole discretion adjourn or close the meeting
- 345 Deadlines**
- 346 The Democratic Procedures Committee will set deadlines as necessary for all meetings of the National Conference where deadlines are not laid down in the Rules and these will be published with the Notice of National Conference for any meeting
- 350 Credentials**
- 351 The Democratic Procedures Committee will be the credentials committee of the National Conference. The Democratic Procedures Committee will, when reporting to the National Conference, list any person to whom it has refused credentials for the present meeting of National Conference
- 352 It will be the responsibility of the Democratic Procedures Committee to determine if a quorum should be counted at a frequency of its choosing
- 355 Business**
- 356 The Democratic Procedures Committee will draw up an Order of Business for each meeting of the National Conference which will include six types of formal business
- 357 Introductory Session
- a Opening remarks from the National President or Nominee
 - b Appeals and recommendations arising out of the cross campus ballot requirements
 - c Minutes of the last National Conference and all Extraordinary National Conferences since that meeting
 - d Fraternal or Sororial Greetings
 - e Constitutional Ratifications
- 358 The NUS Annual General Meeting
- a The NUS Trustee Board Report
 - b The Accounts
 - c The Budget
 - d Appointments to the Board of Trustees
 - e Motions to accept applications for organisational membership
 - f Amendments to the rules
 - g Democratic Procedures Committee motions and/or report
- 359 Zones

Rules

- a Annual Report
 - b Policy Report
 - c Motions Debate
- 360 Reports and Adoption
 - a National Executive Council Report
 - b Liberation Campaigns
 - c Nations and NUS-USI
 - d Student Sections
- 361 Elections
 - a Full Time Officers
 - b National Executive Council
 - c Committees
- 362 Any Other Business
 - a Emergency Motions
 - b Any other matter resolvable by the National Conference
- 363 The order and priority of business shall be determined as the Democratic Procedures Committee sees fit, save that the debate on a policy report shall take place before the election of the relevant Zone Vice President
- 364 The committee will ensure sufficient time is allocated to each type of business and will be empowered to vary the order of business throughout the event. It will also ensure that there is sufficient time for informal business throughout the event
- 365 Guillotine**
- 366 If any item or part of an item, except items relating to elections, estimates and the ratification of the new rules, has reached the end of the time allocated for it on the Order Paper the Democratic Procedures Committee will indicate to the Chairperson and to the National Conference that the guillotine for that matter has fallen
- 367 For ordinary motions and their amendments, the Democratic Procedures Committee will ensure that there have been an equal number of speeches for and against, following the guillotine, before moving on to the summing up and vote
- 368 The guillotine will be observed immediately unless objected to
- 369 Such an objection will be moved formally, if it then has the support of 100 delegates, there will be one speech in favour of the objection and one speech against the objection. The objection will be sustained if it receives the support of a two-thirds majority of the National Conference. Objections to the falling of the Guillotine shall not allow any zone policy debate to be reduced to below 30 minutes
- 370 The Democratic Procedures Committee will also impose limits on the lengths of all speeches, such limits may be extended with the approval of a simple majority of the National Conference
- 375 Procedures**
- 376 Points of order may be raised to ask for a quorum count, to ask for a Chairperson's ruling or interpretation, or to address any other question relating to the procedure of the Meeting to the Chairperson
- 377 Points of order have precedence over all other business, but they may not be raised during a speech or vote unless relating to the conduct of that vote
- 378 Points of order will have priority in the following order
 - a A request for a quorum count
 - b A request for a ruling or interpretation
 - c A request for a revote
 - d Other points of order
- 379 Procedural motions have precedence over all other business except points of order and may not be raised during a speech or the course of a vote unless relating to the conduct of that vote
- 380 There will be the following procedural motions, which are listed in order of priority
 - a That the Meeting has no confidence in the Chairperson
 - b That the Chairperson's ruling be overturned

Rules

NUS RULES |

- c That a rule or regulation be suspended for a specified length of time for a specified reason
 - d That a vote be by secret ballot
 - e That the meeting be adjourned or closed
 - f That the question, as specified, be now put
 - g That the question, as specified, be not put
 - h That the question, as specified, be adjourned to later in the same Meeting or to a later Meeting
 - i That the question, as specified, be remitted to another body or person
- 381 All procedural motions will require the support of 100 delegates before being discussed
- 382 All procedural motions will require a simple majority, save that a two-thirds majority shall be required for the question now be put on amendments to the rules and the suspension of a rule or rules
- 383 The Chairperson will be entitled to make the final speech against any motion of no confidence in the Chair or any challenge to the Chairperson's ruling
- 385 Voting**
- 386 Voting on a question may be by show of delegates' cards or secret ballot Voting will normally be by show of delegates' cards
- 387 After any vote by show of delegates' cards a count may be held providing that a request for a count is made immediately and that the request is supported by 100 delegates The request for the count will specify whether the count will be by secret ballot or by show of delegates' cards In the case of a count by a show of delegates' cards the Chairperson may appoint tellers to assist with the vote
- 388 Votes by secret ballot will be administered by the Democratic Procedures Committee, except that elections will be administered by persons appointed by it
- 389 A revote can only be held after a vote by secret ballot if the Chairperson rules that there has been misconduct in the vote Such revote will be by secret ballot
- 390 A recount may be held on any vote secret ballot if the Chairperson rules that there has been misconduct or an error in the count
- 395 Zones, National Executive Council and Other Reports**
- 396 The National Executive Council will present to the National Conference a report outlining
- a Its business and work throughout the year, and
 - b Any emergency policy passed throughout the year for adoption
 - c Policy Recommendations on issues which it believes are a priority for students and students unions to a maximum of 500 words
- 397 Each Zone will present to the National Conference a report outlining
- a Its work throughout the year, and
 - b Policy Recommendations about which it has consulted with students and students' unions to a maximum of 2,500 words
- 398 Each report will outline
- a Whether in the view of the Zone Committee or National Executive Council a mandate or part of a mandate has been completely fulfilled, and
 - b Include a description of work carried out by the body on other areas
- 399 Other bodies specified in the Constitution or Rules will present to the National Conference a report outlining their work throughout the year
- 400 Each report will be circulated to Constituent Members for consideration in good time prior to the National Conference
- 401 Constituent Members will have the right to propose amendments to the Zone Reports' Policy Recommendations section in accordance with regulations laid down by the Democratic Procedures Committee
- 402 During the "business and work carried out section" of any report Constituent Members will be empowered to submit the following report motions
- a The reference back of a specified part of the report
 - b A motion of censure on a member of the relevant body or body as a whole
- 403 If 100 delegates wish to discuss the motion it will be moved A member of the body will reply and the National Conference will immediately vote on the motion

Rules

- 404 Following discussion of all Report motions or at the end of the time allocated for Report motions a member of the relevant body will sum up and the National Conference will vote on the adoption of all sections not referred back
- 405 Ordinary Motions and Policy Recommendations Amendments**
- 406 Before sending Policy Recommendations Reports to Constituent members, Zones shall submit to the Democratic Procedures Committee their reports and the Democratic Procedures Committee shall ensure that the content matches the Zone title
- 407 All constituent members and the National Executive Council may submit up to 1,400 words of policy motions or amendments into the national conference by a deadline set annually by the Democratic Procedures Committee
- 408 For the purposes of Ordinary Motions and Policy Recommendations Amendments, the Priority Policy Recommendations will be treated as a Sixth Zone
- 409 The Democratic Procedures Committee will rule out of order text which has not been submitted on the instructions of the governing body of the Constituent Member concerned or which have not been submitted in a way approved by its governing body
- 410 Text will be submitted electronically in accordance with rulings from the Democratic Procedures Committee. Electronic submission will be verified by the use of a secret pass code, which will be notified by the Democratic Procedures Committee to the senior Executive Officer of Constituent Members or nominated member of a National Committee
- 411 A form will be submitted at the same time as the copy(ies) of the text which will detail the word count, the authorising body for the text, the date of the meeting of the authorising body and contact details for at least two senior Executive members of the Constituent Member or National Committee
- 412 The Democratic Procedures Committee will take each submission of text and first determine if the text or sections of it represent an amendment to the Policy Recommendations of any of the Zone reports. In this event it will composite them where appropriate and list these as proposed amendments to the Policy Recommendations to be debated separately
- 413 All other text will become composite motions under the appropriate Zone
- 414 Any text not submitted in line with regulations issued by the Democratic Procedures Committee will be ruled out of order by Democratic Procedures Committee
- 415 The Democratic Procedures Committee will send to all Constituent Members zone policy recommendation reports and motions documents which will include all text not ruled out of order
- 416 The Trustee Board may submit text to the National Conference on matters within its remit
- 417 Trustee Board motions will be concerned with specific issues directly related to its terms of reference or its constitutional position. They will only be composited with any other motion when it would mean otherwise the same question being discussed more than once at National Conference. In such circumstances, Trustee Board motions will be moved solely by the Trustee Board
- 418 At all times the Democratic Procedures Committee shall arrange the debates at conference such that no matter could be resolved more than once. It shall ensure the ability for a delegate to propose that a section or sections of a policy recommendation be debated separately
- 420 Estimates**
- 421 Following agreement between the National Executive Council and the Trustee Board, estimates of income and expenditure in the year ahead will be presented to the National Conference by the President after being circulated to all Constituent Members and National Committees
- 422 Constituent Members may table motions to refer back the Estimates or part of them
- 423 Such a motion will only be in order if it is composed of two parts
- a) The positive reference back of a specified heading within a budgetary head or heads, indicating that each specified heading should have the sum allocated to it increased by an amount specified for that heading,
 - b) The negative reference back of a specific heading within a budgetary head or heads, indicating that each specified heading should have the sum allocated to it reduced by an amount specified for that heading, the total of the amounts specified in (i) being the same as the total of the amounts specified in (ii)
- 424 The President will reply in writing to all Constituent Members tabling motions of reference back of the

Rules

NUS RULES |

- Estimates or part of them, indicating the implications if such a reference back is passed by the National Conference
- 425 Questions on the Estimates may be asked from the floor of the National Conference. Priority on the asking of such questions will be given to Constituent Members, which have tabled motions on reference back.
- 426 If 100 delegates wish to discuss a motion of reference back it will be moved. The President will reply and the National Conference will immediately vote on the motion.
- 427 The guillotine will not apply to discussion of motions of reference back of the Estimates.
- 430 Emergency Motions**
- 431 Not more than two emergency motions may be submitted by a Constituent Member or the National Executive Council in writing to the Democratic Procedures Committee. The Democratic Procedures Committee will rule out of order any emergency motion of more than 300 words.
- 432 An emergency motion is one whose substance concerns events occurring after the latest date for the submission of ordinary motions for discussion by the forthcoming meeting of the National Conference. No motion is an emergency motion unless the present work of the National Union would be severely impaired by the failure of the forthcoming meeting of the National Conference to discuss the issue.
- 433 The Democratic Procedures Committee will rule in the first instance on whether any proposed emergency motion is in fact an emergency motion.
- 434 The Democratic Procedures Committee will draft all submissions into a composited motion and amendments to it for each subject. The Democratic Procedures Committee will publish the resultant list of policy headings to the National Conference.
- 435 A priorities ballot will then be held in accordance with regulations determined by the Democratic Procedures Committee.
- 436 Democratic Procedures Committee will convene drafting commissions using the same rules as for ordinary motions.
- 440 Drafting Commission & Composite Motions**
- 441 The Democratic Procedures Committee will convene drafting commission meetings for motions in each zone. Copies of composited motions will be made available at the beginning of National Conference.
- 442 The drafting commission shall be run in accordance with regulations set by the Democratic Procedures Committee.
- 443 Responsibility for deciding any matter not agreed by the drafting commission will rest with the Democratic Procedures Committee after an opportunity for the members of the drafting commission to give their opinions.
- 444 Final Motions to be discussed at National Conference will be ruled out of order by Democratic Procedures Committee if the word limit is more than 600 words unless the motion is an amendment to the rules. Final Amendments to motions to be discussed at National Conference will not exceed 300 words unless the amendment to the motion is an amendment to the rules.
- 445 Decisions taken at drafting commission meetings will be communicated to the Chairperson of the National Conference by the Democratic Procedures Committee.
- 446 Before the start of debates in a zone, the Democratic Procedures Committee will move the adoption of the order and inter-relationship of Policy Recommendations, Motions and Amendments. A simple majority of National Conference will be required to approve this.
- 447 The President will notify in writing the Democratic Procedures Committee and Constituent Member concerned of any motion, or amendment to it, which s/he rules out of order. Such notification must be given by deadline set by the Democratic Procedures Committee.
- 450 The Chair**
- 451 Save for during elections or report of the National Executive Council, the Chair at all meetings of the National Conference will be taken by the President or a member of the National Executive Council or an individual member of the National Union appointed by him or her. Delegates retain the right to exercise a vote whilst in the Chair, but not a casting vote.
- 452 The Chairperson will not participate in debate, s/he will vacate the Chair for the whole of any business on which s/he wishes to speak.

Rules

- 453 If a motion of no confidence in a Chairperson is passed the Chairperson to whom the motion refers is not to resume the Chair during that National Conference
- 454 The Chairperson will ensure that the meeting is in order, that remarks are relevant to the question under debate, that speakers are not intimidated by members of National Conference and that no defamatory remarks are made by one member of National Conference concerning another
- 455 Extraordinary Meetings of the National Conference**
- 456 The Democratic Procedures Committee will be empowered to establish appropriate deadlines and regulations in the spirit of these rules for all extraordinary meetings of the National Conference
- 457 The Democratic Procedures Committee will convene an Extraordinary Meeting of the National Conference on receipt of a request in writing from 25 Constituent Members, subject to the following conditions
- a) A request for an Extraordinary Meeting of the National Conference must state the topic to be discussed at the meeting, together with the names of the Constituent Members on whose behalf the National Conference is proposed
 - b) A request must be signed by the principal elected executive officer of each of the Constituent Members making the request. Such signatures will not be recognised unless each has been affixed on the instructions of the governing body of that Constituent Member, or following a procedure approved by that governing body and is accompanied by a copy of the relevant minutes of the body issuing the instruction
- 458 The National Executive Council will convene the Extraordinary National Conference within seven weeks after receipt of the request and not less than two weeks after the day on which the notice of the National Conference would in the normal course of post be received by Constituent Members
- 459 No business will be conducted at an Extraordinary National Conference except the discussion of the topic stated in the request or requests for which the meeting was convened
- 460 Amendments to a motion to be discussed at an Extraordinary Meeting of the National Conference will be submitted to Democratic Procedures Committee at least one week before the date on which the Meeting is to begin
- 461 Questions may be put without notice on any Report to an Extraordinary Meeting of National Conference
- 465 Policy to be Updated after each National Conference**
- 466 During each National Conference the Democratic Procedures Committee will table National Conference policies that have been in existence for three years or were last ratified under these rules three years earlier. These will be notified in advance by the Democratic Procedures Committee and will be prominently displayed within the National Conference Venue
- 467 Unless an objection is raised, these policies will lapse at the end of the last National Conference session
- 468 Objections to the lapse of any such policy will be delivered to the Democratic Procedures Committee. The content of any objection will be announced to the National Conference
- 469 During the last session of National Conference the Chairperson will invite a speech moving each objection and a speech against. The debate will be confined to whether or not policy should lapse. The chairperson will then move to a vote where a simple majority will retain the policy
- 470 After each National Conference the Democratic Procedures Committee will update the policy of the National Union in respect of the policy adopted by National Conference
- 475 Policy Adoption**
- 476 During each Annual National Conference each of the following bodies will report to the National Conference on its work throughout the year and propose for adoption policies passed at the relevant conference of each body
- a Nations
 - b NUS-USI
 - c Liberation Campaigns
 - d Student Sections
 - e National Executive Council
- 477 Unless an objection is raised these policies will be automatically adopted at the end of the National Conference
- 478 Objections to the adoption of any such policies or part thereof will be delivered to the Democratic Procedures Committee

Rules

NUS RULES |

- 479 During the relevant session of the National Conference the Chairperson will invite at least one speech in favour of each objection, and at least one speech against. The Chairperson will then move to a vote where a simple majority will sustain the objection and the policy or part thereof will not be adopted.
- 480 In the event that policy is adopted under these procedures which conflicts with policy passed as a result of Zone or Emergency Motion debates at National Conference the policy passed at National Conference as a result of Zone or Emergency Motion debates shall take precedence over this adopted policy as the position of the National Union.
- 485 Documents**
- 486 A document or publication may only be circulated or distributed in the room in which National Conference is meeting with the written authority of the Democratic Procedures Committee. The Democratic Procedures Committee will notify its reasons in writing to any person to whom permission is refused, such person may then overturn the decision of the Democratic Procedures Committee with the support of a simple majority of the National Conference. The authority of the Democratic Procedures Committee will not be required for the circulation of any documents originating from
- 487 The Democratic Procedures Committee itself,
488 National Executive Council or Trustee Board,
489 provided that such document or publication relates to the business of the National Conference.
- 490 Procedure after National Conference**
- 491 minutes, including the decisions reached, of each Annual and Extraordinary National Conference will be sent to each CM and all National Committees within 28 days after the National Conference ends.

NUS RULES | The Democratic Procedures Committee

500 Membership

- 501 The composition of the Democratic Procedures Committee shall be as follows
- a Individual Members- there will be nine Individual Members, four of which will be elected by the National Conference in even years and five in odd years. All of these will serve two year terms at its annual meeting. Nominations will open and close at the event and the election will take place in a block form, elected by the Single Transferable Vote.
 - b Non Student Members- The committee shall be empowered to co-opt non voting members which it chooses that shall not usually be Individual Members of the National Union.
 - c A Full Time Officer appointed by the President shall be entitled to go to meetings of the Democratic Procedures Committee as a non voting member.
- 502 No individual member shall be eligible for election or co-option to the Democratic Procedures Committee if they have been a Full Time Officer in the last five years.

503 Reporting

- 504 The Democratic Procedures Committee shall produce a report on its action to National Conference and other bodies as appropriate, comment on the organisation, rules and procedure of National Conference and other bodies as appropriate, and recommend improvements to the running of National Conference and other bodies as appropriate.
- 505 It shall also annually report on endeavours designed to meet its duty to structure and run National Conference in such a way as to guarantee the accessibility of proceedings for delegates.
- 506 The Democratic Procedures Committee shall also report annually to the National Conference on formal National Conference Procedures under the auspices of these rules. They will keep under review measures to enable and maximise participation in National Conference and associated procedures and measures to ensure fairness in debate at National Conference and make recommendations to this effect in their Annual Report to the National Conference.

510 Chairperson

- 511 The Democratic Procedures Committee shall elect from their own number a chairperson.

Rules

515 Changes to the Constitution or Rules

516 Democratic Procedures Committee may submit motions or amendments, which shall relate to the constitution or rules. Such motions shall be included in the motions document.

520 Terms of Office and Removal from Office

521 Individual Members may be removed from membership of the committee by a simple majority vote on a motion of no-confidence, passed by the National Conference or by a majority vote in the National Ballot.

522 No member may serve more than two elected terms of office on the DPC, either consecutive or nonconsecutive. A term may be shorter than two years as a result of transitional arrangements or a mid-term by election.

NUS RULES | Elections

600 Application

601 These rules will apply for all elections to positions in NUS except where these rules are varied in the schedules for Nations, Liberation Campaigns or Student Sections. These rules may also be further defined in schedules for Nations, Liberation Campaigns or Student Sections. Variations or further definitions shall require approval of the Chief Returning Officer.

602 Chief Returning Officer

603 The Chief Returning Officer will report annually to the National Conference on elections held under the auspices of these rules. They will keep under review measures to enable and maximise participation in elections and measures to restrict activity of candidates and campaigns to ensure fairness and make recommendations to this effect in their Annual Report to the National Conference.

604 The Chief Returning Officer in conjunction with their deputies will have the power to interpret all election regulations and issue rulings and interpretations to this effect to all members and appointed election officials.

605 The Chief Returning Officer (RO)

610 The Chief Returning Officer shall, for each election or appropriate set of elections, appoint one of their deputies or any other person to act as the Returning Officer.

611 The RO will

- a Be the interpreter of the Elections Rules for that election, subject to any rulings from the CRO
- b Appoint (and dismiss if necessary) election officials to ensure the good conduct and administration of the elections
- c Ensure oversight of the count and declare the results of the elections
- d Set rules, regulations and guidelines other than these election rules to govern the conduct of the election
- e Seek legal advice by referring the matter to the Board if he/she believes that statements made or the contents of publicity could leave NUS open to legal action
- f Rule out of order any statement or the content of any publicity, which in their view is in breach of the constitution, the law or any other appropriate rules and guidelines
- g Be empowered to issue warnings to candidates or remove candidates from the election at any point in accordance with these election rules and any rules and regulations issued under the above provision
- h Be empowered to order recounts, or declare election processes null and void
- i Deliver, or ensure the delivery of, appropriate support and guidance to all election candidates
- j Make available information to potential candidates for each election outlining relevant rules and procedures

615 Complaints

616 For each election the RO is the ultimate official competent to deal with complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of elections.

Rules

NUS RULES |

- 617 Complaints regarding the conduct of an RO must be sent to the CRO and cannot affect the outcome of an election unless National Conference rules that it should using the removal from office procedures

620 The Process of Elections

- 621 For each election or set of elections the RO will produce an election timetable, which will outline a
- The process for nomination
 - b Arrangements for the publication of accepted nominations
 - c Arrangements for objections to the eligibility of candidates
 - d Details for the submission of manifestos (if appropriate)
 - e Details of a question time (if appropriate)
 - f Arrangements for the ballot
 - g Arrangements for the count
- 622 The RO will produce details of the arrangements for balloting and for complaints procedures, and ensure that they are publicised to all constituent members or delegates as appropriate
- 623 The RO will ensure that any additional details, or amendments to the arrangements, are publicised to all constituent members or delegates as appropriate in a timely fashion

625 Nominations

- 626 Nomination forms will be available to all constituent members or delegates as appropriate
- 627 It will be the responsibility of nominees to ensure that nomination forms are completed accurately and submitted before the deadline
- 628 All nomination forms will require a minimum number of individual member proposers from minimum number of different constituent members as outlined in the annual schedule of elections published by the CRO each September. In setting the numbers, the CRO will pay due regard to the need to balance ease of involvement with demonstrating support, and consistency on the previous year
- a) Candidates for the Vice President (Further Education) position may only be nominated by individual members of NUS who are individual members under article 16 2 or 16 4, or by individual members under article 16 1 or 16 3 if they are in particular a student or sabbatical officer at a further education constituent member, or a student studying a further education course at a higher education constituent member. Candidates for the Vice President (Higher Education) position may only be nominated by individual members of NUS who are individual members under article 16 2 or 16 4, or by individual members under article 16 1 or 16 3 if they are in particular a student or sabbatical officer at a higher education constituent member, or a student studying a higher education course at a further education constituent member

- 629 The RO will have the sole responsibility for declaring a submitted nomination form valid
- 630 In the event of two or more candidates having the same proposer in an election for a single position, the RO may allow up to twenty-four (24) hours for the candidates to find fresh proposers
- 631 When the RO is satisfied, all valid nominations will be confirmed with the candidates and published
- 632 Any candidate completing a nomination form for Full Time Office will also be required sign to accept any terms and conditions of employment relating to the post at the point of nomination

635 Manifestos

- 636 Where appropriate manifestos must be submitted by the date laid down in the election timetable and must comply with any format requirements stipulated by the RO
- 637 The RO will ensure that manifestos are made available to voters

640 Campaign Publicity

- 641 Where appropriate the RO may stipulate an amount that candidates may spend on their own election campaign
- 642 The RO may draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification from the election

Rules

645 Question Time

646 The RO may arrange a question time for the candidates in an election

650 Withdrawal

651 Any candidate may withdraw from an election at any point before the start of the count by informing the RO

652 If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the RO will ensure that voters' next preferences are counted

655 Voting

656 The RO will ensure that eligible delegates at a given event are enabled to vote

657 The RO will decide the method of voting and publicise it appropriately

658 The voters will be able to express preferences for as few or as many candidates as they wish in any election

659 Ballots will bear the chosen name of each candidate, the position being contested, and any declared affiliations of each candidate

660 The order of names on the ballot will be decided alphabetically by surname

661 There will be a facility for voting for "Re Open Nominations" For the purpose of counting the votes, 're-

open nominations' box shall be treated as if a candidate This means that re-open nomination may be excluded and the votes transferred in accordance with the rules Voters can express a preference for a candidate after re-open nominations In elections with one vacancy to be filled, the counting shall be alternative vote system If the 're-opens nominations' candidate is elected, the returning officer shall declare the vacancy unfilled In elections with more than one vacancy the counting shall be by the single transferable vote system If at any stage of the count 're-open nominations' candidate gains the required number of votes to be elected, it shall be deemed to have been elected and any surplus and any further votes, transferred to a further 're-open nominations' candidate This stage shall be repeated as often as required The returning officer shall declare unfilled the number of vacancies equal to the number of 'reopen nominations' candidates deemed to have been elected, if any

662 Voting will be by secret ballot

665 The Count

666 Candidates or their appointed representative may, if they wish, attend the counting of the votes, as observers only

667 The count will commence only after the RO is satisfied that all complaints relating to the conduct and administration of the election have been resolved

668 The count will be conducted in accordance with rules outlined by the Electoral Reform Society for running elections by Single Transferable Vote

669 Any candidate may request a recount within five (5) calendar days by writing to the Returning Officer The Returning Officer's decision is final in this regard

670 NATIONAL EXECUTIVE COUNCIL There shall be 2 counts for this election

a In the first count, for the specified number of places reserved for Further Education candidates, all preferences for HE candidates will be ignored

b In the second count, for the number of National Executive Council members in total minus the specified number of places reserved for Further Education candidates, candidates elected in the first count will be deemed to have withdrawn for the purposes of counting

675 Declaration

676 Results of the election will be declared by the RO in an appropriate manner when the count for each post has been successfully completed

677 A list of successful candidates will be made available within one (1) week of the declaration of the results

Trustee Board Proceedings

700 Calling a Meeting

701 Subject to the provisions of the Articles and these rules, the Trustees may regulate their proceedings as they think fit

Rules

NUS RULES |

702 Four Trustees may, and the Chief Executive at the request of four Trustees shall, call a meeting of the Trustees. Notice of every meeting of the Trustees stating business to be considered at such meeting shall be sent by post or by electronic communication to each Trustee at least seven clear days before such meeting unless urgent circumstances require shorter notice, but the proceedings of any meeting shall not be invalidated by any minor irregularity in respect of such notice or by reason of any business being considered which is not specified in such general particulars.

703 The Trustees shall hold a minimum of four meetings in each calendar year.

704 A Charitable Services remit and activity statement will be presented and developed annually describes

work that has been suggested to be carried out by the Charity by the National Executive Council under article 9 17 and in pursuit of NUS' aims that is being funded by NUSUK by donation.

710 Chair

711 The National President shall be the Chair of the Trustees unless another Officer Trustee is appointed as chair by the National President. The Trustees may at any time remove her from the office of chair.

712 The Trustees may appoint a Trustee to be Vice-Chair of the Trustees and may at any time remove her from office. The role of the Vice-Chair will be to support the Chair.

713 Unless she is unwilling to do so, the Chair shall preside at every meeting of Trustees at which she is present. If there is no Trustee holding that office, or if the Trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to be chair of the meeting.

720 Procedure

721 Questions arising at a meeting of the Board shall be decided by a majority of votes.

722 The quorum for the transaction of the business of the Trustees shall be seven (such quorum must include at least three Officer Trustees). Guests or observers can attend meetings of the Trustees at the discretion of the Chair.

723 The continuing Trustees or a sole continuing Trustee may act notwithstanding any vacancies in their number. However, if and so long as the number of Trustees is less than the number fixed as a quorum, the Trustees may take steps to increase the number of Trustees so that there is a quorum.

724 All acts done by a meeting of Trustees, or of a committee of Trustees, or by a person acting in good faith as a Trustee shall, even if afterwards discovered that there was a defect in the appointment of any Trustee (excluding the election and selection process) or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Trustee and had been entitled to vote.

725 The Trustees shall invite the Chief Executive of the National Union to attend and speak at meetings of the Board of Trustees. The Chief Executive shall not be entitled to vote or count in the quorum upon any business transacted at such meetings, and the Board shall have the power to require the Chief Executive to withdraw from any meeting.

730 Written and email approval of resolutions

731 Save where a Trustee is not entitled to vote on the resolution due to a conflict or otherwise, a resolution in

writing signed by all the Trustees (excluding any conflicted Trustee) entitled to receive notice of a meeting of Trustees or of a committee of Trustees shall be as valid and effectual as if it had been passed at a meeting of Trustees or (as the case may be) a committee of Trustees duly convened and held, provided the conditions set out below are complied with.

732 If the Trustees wish to validly pass a written resolution

- a all of the Trustees (save any that are conflicted) must signify their approval of the written resolution,
- b a written resolution may consist of several instruments in like form each signed by one or more

Trustees and/or approval from a Trustee sent by electronic means, and

Rules

- c the date of a written resolution shall be the date on which the last Trustee signifies their approval
- 733 A Trustees' resolution which is approved by email shall be as valid and effectual as if it had been passed at a meeting of the Trustees, provided the following conditions are complied with
 - a such a resolution must be approved by email by all of the Trustees, except for any Trustee who would not have been entitled to vote upon the resolution if it had been proposed at a meeting at which she was present (whether as a result of a conflict of interest or otherwise),
 - b if approval of a resolution is not received within twenty four hours from all of the Trustees, it must be received from at least as many Trustees as would have been needed to form a quorum if the resolution had been put to a meeting,
 - c notice of all proposed resolutions must be given to all of the Trustees,
 - d approval from each Trustee entitled to give her or her approval must be received by such person as all the Trustees shall have nominated in advance for that purpose ("the Recipient"), which person may, for the avoidance of doubt, be one of the Trustees,
 - e approval from a Trustee must be sent from an email address previously notified by that Trustee by post, fax or in person to the Chief Executive as intended for use by that Trustee for the purpose of sending such email confirmations,
 - f following receipt of a response on any resolution from each of the Trustees entitled to give her approval, the Recipient shall circulate a further email to all of the Trustees confirming whether the resolution has been formally approved by the Trustees in accordance with the terms of this rule, and
 - g the date of a resolution shall be the date of the email from the Recipient confirming formal approval
- 740 **Virtual Meetings**
- 741 A meeting may be held by telephone or by televisual or other electronic or virtual means agreed by resolution of the Trustees in which all participants may communicate simultaneously with all other participants

Rules

NUS RULES |

Zones

800 Zone Committees

- 801 Each zone will have a coordinating committee consisting of the following members
- a The Vice President (Full Time Officer) for that Zone who will act as the Chairperson
 - b The National President (Ex Officio)
- Eight individual members elected by and at the Zone Conference, where except for the FE Zone Committee and the HE Zone Committee at least two of which must be from the FE Sector. In the case of the FE and HE committees all of the individual members must be from the relevant sector and when the block is counted the RO will cause, if sufficient candidates have stood, at least 50% of the places (rounded down) to be allocated to self-defining women
- c Non-voting representatives of Nations, NUS-USI, Social Policy Campaigns and Liberation Campaigns as the Zone committee sees fit
 - d One individual member elected by and at Zone Conference, who shall also act as the NEC member for that zone
 - e Up to three co-opted members at the invitation of the committee who will be non voting and may not be individual student members of the National Union
- 802 Zone committees will regulate their proceedings as they see fit save that they must meet at least 4 (four) times per year. They will report their work to the National Executive Council

810 Zone Conferences

- 811 Each zone will hold an Annual Conference, in a period before December further determined by the Democratic Procedures Committee, which will elect the individual members of the zone's committee
- 812 The Delegate entitlement to the zone conference for the purposes of elections will be one delegate per constituent member
- 813 Only HE Constituent Members shall be entitled to send delegates to the HE Conference. Only FE Constituent Members shall be entitled to send delegates to the FE Conference
- 814 The election of the individual members of the committee will be conducted in a manner approved by the Chief Returning Officer, save that one of the reserved FE places on each of the Society & Citizenship, Welfare and Union Development Conferences will be elected by delegates to the FE Zone Conference
- 815 They will take office at the close of the conference and remain in office until the end of the next conference
- 816 Any person will be eligible for election to the post of individual committee member, if at close of nominations that person is an individual student member of the National Union, subject to Rule 801
- 817 Members elected to the Committee will take office at the end of the Conference at which elected, and remain in office until the end of the next Conference

820 Policy Development

- 821 Zone committees are charged with detailed policy development for their zone. They are required to consult with members and stakeholders and obtain or commission research pertaining to their zone for consideration by constituent members. They are also charged with the day to day monitoring and implementation of policy passed
- 822 The Zone Committee will invite suggestions from constituent members as to the workshops or sessions that should be run at the event. The Zone Committee will then determine the agenda for the event based on these suggestions
- 823 The Zone committee will also ensure that during the event a "student only" session is run that discusses potential policy recommendations and the potential content of a Zone policy report
- 824 After the conference the Zone committee will compile policy recommendations based on its deliberations

830 Accountability

- 831 During the Zone Conference the Zone Vice President and the National President will report on ongoing work
- 832 At this time the Zone Conference delegates members may move the following motions

Rules

- a The reference back of a specified part of the relevant Report
- b A motion of censure on the Zone Vice President, Zone Committee or National President
- c A motion to commend the Zone Vice President, Zone Committee or National President for a specific area of work

840 No Confidence

- 841 The Committee will convene a Conference, to discuss a motion of 'no confidence' in the individual committee member(s) on receipt of a request in writing from 25 names Constituent Members
- 842 The Committee will convene the Extraordinary Zone Conference within seven weeks after receipt of the request, and not less than two weeks after the day on which the notice of the Extraordinary Zone Conference would in the normal course of post be received by Constituent Members
- 843 No business other than the motion of 'no confidence' in the individual committee member(s) will be discussed at an Extraordinary Zone Conference, and if such a motion is passed by a simple majority, the individual committee member(s) post will become vacant and will be filled by a method determined by the Democratic Procedures Committee

Rules

NUS RULES |

Student Sections

900 Autonomy

The work of each section, except for the International Students Campaign, shall come directly under the remit of and control of the Convenor of a Zone, which shall be allocated by the President. Each student section shall report regularly to its Zone, except for the International Students Campaign which will report to National Conference. The student section shall have the right to report directly to National Conference, as required in these rules and as required by resolution of its own committee and conference.

910 Conference

- 911 There shall be a Conference annually for each of the Student Sections, which shall elect the Committee and shall discuss matter of concern to that section of students
- 912 The Conference shall be open to that section's students, and only that section's students shall be eligible for election as delegates to the conference
- 913 The definition of who constitutes a student in each section for the purposes of entitlement to attend the conference or stand in elections shall be approved by National Conference
- 914 The Conference shall be governed by such standing orders and delegate entitlement, as it shall itself propose and National Conference shall decide
- 915 The following shall be members of the Section Conference
- 916 Members with voting and speaking rights
- a Members of the Section Committee, and
 - b Delegates appointed by Constituent Members
- 917 Members with speaking rights
- a Members of the National Executive Council, or Liberation or Nations Committees and Area Organisations
- 918 Members with limited speaking rights
- a Members of Democratic Procedures Committee or the Trustee Board, and
 - b Candidates for election to the Section Committee or Officer who may speak on matters relating to their election

920 Committee

- 921 There shall be a Section Committee which shall consist of
- 922 A number of members (a maximum of 8) elected by the relevant Conference in a manner decided by the Conference, and approved by the Chief Returning Officer
- 923 In the case of the International Students Committee, the International Students officer
- 924 In the case of the Mature and Part Time Students committee and Student parents and carers, the National Executive Council Mature Students' Rep, the National Executive Council Part Time Students' Rep, and Student parents and carers Rep
- 925 Any related representatives or officers of NUS Scotland and UCMU/NUS Wales and the Northern Ireland's region of NUS /USI with voting rights
- 926 The International Students' Officer shall be a Full Time Officer
- 927 If NUS Scotland, UCMU/Wales or NUS-USI elect an International Students Officer for that nation- those officers will be full members of the committee and the sole representative of international students for that nation

930 Committee Election

- 931 The election of the Section Committee shall be conducted in a manner decided by the Conference and approved by the Chief Returning Officer
- 932 A person shall be eligible for election to the Section Committee if at the close of nominations they are individual student members of the National Union, and if, they are a student of that section
- 933 The International Students Conference shall annually elect an International Students' Officer whose terms of office shall be approved by National Conference and the committee shall then select from its own number an additional member of the National Executive Council. In the event

Rules

- that the Officer is an EU student the additional National Executive Council member must be non-EU and vice-versa
- 934 The Mature and Part Time Students Conference shall annually elect a Mature Students' Member of the National Executive Council and a Part Time Students' Member of the National Executive Council
- 935 The Postgraduate students' section shall annually elect a taught postgraduate rep to the National Executive Council and a research postgraduate rep to the National Executive Council
- 936 The Student parents and carers conference shall annually elect a student parent and carers rep to the National Executive council

Nominations Committee

- 1000 The Nominations Committee shall regulate and conduct its business as it sees fit, save that
- 1001 It will conduct annually a skills, knowledge and diversity audit highlighting key areas for recruitment and will publish this to Constituent Members by October 1st each year
- 1002 It shall then invite applications and test them against the stated needs, finalising a shortlist of candidates of which some will be formally recommended to National Conference
- 1003 An appropriately edited Curriculum Vitae of the those shortlisted will be distributed to delegates
- 1004 Each candidate will be voted on in turn and will require a simple majority by National Conference to be approved
- 1005 In the event that National Conference rejects any of the proposed candidates the Nominations Committee will meet to determine who should be presented from the shortlist as alternatives later on during Conference

National Ballot

1100 General

- 1101 The Chief Returning Officer shall convene a National ballot on receipt of a request in writing from 5% of Constituent Members, subject to the following conditions
- a A request for a National ballot must state the issue to be debated to a maximum of 500 words
 - b The issue to be debated must be new or the circumstances surrounding the issue sufficiently different to those during the previous the National Conference such that the Chief Returning Officer is satisfied that the proposal is not an attempt to re-debate a matter previously settled by National Conference, the CRO's decision shall be final
 - c A request must detail the names of the Constituent Members on whose behalf the ballot is proposed
 - d A request must be signed by the principal elected executive officer of each of the Constituent Members making the request Such signatures will not be recognised unless each has been affixed on the instructions of the governing body of that Constituent Member, or following a procedure approved by that governing body and is accompanied by a copy of the relevant minutes of the body issuing the instruction
- 1102 A request called by two thirds resolution of the National Executive Council must conform to item a and b (above)
- 1103 The Chief Returning Officer will publicise that a ballot has been called for and details of the reasons why within three (3) working days of receipt of notice
- 1104 The Chief Returning Officer will be responsible for the good conduct and administration of the Ballot
- 1105 The Chief Officer shall be responsible for determining the wording of the question on the ballot paper, subject to open consultation of constituent members within seven (7) working days from receipt of notice
- #### 1110 Voting
- 1111 Polling shall begin as soon as possible against a timetable published by the Chief Returning Officer
- 1112 The ballot shall be supervised by the Chief Returning Officer

Rules

NUS RULES |

- 1113 The times & methodology for voting by Constituent Members shall be publicised by the Returning Officer
- 1114 Each ballot will be worth that Constituent Member's full time equivalent student number
- 1115 Constituent Members may not split their vote
- 1116 In participating in the ballot, the position of the constituent member must have been approved by that constituent member's policy making body

- 1120 Results**
- 1121 The Chief Returning Officer will be responsible for declaring the result of the ballot once they are satisfied that the ballot has been conducted properly
- 1122 The result of a ballot will take precedence over any existing policy on the same issue 1123 The result will be binding unless and until superseded by National Conference

Rules

1200 NUS SCOTLAND RULES

This section, which acts as the constitution of NUS Scotland, forms a set of 'rules' of the main NUS Constitution. As such the provisions herein remain subject to the Articles of Governance of NUS.

From the Articles: Nations

- 1 The Nations will be Politically Autonomous bodies that are responsible for the formation of policy and the carrying out of the policy work of the National Union that has been devolved to them by the National Conference, except that the Nations will stay subject to the powers of the National Conference and the Trustee Board under Article 69
- 2 They will stay subject to the powers of the Democratic Procedures Committee unless National Conference resolves to devolve any or all of the powers of the Democratic Procedures Committee to a Nations Democratic Procedures Committee
- 3 They will stay subject to the powers of the Chief Returning Officer unless National Conference resolves to devolve any or all of the powers of the Chief Returning Officer to another person
- 4 There will be two Nations, as follows NUS Scotland, and NUS Wales
- 5 Only those Constituent Members that are located in particular Nations will be entitled to take part directly in the governance of that Nation
- 6 The National Conference will devolve to the Nations any matters as it decides by normal resolution save that it will not be able to devolve any of the powers of the Trustee Board. The powers, composition and procedures of each Nation will be further defined in each nations' rules
- 7 When devolving matters to the nations the National Conference will use a guiding principal the powers of devolved Government in Scotland and Wales
- 8 There will also be a body in Northern Ireland called "NUS-USI" that will be governed in line with an agreement approved by the National Conference and entered into by the Trustee Board and the relevant body of the Union of Students in Ireland. The agreement is set out in the Rules

1200) NAME AND STATUS

- 1201) The name of the Nation will be the National Union of Students Scotland and known as "NUS Scotland". It will be a Politically Autonomous Nation of NUS UK and as such formally adopts its aims and objects for its own purposes.

1205 POWERS, LIMITATIONS & COMPETENCIES

- 1206 NUS Scotland will form an integral part of the National Union of Students UK and will not have a legal status independent of nor separate from the National Union. All assets of NUS Scotland will be vested in the National Union.
- 1207 The Scottish Executive Committee will usually determine those matters that it considers to fall within the competence of the nation. In making this determination it will use the following principles:
- 1 NUS Scotland will prioritise areas of work that corresponds to a devolved portfolio of the Scottish Parliament. NUS Scotland will refer reserved issues to NUS UK.
 - 2 If the way that students' associations deal with an issue is broadly similar to that of associations across the UK, then it will be the competency of NUS UK regardless of whether or not it corresponds to a devolved portfolio.
 - 3 If there is a groundswell of support for NUS Scotland to deal with an issue that is either reserved or is dealt with in a broadly similar way across the UK, then it will only be taken on if external project funding is secured.
 - 4 NUS Scotland will nevertheless have the right to formulate policy on all matters, including where that policy conflicts with the policies of the National Union.
 - 5 Where the policy of NUS Scotland is exclusive to Constituent Members in Scotland, that policy will be binding on the Scottish Executive providing that it falls within the general aims, objects and powers of the National Union and subject always to the right of National Conference to amend or revoke it.

1210 MEMBERSHIP & PARTICIPATION

- 1211 All Constituent Members of the National Union whose principal address is within Scotland will be considered 'members' of NUS Scotland for the purposes of participation in processes within these rules.
- 1212 Student organisations based in Scotland which are not Constituent Members, and Constituent Members from outside of Scotland, may be afforded associate member status within NUS Scotland upon subsequent ratification at the Scottish Conference or Scottish Zone Conference.

1215 SCOTTISH CONFERENCE

- 1216 The Scottish Conference will be the Sovereign Policy Making Body of the Nation, subject to any exceptions stated expressly in these rules.
- 1217 The Scottish Conference will be responsible for the following:
- 6 producing policy or position statements outlining the general activities that the Nation intends to undertake in order to carry out its purpose,

Rules

NUS RULES |

- 7 holding elections for posts of Officers and Committee Members as defined in these rules
- 8 proposal of amendments to these rules for adoption by NUS National Conference and agreeing standing orders in pursuance of these rules
- 9 facilitating informal discussion and educational activity between students' associations

- 1218 The Scottish Conference will determine the policy of the Nation either of its own motion at a meeting of the Scottish Conference, or by adoption of policy decisions taken by the Scottish Executive or the Scottish Liberation Campaigns
- 1219 The Nation will hold a meeting of the Scottish Conference before the date of NUS National Conference in each calendar year
- 1220 The Nation may hold additional meetings of the Scottish Conference and these will be called extraordinary meetings. They will be called by the President of NUS Scotland at the request of Scottish Conference itself, the Scottish Executive or the sovereign policy making bodies of at least 10 constituent members within Scotland, 5 of which must be from the college sector
- 1221 The composition of the Scottish Conference will be as follows
- 1 members of the Scottish Executive Committee, as outlined in Clause 6 of the NUS Scotland Rules, who will be treated as a constituent member
 - 2 constituent members, who will be entitled to appoint delegates to Scottish Conference on the basis of the number of full time equivalent students (FTE students as defined in the NUS Constitution) for whom an affiliation fee is paid to the National Union according to an allocation agreed by the Scottish Procedures Committee
 - 3 delegates must be elected according to the relevant provisions outlined in clause 360 of the NUS UK Constitution
 - 4 All delegations to NUS Scotland Conference must include at least 50% women, rounded down. Where a union is only entitled to send one delegate and that delegate is not a woman, the union's observer place must be taken by a woman
- 1222 A constituent member and the members of each Liberation campaign in NUS Scotland (LGBT, Women's, Disabled, Black) may submit up to three motions to each meeting of NUS Scotland, each of which must be within one of the following policy zones: Access, funding and student support, Education, Communities, and must have approval from the constituent member's sovereign policy making body
- 1223 The debates procedure, points of order and procedural motions will be those outlined in the NUS UK Constitution. The Scottish Procedures Committee shall have the power to call a non-binding Motion Prioritisation Ballot at the end of the Scottish Conference to allow the Conference to inform the priorities within the Plan of Work
- 1224 All other process matters related to the Scottish Conference including timings, deadlines and processes will be agreed and communicated by the Scottish Procedures Committee at their first meeting of the academic year and will be communicated to constituent members 10 weeks prior to final motions deadline
- 1225 Constituent Members may appeal against any ruling by Scottish Procedures Committee or the Scottish President. Such an appeal must be supported by at least ten delegates and be upheld by a two thirds majority of those present and voting at the meeting

1230 SCOTTISH BALLOT

- 1231 A Scottish Ballot may be called between meetings of the Scottish Conference to determine a matter of interim Policy or confidence in any person elected by the Scottish Conference. Policy created by a Scottish Ballot will have the same status as Policy made by Scottish Conference (or subordinate bodies) and will always be resubmitted for debate at the next meeting of the Conference
- 1232 Such a Ballot may be called by Scottish Conference, the Scottish Executive, or 10 CMs within Scotland, 5 of which must be from the college sector
- 1233 The Ballot will be conducted by the Scottish Procedures Committee and supervised by the Chief Returning Officer or their nominee, in accordance with the procedures set out in clause 1100 of the NUS UK Constitution
- 1234 In participating in the Ballot, the position of the Constituent Member must have been approved by that Constituent Member's sovereign policy making body
- 1235 An application to call a Scottish Ballot to overturn a decision made by Scottish Conference will automatically be ruled out of order

1240 SCOTTISH EXECUTIVE

- 1241 The Scottish Executive will be the interim policy body and its members will provide the Political Leadership of NUS Scotland. The Scottish Executive will be the most senior policy body outside of the Scottish Conference. The Scottish Executive will
- 1 be the political leadership of NUS Scotland, making decisions on policy stances and how resources are used to deliver on the Plan of Work
 - 2 campaign on specific issues from the Plan of Work
 - 3 represent NUS Scotland on national committees and at national events

Rules

- 4 be in regular contact with CMs and represent opinion to the Scottish Executive Committee
- 5 hold to account, with the power to censure, any person elected by the Scottish Conference on the grounds of conduct, acting against the policy of NUS Scotland or party political impartiality when serving as an officer of the National Union

1242 The composition of the Scottish Executive will be as follows

- 1 The NUS Scotland President who will be a full time officer of the National Union, a full member of the National Executive ex officio, will be the Principal executive officer of the National Union of Students Scotland and will be responsible for the Priority Campaign. The priority campaign will deal with the issue defined in the Plan of Work as the priority of NUS Scotland
- 2 The Vice-President (Education) who will be a full time officer of the National Union, will act for the Scottish President in his/her absence under the direction of the Scottish President and will be responsible for the Education Campaign. The Education campaign will deal with issues defined in the Plan of Work relating to quality, learning and teaching issues
- 3 The NUS Scotland Women's Officer who will be a full time officer of the National Union
- 4 The Vice-President (Communities) who will be responsible for the Communities Campaign. The Communities Campaign will deal with issues defined in the Plan of Work relating to access to the education community, improving the student experience in the campus (non-education) community and supporting students' associations to engage with the local community, both politically and socially
- 5 The NUS Scotland Black Students' Officer
- 6 The NUS Scotland Lesbian Gay, Bisexual and Trans Officer
- 7 The NUS Scotland Disabled Students' Officer
- 8 Eight Executive Representatives, elected in two blocks of four, one block of which is reserved for women, and with two reserved college places in each block
- 9 Officers elected by the NUS Scotland Sections Conferences to act as Scottish specific representatives for the NUS UK Student Sections (International, Postgraduate, Mature and Part-Time). Alternatively, should the NUS Scotland Sections Conferences fail to elect these representatives, the Scottish Executive will include a representative appointed by the NUS UK Student Sections to act as Scottish specific representatives within the respective portfolios. These Scottish specific representatives will assist in the facilitation of Scottish specific networks

1243 New members of the Scottish Executive elected at Scottish Conference will become non-voting members immediately after the Conference and will be designated by the word 'elect' after their title, until their term of office commences when they will become full members

1244 The new Women's Officer, Black Students' Officer, LGBT Officer and Disabled Students' Officer will become non-voting members of the Scottish Executive immediately after the respective Conferences at which they are elected and will be designated by the word 'elect' after their titles, until their terms of office commence, when they will become full members

1245 The NUS Scotland President will be responsible for the overall direction of the work of the Scottish Executive, subject to provisions below, and call at least six meetings of the Scottish Executive per year

1246 Any members of the Scottish Executive who fails to attend three consecutive meetings without submitting apologies will be deemed to have resigned. Such resignations will come into effect immediately

1247 A resolution in writing signed or approved by letter, fax or email by a majority of the Scottish Executive entitled at the time to vote in a meeting of the Scottish Executive will for all purposes be as effective as if such a resolution had been carried at a meeting of the Scottish Executive

1248 All other process matters relating to the Scottish Executive, including timings, deadlines and processes will be agreed and communicated to constituent members by the Scottish Executive at their first meeting of the year

1249 The quorum for Scottish Executive meetings shall be half the voting membership plus one

1250 Meetings of the Scottish executive may also be called on receipt of a written request by half the actual voting members of the Scottish executive plus one. The President shall then call a meeting of the Scottish executive within three weeks of receipt of this request

1251 The Scottish executive shall ensure that proper records and minutes of all meetings and all other meetings within NUS Scotland are communicated to constituent members

LIBERATION CAMPAIGNS

1252 The Scottish Liberation Campaigns shall be Politically Autonomous bodies that are responsible for the formation of policy and the carrying out of the policy work of NUS Scotland that has been entrusted to them by Scottish Conference and that is of concern to the Students represented by each Liberation Campaign, except that the Liberation Campaigns shall be subject to the powers of the Scottish Conference and the Trustee Board under Article 69 of the NUSUK Constitution

1253 They shall stay subject to the powers of the Scottish Procedures Committee unless Scottish Conference resolves to devolve any or all of the powers of the Scottish Procedures Committee to a Scottish Liberation Campaign Democratic Procedures Committee

Rules

NUS RULES |

- 1254 Only those Individual Members that define as being a part of a particular Scottish Liberation Campaign shall be entitled to take part directly in the governance of that Scottish Liberation Campaign
- 1255 There shall be four Liberation Campaigns, as follows
- Women
 - Black Students,
 - Lesbian, Gay, Bisexual and Trans Students, and
 - Disabled Students
- 1256 Each Scottish Liberation Campaign must hold an Annual Conference, which will elect the Campaign's Officer(s) and Committee
- 1258 Other ordinary meetings of the Scottish Liberation Conferences may be convened in accordance with each Scottish Liberation Campaign's Rules, provided that a sufficient budget has been agreed by Scottish Conference
- 1259 Each Scottish Liberation Conference will discuss matters of concern to the Scottish Liberation Campaign
- 1260 The Liberation Campaign Conferences will be governed by such Rules as they themselves decide
- 1261 The Delegation Entitlement to each conference will be agreed by the relevant conference in setting the rules, save that must be affordable and within the budget approved by Scottish Conference
- 1262 The election of Campaign Officer and the Campaign Committee will be conducted in a manner approved by the Chief Returning Officer
- 1263 The membership structure of the committee shall be approved by the relevant conference in the campaign rules save that the creation of a Full Time Officer would require amendment of the Scottish Rules, approval by Scottish Conference
- 1264 Any person allowed to attend the conference will be eligible for election to the post of Scottish Liberation Campaign Officer and for the Committee, if at close of nominations that person is an individual student member of the National Union
- 1264 The rules of each campaign must make provision for emergency conferences and votes of no confidence in committee members

SCOTTISH ZONE CONFERENCE, POLICY DEVELOPMENT & THE PLAN OF WORK

- 1266 NUS Scotland will hold a "Zone" Conference, in a period before December further determined by the Scottish Procedures Committee
- 1267 The event will offer training, workshops, campaigning activity and informal 'round table' type policy development, as well as formal opportunities for accountability
- 1268 External speakers, appropriate organisations and students' association staff should be invited to speak, contribute and participate in the event
- 1269 The Scottish Procedures Committee shall create delegate and observer entitlements for NUS Scotland Zone Conference, which ensure that no students' association has a disproportionate influence over the policy outcomes of Zone Conference
- 1270 Discussions should be captured and distributed in a way that will inform both the following years Plan of Work and NUS UK Zone Conferences/Reports
- 1271 The Scottish Executive is charged with detailed policy development for the Nation It will be required to consult with members and stakeholders and obtain or commission research pertaining to the nation for consideration by constituent members
- 1272 After Zone Conference the Scottish Executive will compile policy recommendations based on its deliberations
- 1273 The work undertaken by NUS Scotland in an academic year will be set out through the Plan of Work which will
- 1 Be published by the 1st September each year NUS Scotland will consult with members and receive feedback Membership will have at least one month from the publication of the Plan of Work to formally make an 'expression of interest to amend' the Plan of Work, specifying which sections of the Plan of Work they wish to amend Where a formal 'expression of interest to amend' is proposed, this part of the plan of work will not be passed until any amendments on this section can be debated at Zone Conference Amendments on the Plan of Work can only be taken if a formal 'expression of interest to amend' has been proposed for that section previously, as outlined above Sections of the Plan of Work that receive no formal 'expressions of interest to amend' will be taken as passed and agreed following the close of this one month period which will be no later than the 1st October
 - 2 If no formal 'expressions of interest to amend' are proposed during this period of one month, the Plan of Work will be passed, and SEC will commence work on the Plan of Work
 - 3 will be presented to members for debate, amendment and adoption within ten weeks of the SEC taking office by a method approved by the Scottish Procedures Committee The Plan of Work will include areas of work, intended impact, potential activity, responsible Scottish Executive Officer(s) and updates on progress, the method for doing this will be set out in discussion between the Scottish Executive Committee and the Scottish Procedures Committee each year

Rules

- 4 be presented to members for debate and amendment within two months of the Scottish Executive Committee taking office and will include areas of work, intended impact, potential activity, responsible Scottish Executive Officer(s) and areas of work that will not be enacted on (particularly those mandated motions to Conference)
- 5 be informed by formal motion mandates, informal policy development through Networks, Scotland Zone Conference and Scottish Executive Officer manifestos
- 6 have considered a wide range of student issues including postgraduates, part-time students, international students, mature students, subject specific students and the liberation campaigns
- 7 be scrutinised at every democratic event against performance and impact
- 8 be shared with NUS UK in a structured way so as to inform their work and avoid duplication

1274 During the Zone Conference the Scottish Executive will present the Plan of Work and report on ongoing work At this time delegates may move the following motions

- 1 to amend content of the Plan of Work
- 2 Reference back of a specified part of the relevant Report if progress or actions are not satisfactory
- 3 A motion of censure against an officer(s) actions or decisions
- 4 A motion to commend an officer(s) actions or decisions

1275 All other democratic process matters related to the Scottish Zone Conference, including timings, deadlines and processes will be agreed and communicated by the Scottish Procedures Committee at their first meeting of the academic year

NETWORKS

- 1276 Networks will offer the opportunity for students' association officers, volunteers and staff with similar areas of work to train, network and share best practice
- 1277 They will be timed to inform both NUS Scotland and NUS UK policy and be convened by their respective Executive Representatives
- 1278 They will open up NUS Scotland's work to student volunteers and staff, rather than continually focussing on sabbatical officers, and promote a campaigning culture throughout all students' associations
- 1279 There will be three standing Networks, Priority Campaign, Education & Communities and student section networks as instigated by relevant Scottish specific officers
- 1280 Other Networks can be established by resolution of the Scottish Executive or Scottish Zone Conference

1285 SCOTTISH PROCEDURES COMMITTEE

- 1286 The Scottish Procedures Committee of the National Union will be responsible for The democracy of NUS Scotland and will have the power to govern and interpret all matters relating to democratic procedures except elections
- 1287 It will also be needed to structure and run Scottish Conference in such a way as to guarantee the accessibility of proceedings for delegates
- 1288 The composition of the Scottish Procedures Committee will be as follows
- 1 Four members elected by Scottish Conference who shall not serve in any other capacity whilst at Scottish Conference or Scottish Zone Conference and will serve for one year from the end of the Scottish Conference at which they are elected until the end of the next Scottish Conference
 - 2 A Scottish Executive Committee Officer appointed by the President will be entitled to go to meetings of the Scottish Procedures Committee as a non- voting member
- 1289 A member of Scottish Procedures Committee will be appointed to the Steering Committees of the Scottish Women's, Black, LGBT and Disabled Students' Campaigns These appointees must meet the criteria for membership of the relevant committee In the event of there not being an eligible member of the Scottish Steering Committee for any of these appointments, a liaison will be appointed from the Scottish Steering Committee subject to the provisions of the relevant clauses of the rules for that campaign
- 1290 The Scottish Procedures Committee may propose motions to Scottish Conference only to amend the NUS Scotland Rules

1295 ELECTIONS AND CHIEF RETURNING OFFICER

- 1296 The Chief Returning Officer of the National Union will be responsible for the good conduct and administration of elections to officer and committee positions of NUS Scotland and will have the power to govern and interpret all matters relating to elections in accordance with the Rules
- 1297 The Chief Returning Officer may also appoint officials to attend at and assist in the administration of elections within the Nation who will not be individual members of the National Union
- 1298 All elections in Scotland will be held in general accordance with the NUS UK elections rules, save that
- 1 The NUS Scotland President, Vice-President (Education) and Vice-President (Communities) will be elected in accordance with the following provisions
 - 2 The NUS Scotland President, Vice-President (Education) and Vice-President (Communities) will be elected individually by Alternative Vote at Scottish Conference
 - 3 A person will be eligible to stand for election as President, Vice-President (Education) or Vice-President (Communities), if at the close of nominations, s/he is a full or part-time student member of the National Union

Rules

NUS RULES |

- 4 Any person who has held the post of President on two occasions will be ineligible to stand for re-election to that post
- 5 Any person who has held the post of Vice-President (Education) on two occasions will be ineligible to stand for re-election to that post
- 6 Any person who has held the post of Vice-President (Communities) on two occasions will be ineligible to stand for re-election to that post

1299 Executive Representatives will be elected in accordance with the following provisions

- 1 The Executive Representatives will be elected by single transferable vote at Scottish Conference
- 2 In the Executive Representative elections, one of the two places for each portfolio will be reserved for students from the college Sector, provided that such people stand For the purposes of this clause re-open nominations will be considered a college candidate
- 3 A person will be eligible to stand for election as Executive Officer if, during the academic year in which they will serve, s/he is a full or part-time matriculated student at an institution who is a member of the National Union in Scotland
- 4 Any person who has held the post of Campaign Convener on two occasions will be ineligible to stand for re-election to any of those posts

1300 The Asylum and Refugee Officer should be elected in accordance with the following provisions

- 1 The Asylum and Refugee Officer will be elected by single transferable vote at Scottish Conference
- 2 A person that has held the post of Asylum and Refugee Officer on two occasions will be ineligible to stand for re-election to that post
- 3 The post holder must be an asylum seeker or refugee who is a member of a Scottish Constituent member

1301 Candidates wishing to stand for the position Vice President Communities or Executive Representatives will be required to submit their nomination in advance of conference, at a time to be advised by the chief returning officer or their deputy Their nomination and a manifesto, which is not compulsory but recommended, will be circulated around membership alongside those for full time positions in advance of conference

1302 The Scottish Procedures Committee will be elected in accordance with the following provisions

- 1 The four members of Scottish Procedures Committee will be elected by Single Transferable Vote at Scottish Conference
- 2 A person will be eligible to stand for election as a member of the Scottish Procedures Committee if, at the close of nominations, s/he is a full or part time student member of the National Union
- 3 A serving member of the Scottish Procedures Committee will be eligible to stand for re-election

1303 Casual vacancies on the Scottish Executive will be filled in accordance with the following procedures

- 1 Casual vacancies arising for whatever reason after the end of Scottish Conference and before the closing date for notice of business for Scottish Zone Conference shall be filled by election at Scottish Zone Conference The procedure for such elections shall be the same for each appropriate post as that specified in the NUS Scotland Rules
- 2 Casual vacancies arising for whatever reason after closing date for notice of business for Scottish Zone Conference shall be filled by Scottish Ballot as laid out in article 5 of the NUS Scotland Rules
- 3 A person elected to fill a casual vacancy on the Scottish Executive shall hold office until the last day of the following June
- 4 A person elected to fill a casual vacancy on the Scottish Procedures Committee shall hold office until the end of the following Scottish Conference
- 5 A casual vacancy for a Liberation Officer shall be filled in accordance with provisions governing the respective campaign

1305 SCOTTISH ADVISORY GROUP

1306 An Advisory Group will be established with a range of friends of the organisation who have expertise in areas such as campaigning, lobbying, tertiary education sector, third sector management and senior staff performance management

1307 The group will have no formal powers but will support and advise the Scottish Executive Committee, and the NUS UK Trustee Board and Executive Council in long-term strategic development of NUS Scotland

1308 Nomination of individuals for the group will be taken to NUS Scotland Conference by the Scottish Executive Committee for approval or rejection

1310 MOTIONS OF CONFIDENCE

1311 Any member of the Scottish Executive, with the exception of the NUS Scotland Liberation Officers, will be bound to resign within three days of a motion of no confidence being passed against him/her by one of the following

Rules

- 1 Scottish Conference
- 2 The Scottish Executive, in which instance the decision must then be ratified by the following NUS Scotland Conference
- 3 Scottish Ballot, as laid out in schedule 5 of the NUS Scotland Rules

- 1312 in the case of 13 1 1 any such motion must be submitted in accordance with the procedure for submitting motions for discussion at Scottish Conference as specified by the Scottish Procedures Committee
- 1313 Other members of the Executive may be removed from office at meetings of their own conferences in accordance with provisions governing their respective campaigns
- 1314 In all cases, a motion of no confidence will require a two thirds majority of those present and voting to vote in favour in order to be passed
- 1315 In all cases the person against whom the motion is proposed will be entitled to attend the meeting at which the motion is to be discussed

1320 NEW MEMBERS OF THE NATIONAL UNION

- 1321 The Scottish Executive will have the right to confer full temporary delegate status to new members of the National Union for the purpose of representation at NUS Scotland Conference but the right is ultimately subject to the relevant membership approval mechanisms in the NUS UK Constitution
- 1322 The decision to confer such status on new members of the National Union will be subject to the agreement, by a simple majority, of delegates in attendance at the commencement of the Conference or Council

1325 INTERPRETATION OF THE RULES AND REGULATIONS

- 1326 Interpretation of the Rules and Regulations of NUS Scotland will rest with the Scottish Procedures Committee
- 1327 The NUS Scotland President may rule on all matters of interpretation of the Rules and any such ruling will only be subject to appeal to the National President
- 1328 Whilst Scottish Conference or Council is in session, interpretation of the Regulations will rest with the Chairperson of the meeting, subject to the right of the meeting to revoke an interpretation made by the Chairperson

1330 AMENDMENTS TO THE RULES

- 1331 Any amendments to the Scottish Rules will be submitted in writing by Constituent Members in accordance with procedures agreed by Scottish Procedures Committee at the start of each academic year
- 1332 The Scottish Steering Committee may propose amendments to the NUS Scotland Rules
- 1333 All amendments to the NUS Scotland Rules require a two-thirds majority of those present and voting to vote in favour in order to be passed
- 1334 An amendment to rules receiving approval will take effect from the end of the National Conference at which it was approved
- 1335 NUS Scotland Rules will not contribute towards any limit to policy motions which Constituent Members may submit which have been decided by Scottish Procedures Committee
- 1336 Constituent Members may submit a maximum of three Rules and Scottish Standing Orders amendments at any one time

SCOTTISH SECTIONS

- 1524 The Scottish Executive Committee shall have the power to call a maximum of one of each of the following meetings of NUS Scotland each year
- Scottish International Students' Conference
 - Scottish Mature and Part-time Students' Conference
 - Scottish Postgraduate Students' Conference
- 1525 These shall be referred to as the NUS Scotland Sections Conferences
- 1526 Each Conference shall elect the relevant NUS Scotland section officer and shall discuss matters of concern to that section of students, who study in Scotland
- 1527 The conferences shall be called at the start of the year by the Scottish Executive Committee

Rules

NUS RULES | NUS Wales

1600 NAME AND STATUS

- 1601 The National Union of Students Wales (hereafter called NUS Wales) shall be a politically autonomous Nation of the National Union of Students of the United Kingdom (hereafter called NUS UK)
- 1602 NUS Wales shall be responsible for the formation of Wales specific policy, and carrying out the relevant work of NUS UK that has been devolved to Wales by the NUS UK National Conference

1603 POWERS, LIMITATIONS & COMPETENCIES

- 1604 NUS Wales will form an integral part of NUS UK and will not have a legal status independent of nor separate from the National Union. All assets of NUS Wales will be vested in the National Union
- 1605 The Welsh National Executive Committee will usually determine those matters that it considers to fall within the competence of the nation. In making this determination it will use the following principles
- 1606 NUS Wales will prioritise areas of work that corresponds to a devolved portfolio of the Welsh Assembly. NUS Wales will refer reserved issues to NUS UK
- 1607 If the way that students' unions deal with an issue is broadly similar to that of unions across the UK, then it will be the competency of NUS UK regardless of whether or not it corresponds to a devolved portfolio
- 1608 If there is a groundswell of support for NUS Wales to deal with an issue that is either reserved or is dealt with in a broadly similar way across the UK, then it will only be taken on if external project funding is secured
- 1609 NUS Wales will nevertheless have the right to formulate policy on all matters, including where that policy conflicts with the policies of the National Union
- 1610 Where the policy of NUS Wales is exclusive to Constituent Members in Wales, that policy will be binding on the Welsh Executive providing that it falls within the general aims, objects and powers of the National Union and subject always to the right of National Conference to amend or revoke it
- 1611 Any policy approved by the Welsh National Conference shall be presented for adoption to the NUS UK National Conference

1612 MEMBERSHIP & PARTICIPATION

- 1613 All Constituent Members of the National Union whose principal address is within Wales will be considered 'members' of NUS Wales for the purposes of participation in processes within these rules
- 1614 Student organisations based in Wales which are not Constituent Members, and Constituent Members from outside of Wales, may be afforded associate member status within NUS Wales upon subsequent ratification at the Welsh Conference

1615 WELSH CONFERENCE

- 1616 The Welsh Conference will be the Sovereign Policy Making Body of the Nation, subject to any exceptions stated expressly in these rules
- 1617 The Welsh Conference will be responsible for the following
- 1618 producing policy or position statements outlining the general activities that the Nation intends to undertake in order to carry out its purpose,
- 1619 holding elections for posts of Officers and Committee Members as defined in these rules
- 1620 proposal of amendments to these rules for adoption by NUSUK National Conference and agreeing standing orders in pursuance of these rules
- 1621 facilitating informal discussion and educational activity between students' unions
- 1622 The Welsh Conference will determine the policy of the Nation either of its own motion at a meeting of the Welsh Conference, or by adoption of policy decisions taken by the Welsh Executive or the Welsh Liberation Campaigns
- 1623 The Nation will hold a meeting of the Welsh Conference before the date of NUSUK National Conference in each calendar year
- 1624 The Nation may hold additional meetings of the Welsh Conference and these will be called Extraordinary Meetings. They will be called by the President of NUS Wales at the request of Welsh Conference itself, the Welsh Executive or the sovereign policy making bodies of at least 10 Constituent Members within Wales, 5 of which must be from the college sector
- 1625 The composition of the Welsh Conference will be as follows
- 1626 Members of the Welsh Executive Committee, as outlined in Clause 6 of the NUS Wales Rules, who will be treated as a constituent member

Rules

- 1627 constituent members, who will be entitled to appoint delegates to Welsh Conference on the basis of the number of full time equivalent students for whom an affiliation fee is paid to the National Union according to an allocation agreed in the Welsh Standing Orders
- 1628 Delegates must be elected according to the relevant provisions outlined in clause 360 of the NUS UK Constitution
- 1629 A Constituent Member may submit up to three motions to each meeting of NUS Wales in accordance with any standing orders agreed, and must have approval from the Constituent Member's sovereign policy making body
- 1630 The debates procedure, points of order and procedural motions will be those outlined in the NUS UK Constitution unless revised or amended by any Welsh standing orders
- 1631 All other process matters related to the Welsh Conference including timings, deadlines and processes will be agreed and communicated by the Welsh Procedures Committee at their first meeting of the academic year
- 1632 Constituent Members may appeal against any ruling by Welsh Procedures Committee or the Welsh President. Such an appeal must be supported by at least ten delegates and be upheld by a two thirds majority of those present and voting at the meeting
- 1633 Standing orders further defining procedures governing NUS Wales and its Liberation Campaigns shall be presented to be approved by the relevant conference save that they must never contradict the provisions herein. In the first year of operation the Welsh Procedures committee shall establish of its own competence those standing orders necessary for the operation of the first cycle of events

1634 WELSH BALLOT

- 1635 A Welsh Ballot may be called between meetings of the Welsh Conference to determine a matter of interim Policy or confidence in any person elected by the Welsh Conference. Policy created by a Welsh Ballot will have the same status as Policy made by Welsh Conference (or subordinate bodies) and will always be resubmitted for debate at the next meeting of the Conference
- 1636 Such a Ballot may be called by Welsh Conference, the Welsh Executive, or 10 Constituent Members within Wales, 5 of which must be from the college sector
- 1637 The Ballot will be conducted by the Welsh Procedures Committee and supervised by the Chief Returning Officer or their nominee, in accordance with the procedures set out in clause 1100 of the NUS UK Constitution
- 1638 In participating in the Ballot, the position of the Constituent Member must have been approved by that Constituent Member's sovereign policy making body
- 1639 An application to call a Welsh Ballot to overturn a decision made by Welsh Conference will automatically be ruled out of order

1640 WELSH EXECUTIVE

- 1641 The Welsh Executive will be the interim policy body and its members will provide the Political Leadership of NUS Wales. The Welsh Executive will be the most senior policy body outside of the Welsh Conference. The Welsh Executive will
- 1642 Be the political leadership of NUS Wales, making decisions on policy stances and how resources are used to deliver on the Scheme of Work
- 1643 Campaign on specific issues from the Scheme of Work
- 1644 Represent NUS Wales on national committees and at national events
- 1645 Be in regular contact with Constituent Members and represent opinion to the Welsh Executive Committee
- 1646 Hold to account, with the power to censure, any person elected by the Welsh Conference on the grounds of conduct, acting against the policy of NUS Wales or party political impartiality when serving as an officer of NUS UK
- 1647 The composition of the Welsh Executive will be as follows
- 1648 The NUS Wales President who will be a Full Time Officer of NUS UK, a full member of the National Executive ex officio, will be the Principal executive officer of NUS Wales and whose detailed duties will be outlined in the Welsh Standing Orders
- 1649 The Deputy President who will be a Full Time Officer of NUS UK, will act for the Welsh President in his/her absence under the direction of the Welsh President and whose detailed duties will be outlined in the Welsh Standing Orders
- 1650 The NUS Wales Women's Officer who will be a Full Time Officer of NUS UK
- 1651 The NUS Wales Black Students' Officer
- 1652 The NUS Wales Lesbian Gay, Bisexual and Trans Officer
- 1653 The NUS Wales Students with Disabilities Officer

Rules

- 1654 The NUS Wales Welsh Language Officer
1655 Seven non portfolio executive Officers
1656 Co-Opted officers appointed from time to time by the NUS UK Student Sections to act as Welsh specific representatives within their respective portfolios (International, Postgraduate, Mature and Part-Time) These Welsh specific representatives will assist in the facilitation of Welsh specific networks
1657 New members of the Welsh Executive elected at Welsh Conference will become non-voting members immediately after the Conference and will be designated by the word 'elect' after their title, until their term of office commences on July 1st when they will become full members
1658 Four of the non portfolio executive Officers will be elected as a block at Welsh Conference, where one place will be reserved for Women and one place reserved for FE
1659 Three of the non portfolio executive Officers will be elected as a block at Welsh Zone Conference, where one place will be reserved for Women and one place reserved for FE Their term of office shall run from the first day following the Zone Conference until the first day following the subsequent Zone Conference
1660 The new Women's Officer, Black Students' Officer, LGBT Officer, Welsh Language Officer and Students with Disabilities Officer will become non-voting members of the Welsh Executive immediately after the respective Conferences at which they are elected and will be designated by the word 'elect' after their titles, until their terms of office commence on July 1st, when they will become full members
1661 The NUS Wales President will be responsible for the overall direction of the work of the Welsh Executive, subject to provisions below, and call at least six meetings of the Welsh Executive per year
1662 Any members of the Welsh Executive who fail to attend three consecutive meetings without submitting apologies will be deemed to have resigned Such resignations will come into effect immediately
1663 A resolution in writing signed or approved by letter or email by a majority of the Welsh Executive entitled at the time to vote in a meeting of the Welsh Executive will for all purposes be as effective as if such a resolution had been carried at a meeting of the Welsh Executive
1664 All other process matters relating to the Welsh Executive, including timings, deadlines and processes will be agreed and communicated to constituent members by the Welsh Executive at their first meeting of the year
1665 The quorum for Welsh Executive meetings shall be half the voting membership plus one
1666 Meetings of the Welsh executive may also be called on receipt of a written request by half the actual voting members of the Welsh executive plus one The President shall then call a meeting of the Welsh executive within three weeks of receipt of this request
1667 The Welsh executive shall ensure that proper records and minutes of all meetings and all other meetings within NUS Wales are communicated to Constituent Members
1668 The Welsh executive shall from time to time establish working groups and sub committees as it sees fit in order to carry out the mandates from Conference
- 1669 LIBERATION CAMPAIGNS**
1670 The Welsh Liberation Campaigns will be politically autonomous bodies that are responsible for the formation of policy and the carrying out of the policy work of the Nation that has been entrusted to them by Welsh Conference and that is of concern to the Students represented by each Liberation Campaign, except that the Liberation Campaigns will be subject to the powers of the Welsh Conference, the National Conference and the Trustee Board under Article 69
1671 They will stay subject to the powers of the Welsh Procedures Committee unless Welsh Conference resolves to devolve any or all of the powers of the Welsh Procedures Committee to a Welsh Liberation Campaigns Steering Committee
1672 Only those Individual Members that are defined as being a part of a particular Liberation Campaign will be entitled to take part directly in the governance of that Liberation Campaign
1673 There will be five Liberation Campaigns, as follows
1674 Women,
1675 Black Students,
1676 Lesbian, Gay, Bisexual and Trans Students,
1677 Students with Disabilities, and
1678 Welsh Language Campaign
1679 The powers, composition and procedures of the Welsh Liberation Campaigns will be further defined in the rules and procedures governing the Welsh Liberation campaigns
- 1680 WELSH ZONE CONFERENCE, POLICY DEVELOPMENT & THE SCHEME OF WORK**
1681 NUS Wales will hold a 'Zone' Conference, in a period before December further determined by the Welsh Procedures Committee

Rules

- 1682 The event will offer training, workshops, campaigning activity and informal 'round table' type policy development, as well as formal opportunities for accountability
- 1683 External speakers, appropriate organisations and students' association staff should be invited to speak, contribute and participate in the event
- 1684 Discussions should be captured and distributed in a way that will inform both the following years Scheme of Work and NUS UK Zone Conferences/Reports
- 1685 The Welsh Executive is charged with detailed policy development for the Nation. It will be required to consult with members and stakeholders and obtain or commission research pertaining to the nation for consideration by constituent members
- 1686 After Zone Conference the Welsh Executive will compile policy recommendations based on its deliberations
- 1687 The work undertaken by NUS Wales in an academic year will be set out through the Scheme of Work which will
- 1688 be presented to members for debate and amendment and will include areas of work, intended impact, potential activity, responsible Welsh Executive Officer(s) and areas of work that will not be enacted on (particularly those mandated motions to Conference)
- 1689 be informed by formal motion mandates, informal policy development through Networks, Wales Zone Conference and Welsh Executive Officer manifestos
- 1690 have considered a wide range of student issues including postgraduates, part-time students, international students, mature students, subject specific students and the liberation campaigns
- 1691 be scrutinised at every democratic event against performance and impact
- 1692 be shared with NUS UK in a structured way so as to inform their work and avoid duplication
- 1693 During the Zone Conference the Welsh Executive will present the Scheme of Work and report on ongoing work. At this time delegates may move the following motions: 1694 To amend content of the Scheme of Work
- 1695 Reference back of a specified part of the relevant Report if progress or actions are not satisfactory 1696 A motion of censure against an officer(s) actions or decisions 1697 A motion to commend an officer(s) actions or decisions
- 1698 All other democratic process matters related to the Welsh Zone Conference, including timings, deadlines and processes will be agreed and communicated by the Welsh Procedures Committee at their first meeting of the academic year
- 1699 WELSH PROCEDURES COMMITTEE**
- 1700 The Welsh Procedures Committee of the National Union will be responsible for
- 1701 The democracy of NUS Wales and will have the power to govern and interpret all matters relating to democratic procedures except elections
- 1702 Ensuring high engagement and participation in democratic events
- 1703 Ensuring elections are well promoted, have high levels of engagement, vibrant and highly contested
- 1704 It will also be needed to locate, structure and run Welsh Conference in such a way as to secure the accessibility of proceedings for delegates
- 1705 The composition of the Welsh Procedures Committee will be as follows
- 1706 Three members, of which one is reserved for a self-defining woman, elected by Welsh Conference who shall not serve in any other capacity whilst at Welsh Conference or Welsh Zone Conference and will serve for one year from the end of the Welsh Conference at which they are elected until the end of the next Welsh Conference
- 1707 A Welsh Executive Committee Officer appointed by the President will be entitled to go to meetings of the Welsh Procedures Committee as a non-voting member
- 1708 A member of Welsh Procedures Committee will be appointed to the Steering Committees of the Welsh Women's, Black, LGBT, Welsh Language and Students with Disabilities Campaigns. These appointees must meet the criteria for membership of the relevant committee. In the event of there not being an eligible member of the Welsh Steering Committee for any of these appointments, a liaison will be appointed from the Welsh Steering Committee subject to the provisions of the relevant clauses of the rules for that campaign
- 1709 The Welsh Procedures Committee may propose motions to Welsh Conference only to amend the NUS Wales Rules or propose standing orders

Rules

1710 ELECTIONS AND CHIEF RETURNING OFFICER

- 1711 The Chief Returning Officer of the National Union will be responsible for the good conduct and administration of elections to officer and committee positions of NUS Wales and will have the power to govern and interpret all matters relating to elections in accordance with the Rules
- 1712 The Chief Returning Officer may also appoint officials to attend at and assist in the administration of elections within the Nation who will not be individual members of the National Union
- 1713 All elections in Wales will be held in general accordance with the NUS UK elections rules, save that
- 1714 The full time officers will be elected in accordance with the following provisions
- 1715 The NUS Wales President and Deputy will be elected individually by Alternative Vote at Welsh Conference
- 1716 The NUS Wales Womens Officer will be elected individually by Alternative Vote at Welsh Womens Conference
- 1717 A person will be eligible to stand for election to these roles if at the close of nominations, s/he is an individual student member of the National Union
- 1718 Any person who has held the post of President on two occasions will be ineligible to stand for re-election to that post
- 1719 Any person who has held the post of Deputy President on two occasions will be ineligible to stand for reelection to that post
- 1720 The Welsh Procedures Committee will be elected in accordance with the following provisions
- 1721 The three members of Welsh Procedures Committee will be elected by Single Transferable Vote at Welsh Conference
- 1722 A person will be eligible to stand for election as a member of the Welsh Procedures Committee if, at the close of nominations, s/he is an individual student member of the National Union
- 1723 A serving member of the Welsh Procedures Committee will be eligible to stand for re-election
- 1724 Casual vacancies on the Welsh Executive will be filled in accordance with the following procedures
- 1725 Casual vacancies arising for whatever reason after the end of Welsh Conference and before the closing date for notice of business for Welsh Zone Conference shall be filled by election at Welsh Zone Conference The procedure for such elections shall be the same for each appropriate post as that specified in the NUS Wales Rules
- 1726 Casual vacancies arising for whatever reason after closing date for notice of business for Welsh Zone Conference shall be filled by Welsh Ballot

1727 WELSH ADVISORY GROUP

- 1728 An Advisory Group will be established with a range of friends of the organisation who have expertise in areas such as campaigning, lobbying, tertiary education sector, third sector management and senior staff performance management
- 1729 The group will have no formal powers but will support and advise the Welsh Executive Committee, and the NUS UK Trustee Board and Executive Council in long-term strategic development of NUS Wales
- 1730 Nomination of individuals for the group will be taken to NUS Wales Conference by the Welsh Executive Committee for approval or rejection

1731 MOTIONS OF CONFIDENCE

- 1732 Any member of the Welsh Executive, with the exception of the NUS Wales Liberation Officers, will be bound to resign within three days of a motion of no confidence being passed against him/her by one of the following
- 1733 Welsh Conference
- 1734 The Welsh Executive, in which instance the decision must then be ratified by the following NUS Wales Conference
- 1735 Welsh Ballot, as laid out in schedule 5 of the NUS Wales Rules
- 1736 In the case of 1 any such motion must be submitted in accordance with the procedure for submitting motions for discussion at Welsh Conference as specified by the Welsh Procedures Committee
- 1737 Other members of the Executive may be removed from office at meetings of their own conferences in accordance with provisions governing their respective campaigns
- 1738 In all cases, a motion of no confidence will require a two thirds majority of those present and voting to vote in favour in order to be passed
- 1739 In all cases the person against whom the motion is proposed will be entitled to attend the meeting at which the motion is to be discussed

Rules

1740 NEW MEMBERS OF THE NATIONAL UNION

- 1741 The Welsh Executive will have the right to confer full temporary delegate status to new members of the National Union for the purpose of representation at NUS Wales Conference but the right is ultimately subject to the relevant membership approval mechanisms in the NUS UK Constitution
- 1742 The decision to confer such status on new members of the National Union will be subject to the agreement, by a simple majority, of delegates in attendance at the commencement of the Conference or Council

1743 INTERPRETATION OF THE RULES AND REGULATIONS

- 1744 Interpretation of the Rules and Regulations of NUS Wales will rest with the Welsh Procedures Committee
- 1745 The NUS Wales President may rule on all matters of interpretation of the Rules and any such ruling will only be subject to appeal to the National President
- 1746 Whilst Welsh Conference or Council is in session, interpretation of the Regulations will rest with the Chairperson of the meeting, subject to the right of the meeting to revoke an interpretation made by the Chairperson

1747 AMENDMENTS TO THE RULES

- 1748 Any amendments to the Welsh Rules will be submitted in writing by Constituent Members in accordance with procedures agreed by Welsh Procedures Committee at the start of each academic year
- 1749 The Welsh Steering Committee may propose amendments to the NUS Wales Rules
- 1750 All amendments to the NUS Wales Rules require a two-thirds majority of those present and voting to vote in favour in order to be passed Amendment of Rules will require adoption at the next meeting of NUS UK National Conference
- 1751 An amendment to rules receiving approval will take effect from the end of the NUSUK National Conference at which it was approved
- 1752 NUS Wales Rules will not contribute towards any limit to policy motions which Constituent Members may submit which have been decided by Welsh Procedures Committee
- 1753 Constituent Members may submit a maximum of three Rules and Welsh Standing Orders amendments at any one time
-

Rules

NUS RULES | NUS-USI Agreement For Northern Ireland

1800 Trilateral protocol agreement between the National Union of Students of the United Kingdom (NUSUK), the Union of Students in Ireland (USI) (the National Unions) and the NUS-USI student movement of the National Union of Students of the United Kingdom and the Union of Students in Ireland (NUS-USI) on the operation of joint work in northern Ireland region (the region)

1805 Preamble

1806 NUSUK and USI as sovereign and independent national students' unions wish to further develop their unique relationship by working together to secure and assure the effective representation of the interests of students in Northern Ireland

1807 The objective of all joint work undertaken by the two National Unions shall be to promote defend and extend the rights of students and to develop and champion strong students' unions in the North of Ireland Both National Unions recognise that close co-operation over and above normal international contact is vital in pursuing these objectives

1808 The National Unions are committed to supporting and empowering local democratic self organisation and determination as being the most effective way to achieve these aims

1809 This agreement recognises the central principle of NUS and USI working within their own policy frameworks in the region and as such are committed to fully involving and supporting all students' unions in the region in their respective national structures

1810 To this end, NUS and USI hereby commit to working in partnership to create a thriving, active, democratic student association in Northern Ireland to represent, develop, unify and support its students and unions Locally autonomous but centrally supported by a partnership between NUS and USI, NUS-USI is established and funded from affiliation fees, subsidy and other sources from the National Unions and locally

1811 In working together in these ways, the National Unions reaffirm their commitment to the goal of achieving lasting peace and stability in the region

1812 The National Unions respect each other's views of their own national affairs and this agreement in no way affects the rights of NUSUK or USI as independent National Unions

1813 NUS-USI has been consulted on and hereby approves the contents of this agreement

1814 This agreement supersedes and replaces all previous bilateral agreements between NUS and USI Its purpose is to set out the conditions upon which NUS and USI agree to support NUS-USI to exist autonomously

1815 Membership

1816 The NUS-USI constitution shall include appropriate criteria for membership as well as procedures for application, withdrawal and suspension of constituent membership

1817 Upon acceptance into membership of NUS-USI under its constitution, membership of both NUS and USI shall automatically be conferred upon the constituent member

1818 Disaffiliation from NUS-USI in accordance with the relevant rules in the NUS-USI constitution will result in exclusion from membership from each of the National Unions Similarly suspension or removal from NUS or USI under their relevant schedules of the respective constitutions would result in suspension or removal from NUS-USI

1820 Governance and Ownership

1821 The constitution of NUS-USI shall provide for governance arrangements that assure absolutely the political autonomy of students and their unions in the region

1822 The constitution of NUS-USI shall ensure that the political and representative bodies of NUS-USI shall be directed by students and their representatives

1823 The constitution of NUS-USI shall ensure that the administration of NUS-USI, whose purpose shall be to secure an organisational framework and facilities through which the aims of NUS-USI can be realised, shall be governed by a stakeholder management committee which shall include students, students' union officers, appropriate lay members from the region, and representatives from NUS and USI

1824 The constitution shall be subject to approval by NUS and USI on the basis that it reflects the provisions of this agreement

1825 The Constitution of NUS-USI shall form a schedule of the NUS Constitution and of USI Constitution

Rules

1830 Finances

- 1831 The membership affiliation fee shall be set by the administering union of NUS-USI, save that it shall never be lower than the lowest rate of either of the National Union fees. The administering union's hardship fund criterion shall apply equally to members of NUS-USI.
- 1832 Before December 31st of each year the organisational members of NUS-USI shall provide to the management committee of NUS-USI evidence of the latest student numbers for that organisational member i.e. the student numbers from the previous academic year. NUS-USI reserves the right to contact the relevant government department for official figures if required details of the block grant funding received by that organisation. The constitution or Standing Orders of NUS-USI shall confirm that failure to provide this information to NUS-USI by a member will result in the member being barred from taking part in any votes of the members of NUS-USI, NUS or USI.
- 1833 The constitution or Standing Orders of NUS-USI shall state that the management committee of NUS-USI may take into account the financial information provided under clause 4.2 when calculating voting entitlements in NUS-USI, for the following academic year.
- 1834 Voting entitlements in NUS and USI respectively shall be determined by the relevant constitutional provisions in each union; however, the provisions of Article 4.4.1 & 4.4.2 shall apply in the case of USI.
- 1835 Each constituent organisation/constituent member shall be allocated a Minimum of two votes within USI structures and delegate votes thereafter shall be on the basis of the number of students paid for at the rate subscribed in Article 4.1.
- 1836 Recognising the part-time nature of many constituent organisations/constituent members, whilst still affirming their membership of NUS-USI, constituent organisations/constituent members will not be considered in USI structures for quorum purposes until they have submitted an Executive Committee list to NUS-USI and until the first event that delegates from the constituent organisation/constituent member attend in each academic/Student Union year.
- 1837 A level of additional subsidy sufficient for the operation of NUS-USI which is reasonable shall be agreed by NUS and USI in accordance with clause 4.8.
- 1838 The constitution of NUS-USI shall provide for one of the national unions to act as the administering union for each academic year of NUS-USI, and the process for determining which national union is the administering union shall be specified in the constitution or Standing Orders of NUS-USI. The role of the administering union will include any or all of the following activities on behalf of NUS-USI:
- a The administration of NUS-USI affiliation fee income
 - b The operation of an NUS-USI account against which affiliation fees shall be accounted and from which expenditure on NUS-USI activity shall be financed
 - c The provision of NUS-USI staff and management support
 - d The provision of business development services and support including but not limited to IT, Communications and Purchasing
 - e The provision of senior management support for NUS-USI staff
 - f Financial management of NUS-USI's affairs such that regular financial statements are created, proper financial control is maintained and that accounts are independently audited for each financial year
- 1839 The real costs of providing these services including appropriate depreciation charges for capital equipment will be calculated each year and recorded/charged formally as a charge to NUS-USI under a formal "administering union" agreement between NUS-USI and the administering union.
- 1840 The national unions hereby commit to providing a level of support to NUS-USI from their own respective funds to ensure its success in the form of Presidents salary 2/3rd NUS and 1/3rd USI. The level of this support in excess of this shall be ad-hoc and determined by the respective budgeting processes of each national union and communicated clearly to NUS-USI. Any "in kind" support should as far as possible be costed for transparency in accordance with clause 4.7.
- 1841 The administering National Union shall be responsible for any expenses related to visits of their own Executive or staff members to the Region except in relation to formal joint meetings held under this agreement.
- 1842 The national unions hereby agree that any surplus in the NUS-USI account should be ring fenced for the future benefit of NUS-USI. In the event of deficit, costs shall be borne in subsequent years from the NUS-USI budget, save that in the event they cannot be met from future savings.
- 1843 In relation to the administering union
- The terms and conditions of employment for staff of NUS-USI shall be the same as those for staff employed by the administering National Union.

Rules

- 1845 Employees shall be encouraged to join the appropriate Trade Union
- 1846 Administration of day to day employment and personnel matters shall be carried out through the line management structures of the administering union
- 1847 Clear lines of accountability will be established such that NUS-USI representatives will be actively involved in the assessment, development and appraisal of staff that have been allocated by the administering union to support NUS-USI
- 1848 The constitution of NUS-USI shall be established as a schedule of each of the constitutions of NUS and USI. In addition the subsidiary charity of NUS-USI is the vehicle through which the charitable activities of NUS-USI are run
- 1850 President**
- 1851 The President of NUS-USI, and from time to time as determined by NUS or USI other officers of NUS-USI, shall be recognised as the representative of Students' Unions in the Region and shall be granted ex-officio rights in the relevant structures of USI and NUSUK
- 1855 Joint meetings**
- 1856 A formal joint meeting of NUS, USI and NUS-USI senior officers and staff shall take place bi-annually. At these meetings representatives of NUS, USI and NUS-USI shall discuss any matters which require formal agreement but the meetings shall focus on joint work which could progress the aims of NUS-USI
- 1857 The National Unions are further committed to maintaining a high level of contact outside formal meetings and informal meetings shall be arranged as and when necessary
- 1858 Both National Union Presidents shall attend NUS-USI Conferences accompanied by other relevant national officers'. In the event of the National Presidents being unable to attend they can nominate their union's Deputy President or an appropriate senior union officer in their stead'
- 1860 Amendments**
- 1861 Amendments to this Agreement shall be agreed at formal joint meetings but must subsequently be ratified by the [managing bodies] of each National Union
- 1862 Either National Union may withdraw from the agreement based on a decision of its relevant respective managing body but notices of such intention must be given at least 12 months before withdrawal. [Neither NUS nor USI may terminate this agreement unless the non-terminating party (i.e. NUS or USI) is satisfied that the termination of this agreement will not result in a substantial threat to the financial stability or continuance of NUS-USI]
- 1865 Governing Law**
- 1866 This Agreement shall be governed and construed in accordance with the laws of both jurisdictions

NUS RULES | Liberation Campaigns Rules

- 1900 Conference** Each Liberation Campaign will hold an Annual Conference, which will elect the Campaign's Officer(s) and Committee
- 1901 Other ordinary meetings of the Campaign Conferences may be convened in accordance with each Campaign's Standing Orders, provided that a sufficient budget has been agreed by National Conference
- 1902 Each Liberation Conference will discuss matters of concern to the Liberation Campaign
- 1903 The Report and Plan of the Liberation Committee will be discussed at the Liberation Campaign Conference
- 1904 The Liberation Campaign Conference will be restricted to the classes of person as defined for each campaign
- 1905 Only persons allowed to attend the conference will be eligible for election as delegates to the Conference
- 1906 The Liberation Campaign Conferences will be governed by such Standing Orders as they themselves decide
- 1907 The Delegation Entitlement to each conference will be agreed by the relevant conference in setting the standing orders, save that must be affordable and within the budget approved by National Conference
- 1908 Committee**
- The election of Campaign Officer and the Campaign Committee will be conducted in a manner approved by the Chief Returning Officer

Rules

- 1909 The membership structure of the committee shall be approved by the relevant conference in the campaign standing orders
- 1910 Any person allowed to attend the conference will be eligible for election to the post of Liberation Campaign Officer and for the Committee, if at close of nominations that person is an individual student member of the National Union
- 1912 The Committee will convene an Extraordinary Liberation Campaign Conference, to discuss a motion of 'no confidence' in the Liberation Campaign Officer(s) on receipt of a request in writing from 25 names Constituent Members
- 1913 The Campaign Committee will convene the Extraordinary Campaign Conference within seven weeks after receipt of the request, and not less than two weeks after the day on which the notice of the Extraordinary Campaign Conference would in the normal course of post be received by Constituent Members
- 1914 Delegates' entitlement and eligibility will be as for the Annual Campaign Conference, except that delegates will not be required to have been elected by cross-campus ballot
- 1915 No business other than the motion of 'no confidence' in the Campaigns Officer will be discussed at an Extraordinary Campaign Conference, and if such a motion is passed by a simple majority, the Campaign Officer(s) post will become vacant and will be filled by the casual vacancy procedures
- 1916 Officers
- There shall be the following Full Time Officers for the Liberation Campaigns,
- a Women Students Officer
 - b Black Students Officer
 - c LGBT Students Officer Open Place
 - d LGBT Students Officer Women's Place
 - e Disabled Students Officer
 - f Trans Students Officer

NUS RULES | Area Organisations

2000 Recognition

NUS will recognise voluntary associations of students' unions defined geographically as "NUS Area Organisations" Such recognition will confer upon these organisations any such benefits and responsibilities as from time to time the board sees fit, acting under the guidance of the National Executive Council

- 2001 The National Executive Council shall set whatever recognition criteria it sees fit, save that
- a) Area Organisations shall exist to further the work of the National Union within their geographical boundaries and must be explicit in this aim in their activities and Governing Document(s)
- 2002 Area Organisations' constitutions must include the following
- a) statement of the aims and objects of the Area This shall include the making and the implementation of policy which relates to local campaigning and other issues
 - b) Full rights of membership for all Constituent Members within the geographical boundaries
- 2003 There shall be an annual Area Conference composed of delegates and observers from Constituent Members within the geographical boundaries of the Area Organisation The Annual Conference shall be the policy making body of the Area Organisation and shall elect all officers of the Area Organisation except Liberation Officers Areas should attempt to hold an annual Women's Conference which shall elect the Area Women's Officer
- 2004 The Area Council shall be responsible for directing the campaigning and development work of the Area

2005 Area Executive

There shall be an Area Executive composed of officers elected by the Annual Area Conference or by Constituent Members The Area Executive must include

- a) An Area Convenor
- b) An Area FE Officer
- c) An Area Women's Officer
- d) Other officers as specified in the Area Constitution

- 2006 The Area Executive shall be responsible for the administration of the Area Organisation Members of the Executive shall be accountable to the Area Conference and the Area Council This Executive shall be jointly and collectively responsible for the proper control and supervision of all Area funds

Rules

- 2007 Only the Area Conference may remove an elected officer, except that Liberation Officers can only be removed by the appropriate caucus that elected them
- 2008 Any elected officers who are not registered students or sabbatical officers of a Constituent Member shall be entitled to Individual Membership of the National Union

2009 Benefits

The benefits afforded to Area Organisations may from time to time include

- a) Use of the name "NUS Area"
- b) Support and assistance in the pursuance of their aims (both financial and non financial)
- c) Any such benefits may be removed or revoked by the Board for reason of non compliance with a particular regulation as it sees fit

NUS RULES | Subscriptions and Payments

2100 General

- All Annual Subscriptions shall be due by December of the NUS Financial Year concerned
- 2101 The subscriptions for members from Northern Ireland shall be decided by the Board and the Union of Students in Ireland
- 2102 The Board may reduce any subscription, may accept late payment or payment by instalments. The hardship policy for this should be set down by the Board, be published on the NUS Website and take the level of the minimum fee into consideration and where appropriate assist with hardship. Constituent Members and Payments
- 2103 Constituent Members shall pay an annual affiliation/subscription fee according to detailed regulations proposed by the Board and agreed by National Conference as part of the Board Report each year
- 2104 The proposed regulations from the Board must be drafted according to the following broad principles:
- a) Transparency
 - b) Ability of unions to pay
 - c) Fairness and comparisons of "like with like"
 - d) Flexibility for unions experiencing hardship
 - e) The system must be regularly reviewed
- 2105 The Board will consult widely each year on the detail of how to implement these principles in regulations
- 2106 The Board will supply in good time the detail of their proposals to the National Executive Council such that the impact of any changes can be built into any financial deliberations of the National Executive Council
- 2107 The Board will not, unless instructed by the previous National Conference, deliberately seek to increase the overall revenue into NUS from member unions by anything other than inflation
- 2108 The regulations will come into effect at the end of the relevant Annual National Conference. In the event that the relevant section of the Board report is not agreed by National Conference, the system in use in the previous financial year will be the one applied for the year ahead
- 2109 There shall be a minimum subscription and a maximum subscription. The Board may amend the maximum and minimum by putting amendments to its report to National Conference and National Conference accepting that part of the report
- 2110 In the first year of affiliation new Constituent Members shall be required to pay in subscription that proportion of the Annual Subscription set out below
- | Date of Application | Proportion Payable |
|----------------------------|--------------------------------|
| 1st August-31st November | Full Annual Subscription |
| 1st December-31st February | Two thirds Annual Subscription |
| 1st March-31st July | One-third Annual Subscription |
- 2111 The Board will also be empowered to levy charges for any events, services or facilities provided by the National Union

2200 Equality and Diversity

2201 NUS has a wide and diverse population of members and this very diversity is one of the NUS' greatest strengths. It is essential that equality of opportunity and the absence of unfair discrimination be at the core of all of NUS' activities

2202 The Equality and Diversity Rules should be read in conjunction with, and follow on from, Article 6 in NUS' Articles of Associate, which reads

Rules

"6 In pursuance of these objects, the National Union will not tolerate, and shall seek to eradicate, discrimination on the basis of race, sex, sexual orientation, disability, ethnic origin, religion, age, nationality, caring responsibility status, creed or gender identity, and will be independent of any party political organisation or religious body, but positive action in favour of any disadvantaged section of society shall be allowed "

2203 Definition

- 2204 NUS' definition of equality is rooted in, but goes beyond NUS' legal obligations under the Equality Act 2010
- 2205 NUS' definition takes into account all the protected characteristics under the Equality Act (age, disability, gender reassignment marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation) as well as other key aspects of equality such as the full range of gender identities, socio- economic background, and caring responsibility status
- 2206 The list of characteristics outlined in the definition is by no means exhaustive and should not be considered so
- 2207 NUS recognises that individual members may face intersecting, multiple forms of discrimination, including but not limited to anti-Semitism, Islamophobia, and all forms of racism
- 2208 NUS recognises that individuals alleging discrimination have the right to define their oppression and any hate crime and or incident as perceived by them as the victim
- 2209 NUS recognises that individuals also have the right to define themselves according to their religious, national, ethnic or cultural identity

2210 Grievance and Disciplinary

- 2211 A complaint from a member, volunteer or fulltime officer of NUS against a member, volunteer or fulltime officer arising from alleged discrimination should be brought under NUS' Complaints Procedure
- 2212 All acts of discrimination will be treated as a disciplinary offence and will be dealt with under NUS' Code of Conduct
- 2213 Commitment to promoting and ensuring equality and diversity is upheld and where necessary, formalised within the structure of NUS
- 2214 NUS is committed to go beyond legal compliance and empower members to act positively and equitably by creating and maintaining an environment where equality of opportunity is promoted
- 2215 NUS is committed to promoting and developing equality of opportunity in all its functions and will seek to do this by
- a Communicating its commitment to equality and diversity to all members
 - b Communicating where responsibility lies for equality issues
 - c Providing training where appropriate, and briefings for members
 - d Treating acts of discrimination as a disciplinary offence through NUS' Code of Conduct and Complaints Procedure This does not include any NUS staff who are subject to disciplinary procedures agreed between ACTS (staff union) and NUS
 - e Consulting with interested groups and individuals, internal and external, and where appropriate recognising the experience of collective representative bodies and interest groups
 - f Taking positive action in favour of any disadvantaged section of society
 - g Setting out expectations of equality and diversity at the beginning of events
 - h Making reasonable adjustments that enable members to engage in the activity of NUS
 - i Improving our ability to use data effectively to inform decision-making
- 2216 Responsibility for monitoring the operation and implementation of this policy lies with the Trustee Board

Annex 1

Regulation: Delegate Registration & Credentials at Autonomous Events

Staff, events and venue support for devolved or politically autonomous events is provided centrally by NUS to liberation, and student sections events In doing so there is a need for a direct relationship between the relevant devolved or politically autonomous steering committee given that this committee will usually act as the "credentials" committee of the conference

The provision of staff, events and venue support is carried out on the basis that the staff of NUS will directly

- Handle registrations prior to the event

Rules

- Carry out relevant and required process relating to Health and Safety and Safeguarding in relation to registrations
- Register delegates on the day and allocate accommodation as necessary

They will carry out these functions on the basis of any agreed processes, provisions or concerns raised by a politically autonomous steering committee

Before each democratic event the chair of a devolved or politically autonomous steering committee is encouraged to meet with the duty manager for the event to discuss processes and concerns

However during these processes, a devolved or politically autonomous steering committee should not seek to directly "inspect" or interfere with individual staff carrying out these processes

Where a conflict arises about the entitlement of a delegate to be at an event, the devolved or politically autonomous steering committee must resolve the matter paying due regard to any Health and Safety/Safeguarding procedures laid down by the National President. Delegates cannot be admitted to an event "on the day" and must have registered prior to the event via the registration system

Where a concern arises during the event as to the process of registration, credential issuing or accommodation allocation being carried out by staff, the chair of a devolved or politically autonomous steering committee must raise the matter first with the duty manager at the event but not directly with staff. If the matter is not resolved the provisions of the NUS Staff Protocol shall apply

Elections It should be noted that in the NUS Constitution, "The Chief Returning Officer of the National Union shall be responsible for the good conduct and administration of elections to officer and committee positions of the National Union and shall have the power to govern and interpret all matters relating to elections in accordance with the Rules"

In addition they are required to "keep under review measures to enable and maximise participation in elections and measures to restrict activity of candidates and campaigns to ensure fairness" They "will have the power to interpret all election regulations and issue rulings and interpretations to this effect to all members and appointed election officials"

Where elections are held at a Nation, Liberation or Section event, although the Chief Returning Officer or deputies endeavour to attend at events, they do appoint a returning officer for each election and, whether in attendance or not, they are required to ensure that Voting Papers are issued to all registered delegates

However, the issue arises where an autonomous or devolved steering committee chooses to issue credentials to delegates that have not fully or properly registered. This is an issue both in relation to Health and Safety/Administration/Safeguarding, but also an issue in relation to potential electoral fraud

In addition the Chief Returning Officer is keen to ensure that candidates or their supporters are prevented from obtaining lists of delegates attending at an event in order to ensure that a devolved steering committee cannot be accused of exercising inappropriate powers

Thus, where an election is held under the auspices of the constitution at an event other than National Conference, the Chief Returning Officer will only authorise the issuing of ballot papers to named delegates that have properly registered by the appropriate deadline

Where for reasons of administration and/or in conjunction with the Events staff a deadline for registration is extended, the extension of the deadline must include the opportunity to verify a registration with a host union and must never be any later than 3 working days before the start of an event

For the purpose of the issuing of ballot papers, no new registrations or changes to names of registered delegates will ever be accepted any later than 3 working days before the start of an event, or the formal registration deadline if an extension is not agreed

In order to prevent electoral fraud and to ensure a fair election, a list of registered delegates will not be issued to any member of a liberation or section committee or steering committee and will be regarded as confidential until the day of the event itself. Any questions relating to the registration status of a union or delegate will be fielded by the events staff

Any conflict as to the entitlement of a registered person to hold delegate credentials shall be referred to the relevant steering body

Rules

Annex 2

NUS-USI Student Movement Constitution

Preamble

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

1. Name

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

2. Objectives

- 2 1 To represent all students in Northern Ireland in all matters affecting their interests
- 2 2 To promote and defend the educational, social and general rights of students in Northern Ireland
- 2 3 To provide a means of communication between its members, their organisations and relevant external organisations operating in Northern Ireland
- 2 4 To provide a forum for discussion for the various sectors of its membership whether meeting together or separately
- 2 5 To develop commercial and other services operated by the National Union of Students UK and the Union of Students in Ireland within Northern Ireland
- 2 6 To act as a channel of communication and consultation between its members and the National Union of Students UK and the Union of Students in Ireland
- 2 7 These objectives shall be pursued independently of any party political organisation or religious body

3. Equal Opportunities

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

4. Powers and Limitations

- 4 1 To further its objectives, NUS-USI may
 - 4 1 1 set up, support, promote and run a network of programmes and activities for members,
 - 4 1 2 provide services and facilities directly for students where suitable,
 - 4 2 In each case either directly or by appointment of a managing union on its behalf
 - 4 2 1 Carry out campaigning activities about the development and carrying out the suitable policies,
 - 4 2 2 Seek to influence public opinion, and
 - 4 2 3 Make representations to and seek to influence governmental and other bodies and institutions,
 - 4 2 4 write, make, commission, print, publish or distribute materials or assist in these activities,
 - 4 3 promote, initiate, develop and carry out education and training and arrange provide or assist with exhibitions, lectures, meetings, seminars, displays or classes,
 - 4 4 promote, encourage, carry out or commission research, surveys, studies or other work and publish the useful results,
 - 4 5 provide or appoint others to provide guidance, representation and advocacy,
 - 4 6 buy, lease, hire or receive property including land buildings and equipment and equip it for use,
 - 4 7 sell, manage, lease, mortgage, exchange, dispose of or deal with all or any of its property,
 - 4 8 borrow and raise money on terms and security as it may think suitable (subject to any consent needed by law),
 - 4 9 raise funds and invite and receive contributions from any person(s),
 - 4 10 trade while carrying out any of its aims and objects,
 - 4 11 incorporate companies to carry on any trade,

Rules

- 4 12 employ and pay employees and professionals or other advisors,
- 4 13 grant pensions and retirement benefits to employees and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for them and their dependants,
- 4 14 set up organisations or charities with identical or similar objects and/or promote, support, aid, amalgamate or co-operate with, become a member or affiliate or associate of, and act as or appoint trustees, agents, nominees or delegates to control and manage organisations or charities, subscribe, lend or guarantee money to these charities,
- 4 15 undertake and execute any trusts which may lawfully be undertaken by it,
- 4 16 invest and deal with money not immediately needed for its aims and objects in or upon any investments, securities, or property,
- 4 17 delegate the management of investments to an suitably experienced and qualified financial expert provided that
 - 4 17 1 The investment policy is set down in writing for the financial expert by the Trustees,
 - 4 17 2 Every transaction is reported promptly to the Trustees,
 - 4 17 3 The performance of the investment is looked at regularly by the Trustees,
 - 4 17 4 The Trustees are entitled to cancel the delegation at any time,
 - 4 17 5 The investment policy and the delegation arrangements are looked at at least once a year,
 - 4 17 6 All payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt, and
 - 4 17 7 The financial expert may not do anything outside the powers of the Trustees,
- 4 18 arrange for investments or other property to be held in the Name of a nominee under the control of the Trustees or a financial expert acting under their instructions and to pay any reasonable fee needed,
- 4 19 lend money and give credit to, take security for these loans or credit and guarantee or give security for the performance of contracts by any person or company,
- 4 20 open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange,
- 4 21 buy or acquire all or any of the property, assets, liabilities and engagements of any organisations or charities with similar objects,
- 4 22 incorporate and transfer all its assets to a limited liability legal entity,
- 4 23 pay out of the funds of NUS-USI the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to NUSUSI provided that no such insurance shall extend to any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceedings, or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising), any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct, and form a charity or charities with identical or similar objects to NUS-USI and transfer to it or them assets and liabilities of NUS-USI, and
- 4 24 do all such other lawful things as shall further the NUS-USI's objectives

5 Income and Property

- 5 1 The income and property of NUS-USI shall be applied solely towards the promotion of its aims and objects set out No part shall be paid or transferred directly or indirectly to the Members and no Officer, Committee Member or Trustee may receive any payment or other benefit in money or money's worth from the National Union except for payment in good faith of
 - 5 1 1 any reasonable payment to a Member, Officer, Committee Member or Trustee for any goods or services provided by the Member, Officer, Committee Member or Trustee to NUS-USI under a contract for those goods or services,
 - 5 1 2 reasonable and proper payment to any person (including a Member and a Trustee) for any services provided to NUS-USI,
 - 5 1 3 interests on money lent to NUS-USI at a reasonable and proper rate per annum,
 - 5 1 4 Any reasonable and proper rent for premises let to NUS-USI,
 - 5 1 5 fees, payment or other benefits in money or money's worth to any company of which a Trustee or a Member or a member of her immediate family holds one per cent of the capital,
 - 5 1 6 reasonable and proper out-of-pocket expenses of the Officers, Committee Members and Trustees, and
 - 5 1 7 reasonable and proper premiums in respect of indemnity insurance effected in line with above
- 5 2 If any property remains after NUS-USI has been wound up or dissolved and all debts and liabilities have been satisfied, it shall be paid to or distributed among the Constituent Members of NUS-USI

Rules

6 Competence

- 6 1 NUS-USI shall be an integral part of the National Union of Students UK and the Union of Students in Ireland
- 6 2 The Trilateral will usually determine those matters that it considers to fall within the competence of NUSUSI. In making this determination it will use the following principles
- 6 3 NUS-USI shall have the right to formulate policy on all matters, providing that it falls within the aims and objectives
- 6 3 1 NUS-USI will prioritise areas of work that correspond to a devolved portfolio of the Assembly
- 6 3 2 Any policy approved by NUS-USI shall be presented for adoption to the NUS UK and USI Conferences
- 6 3 3 Where policy concerns matters external to Northern Ireland and not exclusive to Northern Ireland members, and adoption is not secured by NUS and USI, the NUS-USI Trilateral Committee shall have the right to revoke it
- 6 4 In the case of any dispute, there is a clear responsibility on behalf of the President, Northern Ireland Executive Committee, National Officers and Presidents of Member Students' Unions to seek the widest possible consensus in resolving the issue. The principle of collective responsibility shall inform the implementation of any mandate and NUS-USI will seek to preserve and enhance the unity of the student movement in Northern Ireland in any course of action

7. Membership

- 7 1 All Constituent Members and Organisations of the National Union of Students UK and the Union of Students in Ireland within Northern Ireland are automatically members of NUS-USI. All members must respect the objectives of the organisation and its equal opportunities' policy
- 7 2 Students' Unions that are not Constituent Members or Organisations may be afforded non-voting observer status within NUS-USI upon application to the Northern Ireland Executive Committee and subsequent ratification at the beginning of Northern Ireland Conference

8. Meetings of the Northern Ireland Region

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

- 8 1 Northern Ireland Conference
- 8 2 Northern Ireland Council
- 8 3 Northern Ireland Women's Conference
- 8 4 Northern Ireland Lesbian, Gay, Bisexual & Transgender Conference
- 8 5 Northern Ireland Further Education Conference

9. Northern Ireland Conference and Council

9 1 A Northern Ireland Conference, or Northern Ireland Council, shall be called by the President at the request of either

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

9 2 Persons attending Northern Ireland Conference or Council shall be categorised as follows

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

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

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

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

Rules

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

Any dispute regarding the delegate entitlement of any Member Union, or the Northern Ireland Executive Committee, shall be resolved by the NUS-USI Steering Committee ii) Member Unions who have not paid affiliation fees before the commencement of NI conference shall not have voting rights at NI Conference or at any subsequent conferences or other representative events specified in this constitution until affiliation fees have been paid

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

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

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

Visitors shall be present only with the permission of the Executive or Conference or Council and shall have no voting rights Speaking permission may be granted by Northern Ireland Conference or Council

9 3 No session of Northern Ireland Conference, with the exception of workshops and sectoral meetings, shall proceed to business unless four Member Students' Unions are represented

9 4 Northern Ireland Conference and Council shall be regulated by the Steering Committee in accordance with the Constitution and Standing Orders of NUS-USI

9 5 Ordinary meetings of Northern Ireland Conference will be scheduled in the second semester Northern Ireland Conference shall be the supreme governing body of NUS-USI and shall have the following powers

- i) To pass resolutions on all matters and such resolutions shall be binding on the Northern Ireland Executive
- ii) To determine policy of NUS-USI by ratifying policy decisions taken at the Northern Ireland Women's Conference, Lesbian, Gay, Bisexual and Transgender Conference and Further Education Conference iii) To amend the Constitution and Standing Orders of NUS-USI iv) To set the Regional Levy for affiliation to NUS-USI
- v) To receive reports or ask questions of the Northern Ireland Executive, either collectively or individually
- vi) To confer Honorary Life Membership of NUS-USI vii) To elect the Northern Ireland Executive and Steering Committee

9 6 Northern Ireland Council shall have the same powers as outlined in v) above and shall also have the power to fill casual vacancies on the Northern Ireland Executive

9 7 Each NUS-USI Officer shall provide a written report of their general activities undertaken to each meeting of the Northern Ireland Council An Officer who fails to submit a report to two consecutive meetings of the Northern Ireland Council, shall normally be deemed to have resigned his/her post as a member of the Northern Ireland Executive Committee

9 8 A NUS-USI Officer who fails to attend a meeting of the Northern Ireland Council, shall normally be deemed to have resigned his/her post as a member of the Northern Ireland Executive Committee

9 9 A NUS-USI Officer who fails to attend two consecutive meetings of the Northern Ireland Council, with apologies, shall normally be deemed to have resigned his/her post as a member of the Northern Ireland Executive Committee

9 10 A NUS-USI Officer affected under paragraphs 9 7, 9 8 or 9 9 shall be informed in writing by the President within five working days of the meeting of Northern Ireland Council The resignation of the officer shall take effect unless a written appeal is submitted to the President within five working days of receipt of the letter Such an appeal shall be considered at the next meeting of Northern Ireland Council and the officer concerned shall remain in post until then A simple majority shall either accept the appeal or dismiss the officer

9 11 A NUS-USI officer who is deemed to have resigned their seat on the Northern Ireland Executive Committee according to the provisions of paragraphs 9 7, 9 8 or 9 9, shall not be barred from seeking re-election

10. Northern Ireland Women's Conference

10 1 A Northern Ireland Women's Conference shall be held as a Sub-Conference of Northern Ireland Conference unless the Northern Ireland Women's Officer requests the Conference to be held at a separate event The Northern Ireland Women's Officer shall call a Northern Ireland Women's Conference at the request of either - i) The Northern Ireland Women's Campaign Committee ii) The Northern Ireland Executive

iii) The Northern Ireland Women's Conference

Rules

10 2 All persons attending the Northern Ireland Women's Conference in whatever capacity shall be women and shall be categorised as follows

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

Member Students' Unions shall be entitled to send the same number of delegates to Northern Ireland Women's Conference as to a Northern Ireland Conference. The Northern Ireland Women's Officer and members excepting co-opted members of the Women's Campaign Committee shall be classified as delegates. ii) *Observers who shall have full speaking rights but no voting rights*

Visitors shall be present only with the permission of the Northern Ireland Women's Campaign Committee or Northern Ireland Women's Conference and may be granted speaking permission by the Northern Ireland Women's Campaign or Northern Ireland Women's Conference. iii) *Visitors*

Visitors shall be present only with the permission of the Northern Ireland Women's Campaign Committee or Northern Ireland Women's Conference and may be granted speaking permission by the Northern Ireland Women's Campaign or Northern Ireland Women's Conference

10 3 No session of Northern Ireland Women's Conference, excluding workshops, shall proceed to business unless four Member Students' Unions are represented

10 4 Northern Ireland Women's Conference shall be regulated by the steering committee in accordance with the Constitution and Standing Orders of NUS-USI

10 5 Northern Ireland Women's Conference shall have the following powers

i) To pass resolutions on matters of interest to women, which shall be binding on the Northern Ireland Women's Campaign Committee. ii) To receive reports and ask questions of the Northern Ireland Women's Campaign Committee either collectively or individually. iii) To elect the NUS-USI Women's Officer. iv) To elect four other members of the Northern Ireland Women's Campaign Committee

11. Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference

11 1 There shall be an autonomous Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference at which all self-defined Lesbian, Gay, Bisexual and Transgender Student Members of NUS-USI will be entitled to be delegates. No other person shall be entitled to be a delegate

11 2 There shall be no limit on the number of observers Member Students' Unions may send to the Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference

11 3 The Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference shall elect the Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer and four members to serve on the Northern Ireland Lesbian, Gay, Bisexual and Transgender Committee, two of whom shall be elected at a Women only caucus

11 4 The LGBT Conference shall be held as a Sub-Conference at Northern Ireland Conference unless the Northern Ireland LGBT Officer requests the Conference to be held at a separate event. The Northern Ireland LGBT Officer shall call a Northern Ireland LGBT Conference at the request of either -

i) The Northern Ireland LGBT Committee

ii) The Northern Ireland Executive

iii) The Northern Ireland LGBT Conference

12. Northern Ireland Further Education Conference

12 1 i) There shall be a Northern Ireland Further Education Conference at which all Further Education Member Unions shall be entitled to send a minimum of two voting delegates. ii) The Northern Ireland Further Education Conference shall be held as a Sub-Conference at Northern Ireland Conference unless the Northern Ireland Further Education Union Development Officer requests the Conference to be held at a separate event

12 2 Each Further Education Member Union may send additional voting delegates in proportion to their total membership, on the basis that one additional voting delegate may be sent per 5000 full or part-time students

12 3 There shall be no limit on the number of observers Further Education Students' Unions may send to the Further Education Conference

12 4 The Further Education Conference shall elect the Further Education Union Development Officer

12 5 The Student Governors from each college, in conjunction with the Officers of their Member Union, may

i) Assist and advise the Further Education Union Development Officer. ii) Represent

the ideas and concerns of their Union to the Further Education Committee

13. The Northern Ireland Executive Committee

13 1 There shall be a Northern Ireland Executive Committee that shall comprise as members

i) The President who shall be a full time officer and a member of the National Executive of the National Union of Students and Union of Students in Ireland Officer Board. ii) The Deputy President who shall act for the President in his/her absence

iii) The Northern Ireland Women's Officer

Rules

- iv) The Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer v)
- The Northern Ireland Further Education Union Development Officer
- vi) The Northern Ireland Education and Welfare Officer vii) The Northern Ireland Environmental Awareness Officer viii) The Northern Ireland Student Volunteering & Community Officer
- ix) The Northern Ireland Disability Officer
- x) Equality Officer

13 2 The term of office of members of the Northern Ireland Executive shall extend from 1 July to 30 June

- 13 3 i) The President shall call at least three meetings of the Northern Ireland Executive per semester
- ii) The Northern Ireland Executive may also invite individuals to attend its meetings for specific purposes iii) The quorum for the meetings of the Northern Ireland Executive shall be half of the actual membership plus one

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

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

13 4 The Northern Ireland Executive shall have the following powers

- i) To effect the policy of NUS-USI as determined by Northern Ireland Conference and Council
- ii) To execute business remitted to it by Northern Ireland Conference and Council iii) To institute business for the consideration of Northern Ireland Conference and Council iv) To call meetings of Northern Ireland Conference, Northern Ireland Council or an Extraordinary Northern Ireland Conference, Northern Ireland Women's Conference, Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference or Northern Ireland Further Education Conference
- v) To fill by co-option any vacancy caused by the resignation of any of its members after Conference until a bye-election is held at Council A co-opted member shall be a non-voting member of the Northern Ireland Executive He/She shall not have voting rights at NI Council or Conference except in the case of being a delegate from a Member Students' Union vi) To take action on immediate issues of concern, provided that such action shall be reported to the next Northern Ireland Conference or Council to be ratified or otherwise by that body vii) To appoint such sub-committees as it may deem necessary viii) Receive, approve or refer back reports of the work of the Trustee Board ix) hold to account and remove members of the Trustee Board

13 5 The Northern Ireland Executive shall ensure that the National Union of Students National Executive, Union of Students in Ireland Officer Board and Member Students' Unions are kept fully informed of its activities

13 6 The Northern Ireland Executive, with the exception of the Northern Ireland Women's Officer who shall also be responsible to the Northern Ireland Women's Conference and the Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer who shall also be responsible to the Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference, shall be accountable to Northern Ireland Conference and Council

13 7 The Northern Ireland Executive shall take office on 1 July after the Conference at which they are elected and shall serve until the last day of June of the following year The Northern Ireland Conference in this context is deemed to include Northern Ireland Women's Conference and Lesbian, Gay, Bisexual and Transgender Conference Each member of the Northern Ireland Executive shall be deemed to be a full-time member of the National Unions for the period of his/her office

13 8 A NUS-USI Officer who fails to attend three consecutive meetings of the Northern Ireland Executive Committee shall normally be deemed to have resigned his/her post

13 9 A NUS-USI Officer affected under paragraph 13 8 shall be informed in writing by the President within five working days of the meeting of the Northern Ireland Executive Committee The resignation of the officer shall take effect unless a written appeal is submitted to the President within five working days of receipt of the letter Such an appeal shall be considered at the next meeting of Northern Ireland Council and the officer concerned shall remain in post until then A simple majority shall either accept the appeal or dismiss the officer

13 10 A NUS-USI Officer who is deemed to have resigned their seat on the Northern Ireland Executive Committee according to the provisions of paragraph 11 8, shall not be barred from seeking re-election

13 11 *President*

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

Rules

- ii) The President shall be responsible for convening such meetings and conference events and for ensuring that the National Unions and Member Unions are kept fully informed of such activities by circulating relevant agendas, minutes and reports
- iii) The President shall be responsible for executing decisions agreed by meetings of NUS-USI, apart from those specifically delegated to other parties
- iv) The President shall adhere to normal NUS-USI office working practices and hours (9 30 a m – 5 30 p m) and will be expected to work additional hours as required He/she will also adhere to the terms and conditions of the contract specified for the post of President He/she will also be expected to attend relevant meetings of the National Union of Students UK and the Union of Students in Ireland, in addition to management committee meetings of the Student Housing Association Co-operative (SHAC) and other events delegated by Northern Ireland Conference or Council A written report of his/her activities will be provided at each meeting of Northern Ireland conference and Council Absences, due to illness, and notice of holiday leave, must be reported to Northern Ireland Council
- v) He/She will co-operate and regularly liaise with the Steering Committee and continually ensure that the committee is fulfilling its tasks and standing orders of this constitution

13 12 *The Deputy President*

- i) The Deputy President shall act for the President in his/her absence, under the direction of the President
- ii) The Deputy President shall have a specific responsibility for assisting the President in promoting Students' Union development in the further education sector
- iii) The Deputy President shall provide a written report of his/her activities to meetings of Northern Ireland Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by the Northern Ireland Executive Committee, Northern Ireland Council and Conference

13 13 *The Northern Ireland Education and Welfare Officer*

- i) The Northern Ireland Education and Welfare Officer shall effect the policy of NUS-USI in relation to education and welfare matters, as determined by Northern Ireland Conference
- ii) The Northern Ireland Education and Welfare Officer shall execute business referred to him/her by the Northern Ireland Executive Committee, Northern Ireland Council and Conference
- iii) The Northern Ireland Education and Welfare Officer shall convene at least one meeting of education and welfare officers in Northern Ireland each semester and will contribute to relevant briefing and training events organised by NUS-USI
- iv) The Northern Ireland Education and Welfare Officer shall provide a written report of his/her activities to meetings of Northern Ireland Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by the Northern Ireland Executive Committee, Northern Ireland Council and Conference

13 14 *The Northern Ireland Women's Officer*

- i) The Northern Ireland Women's Officer shall effect the policy of NUS-USI Women's Conference
- ii) The Northern Ireland Women's Officer shall execute business remitted to her by the Northern Ireland Women's Conference, Northern Ireland women's Campaign Committee, Northern Ireland Executive Committee, Northern Ireland Council and Conference
- iii) The Northern Ireland Women's Officer shall convene at least one meeting of the Northern Ireland Women's Conference and at least one meeting per semester of the Northern Ireland Women's Campaign Committee
- iv) The Northern Ireland Women's Officer shall provide a written report of her activities to meetings of the Northern Ireland Women's Conference, Northern Ireland Women's Campaign Committee and Northern Ireland Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies

13 15 *Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer*

- i) The Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer shall effect the policy of the Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference
- ii) The Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer shall execute business remitted to him/her by the Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference, Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee, Northern Ireland Executive Committee, Northern Ireland Council and Conference
- iii) The Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer shall convene at least one meeting of the Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference and at least one meeting per semester of the Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee
- iv) The Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer shall provide a written report of his/her activities to meetings of the Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference, Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee and Northern Ireland Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies

13 16 *The Northern Ireland Further Education Union Development Officer*

Rules

i) The Northern Ireland Further Education Union Development Officer shall effect the policy of the Northern Ireland Further Education Conference ii) The Northern Ireland Further Education Union Development Officer shall execute business remitted to him/her by the Northern Ireland Further Education Conference, Northern Ireland Further Education Committee, Northern Ireland Council and Conference iii) The Northern Ireland Further Education Union Development Officer shall convene at least one meeting of the Northern Ireland Further Education Conference and at least one meeting per semester of the Northern Ireland Further Education Committee

iv) The Northern Ireland Further Education Union Development Officer shall provide a written report of his/her activities to meetings of the Northern Ireland Further Education Conference, Northern Ireland Further Education Committee and Northern Ireland Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies 13 17 *The Northern Ireland Environmental Awareness Officer*

i) The Northern Ireland Environmental Awareness Officer will effect the policy of Northern Ireland Conference where it pertains to environmental campaigning as delegated by the Northern Ireland Executive Committee ii) The Northern Ireland Environmental Awareness Officer shall execute business remitted to him/her by the Northern Ireland Executive Committee, Northern Ireland Conference and Council

iii) The Northern Ireland Environmental Awareness Officer shall convene at least one meeting of the Northern Ireland Environmental Conference and at least one meeting per semester of Environmental Officers

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

13 18 *The Northern Ireland Equality Officer*

i) The Northern Ireland Equality Officer shall effect the policy of NUS-USI in relation to equality matters, as determined by Northern Ireland Conference ii) The Northern Ireland Equality Officer shall execute business referred to him/her by the Northern Ireland Executive Committee, Northern Ireland Council and Conference iii) The Northern Ireland Equality Officer shall provide a written report of his/her activities to meetings of Northern Ireland Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by the Northern Ireland Executive Committee, Northern Ireland Council and Conference

13 19 *The Northern Ireland Student Volunteering & Community Officer*

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

ii) The Northern Ireland Student Volunteering & Community Officer shall execute business remitted to him/her by the Northern Ireland Executive Committee, Northern Ireland Conference and Northern Ireland Council iii) The Northern Ireland Student Volunteering & Community Officer shall be responsible for assisting and advising Member Unions on the development of student-led community projects

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

v) The Northern Ireland Student Volunteering & Community Officer shall provide a written report of his/her activities to meetings of the Northern Ireland Conference and Northern Ireland Council, and will adhere to the principle of collective responsibility in the implementation of decisions agreed by these bodies

13 20 *The Northern Ireland Disability Officer*

i) The Northern Ireland Disability Officer shall effect the policy of NUS-USI in relation to Disability matters, as determined by Northern Ireland Conference ii) The Northern Ireland Disability Officer shall execute business referred to him/her by the Northern Ireland Executive Committee, Northern Ireland Council and Conference

iii) The Northern Ireland Disability Officer shall convene at least one meeting of Disability Officers in Northern Ireland each semester and will contribute to relevant briefing and training events organised by NUS-USI iv) The Northern Ireland Disability Officer shall provide a written report of his/her activities to meetings of Northern Ireland Conference and will adhere to the principle of collective responsibility in the implementation of decisions agreed by the Northern Ireland Executive Committee, Northern Ireland Council and Conference

14. **Trustee Board**

14 1 The Board of Trustees shall be responsible for the management and administration of the NUS-USI and may exercise all the powers of the National Union as set out in this constitution

14 2 The Trustee Board's principal function in exercising its powers, duties and functions shall be to serve the aims, objects and wishes of the Conference, Council and committees in line with Policy set out by those bodies

14 3 No alteration of this constitution shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees

14 4 The Board of Trustees' powers shall include but not be limited to ultimate responsibility for the

Rules

14 4 1 management and administration of NUS-USI, and

14 4 2 The Budgets of NUS-USI

14 5 In conjunction with the Executive, the formulation and proposal to the Conference of the Budget of NUSUSI as presented by the President

14 6 The Board of Trustees shall only have the power to overrule administrative implications of decisions of the Conference, Council, the Executive, and the committees on the following grounds

14 6 1 financial risk, and

14 6 2 legal requirements, and

14 7 the Trustee Board shall seek appropriate external advice before exercising its power to overrule and shall report every exercise of its power to overrule the Conference

14 8 The Trustee Board shall not have any power to overrule or amend Policy and it shall not have the power to overrule constitutional changes made by the Conference

Composition of the Trustee Board

14 9 There shall be at least seven but not more than fifteen Trustees

14 10 The Trustees shall be made up of the following persons

14 10 1 Not more than five Executive Trustees, of whom one shall be the President

14 10 2 Not more than six Student Trustees, and

14 10 3 Not more than four Lay Trustees

Officer Trustees

14 11 The Officer Trustees shall be as follows

14 11 1 the President, and

14 11 2 the four Officers appointed by and from the executive

14 12 Officer Trustees shall remain in office for a term of one year. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end

Student Trustees

14 13 Student Trustees elected as a block at the Conference. For the avoidance of doubt, an Officer or a person who was previously an Officer or a Lay Trustee shall not be eligible for appointment as a Student Trustee

14 14 Student Trustees shall stay in office for a term of two years. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end

14 15 A Student Trustee may serve a maximum of one term

Lay Trustees

14 16 Lay Trustees shall be appointed by a simple majority vote of the Conference from such persons as have been recommended by the Executive in line with the rules. In recommending a Lay Trustee the Committee must make sure that

14 16 1 they are not in the employment of NUS-USI, NUS, or USI and have not been for twelve months preceding the nomination, and

14 16 2 they or any company or firm of which they are a paid director, partner or employee, or shareholder holding more than 1% of the capital has not received any payment from NUS-USI for the provision of goods and services, including professional services and they have not for at least three years before the nomination

14 17 Lay Trustees shall stay in office for a term of up to three years worked out from the date of appointment

14 18 A Lay Trustee may serve a maximum of two terms. For the avoidance of doubt, these terms may be either consecutive or non-consecutive

Disqualification, Removal or Resignation of Trustees 14 19

The office of a Trustee shall be vacated if

14 19 1 She/he becomes bankrupt,

14 19 2 She/he resigns by notice to NUS-USI (but only if at least three Trustees will stay in office when the notice of resignation is to take effect),

14 19 3 She/he becomes incapable by reason of ill-health or injury of managing and administering her own affairs, or

14 19 4 in the case of a Trustee who is not the President, she/he fails to go to three consecutive meetings of the Trustees and the other Trustees resolve that she/he be removed for this reason

14 19 5 She/he is removed by resolution of the Board on the grounds of misconduct

Rules

14 19 6 The office of a Trustee shall be vacated if a motion of no confidence in the Trustee detailing the way in which the Trustee is failing in her/his duty to make sure the delivery of NUS-USI's aims and objects and political wishes as expressed through the Conference, Council and related bodies is passed by a two thirds majority vote of the Conference or Executive

Replacement of Trustees

14 20 If there is a casual vacancy on the Board of Trustees the relevant appointing body will be invited to appoint a replacement Trustee meeting the relevant criteria set out here, save that between meetings of the Conference the Executive shall have the power to exercise the Conference's power of appointment. A Trustee so appointed by the Executive on behalf of the Conference may be replaced by the Conference at its next meeting

Proceedings of the Trustee Board

14 21 Subject to the provision of this constitution, the Trustees may regulate their proceedings as they think fit. Rules may set out, amongst other things, provisions in respect of notice, quorum, and approval of resolutions in written, electronic or at a virtual meeting

14 22 The Trustee Board shall report on its activities to each executive meeting, which will have the power to reference back in part or full each report. In this event the Trustee Board shall take steps to revise the work and report back at the next Executive meeting

Delegation of Trustees' Powers

14 23 The Trustees may by power of attorney or otherwise appoint any person to be the agent of NUS-USI for such purposes and on such conditions as they decide

14 24 The Trustees may delegate any of their powers or functions to any committee or the carrying out of any of their resolutions and day to day management of the affairs of NUS-USI to any person or committee in line with the conditions set out in these Articles

Delegation of day to day management powers

14 25 The Trustees shall usually appoint NUS or USI to act as the managing union to operate the administration of NUS-USI on its behalf on a day to day basis

14 26 In the case of delegation of the day to day management of NUS-USI to NUS or USI

14 27 the delegated power shall be to manage the National Union in line with any requirements and within a Detailed Internal Budget approved by the Trustees and if applicable to advise the Trustees and Executive about any policy, strategy and Budget,

14 27 1 the Trustees shall provide the managing union with a description its role and the extent of its authority, and

14 27 2 the managing union shall report regularly to the Trustees on the activities undertaken in managing the operation and provide them regularly with management accounts enough to explain the financial position of NUS-USI

Bank Account

14 28 For the avoidance of doubt, the Trustees may delegate all internal financial matters to a managing union and may empower such body to resolve upon the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Trustee

15. Indemnity

15 1 Every Officer, Committee Member, Trustee or employee or auditor shall be indemnified out of the assets against any liability incurred by her/him in defending any proceedings, whether civil or criminal, in which judgment is given in her/his favour or in which she/he is acquitted or in connection with any application in which relief is granted to her/him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs, and against all costs, charges, losses, expenses or liabilities incurred by her/him in the execution and discharge of her/his duties or in relation thereto

16 The Northern Ireland Steering Committee

16 1 *There shall be an NUS-USI Steering Committee that shall comprise*

- i) Four members, elected by Northern Ireland Conference
- ii) The members of Steering Committee shall not be a member of NUS-USI Executive Committee or an officer of a member students' union
- iii) In addition to part ii) above, a member of Steering Committee shall not attend Northern Ireland Conference, or Northern Ireland Council, as a representative or observer of a Member Union

Rules

- 16 2 i) Members of steering Committee shall serve for a period of three years, not excepting part ii) below
ii) The longest serving member of steering committee shall stand down at Northern Ireland Conference
He/She shall be eligible for re-election
iii) If two or more members of Steering Committee have served the same length of time, Steering Committee shall decide by lot which one should stand down iv) Casual vacancies shall be filled by election at the next meeting of Northern Ireland Conference, or Northern Ireland Council
v) Steering Committee members do not have any voting entitlement

16 3 *The Steering Committee shall have the following powers and duties*

- i) The Steering Committee is responsible for the calling of Northern Ireland Conference, drafting commissions, credentials, elections, the order paper and disputes ii) Steering Committee, if required, may advise and supervise the organisation of Northern Ireland Council, Northern Ireland Further Education Conference, Northern Ireland Women's Conference, Northern Ireland Environmental Conference and Northern Ireland LGB Conference
iii) The Steering Committee may propose motions to Northern Ireland Conference to amend the Constitution and Standing Orders of NUS-USI Such motions shall be confined to matters relating to the remit and responsibilities of Steering Committee
iv) Steering Committee may propose and speak on amendments for consideration by Northern Ireland Conference to Constitutional Amendments submitted by Member Students' Unions to prevent the constitution becoming, incoherent or unclear in meaning Steering Committee may speak 'on' individual union motions (as opposed to 'for' or 'against') to clear up any constitutional problems or constitutional repercussions with the motion
v) The Northern Ireland Steering Committee shall be the Elections Committee and shall be responsible for all matters relating to elections at Northern Ireland Conference and, if necessary, Northern Ireland Council
vi) The Steering Committee shall be the credentials committee and shall be responsible for carrying out the duties as specified in the Constitution and in the Standing Orders vii) The Northern Ireland Steering Committee shall meet as and when it deems fit viii) The expenses of members of the Northern Ireland Steering Committee in the execution of their duties shall be met out of the funds of NUS-USI

17. The Northern Ireland Women's Campaign Committee

17 1 There shall be a Northern Ireland Women's Campaign Committee of women only, which shall comprise

- i) The Northern Ireland Women's Officer who shall be a member with voting rights
ii) Four other members with voting rights elected at the Northern Ireland Women's Conference
iii) Women members of the Northern Ireland Executive and female officers of the National Union of Students and Union of Students in Ireland shall be non-voting members of the Committee

17 2 i) The Northern Ireland Women's Officer shall be responsible for convening meetings of the Northern Ireland Women's Campaign Committee ii) The quorum for the meetings will be at least one half plus one of the actual full members

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

17 3 *The Northern Ireland Women's Campaign Committee shall have the following powers*

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

17 4 The members of the Northern Ireland Women's Campaign Committee shall be accountable to the Northern Ireland Women's Conference

17 5 The members of the Northern Ireland Women's Campaign Committee shall take office on 1 July after the Northern Ireland Women's Conference at which they are elected and shall serve until the last day of June in the following year

18. The Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee

18 1 *There shall be a Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee of lesbians, gays and bisexuals which shall comprise*

Rules

- i) The Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer who shall be a member with voting rights
- ii) Four other members with voting rights elected at the Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference
- iii) Lesbians, gays and bisexual members of the Northern Ireland Executive and Lesbian, Gay, Bisexual and Transgender officers of the National Union of Students and Union of Students in Ireland shall be non-voting members of the Committee

18 2 i) The Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer shall be responsible for convening meetings of the Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee ii) The quorum for the meetings will be at least one half plus one of the actual members

- iii) Any member of the Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee who fails to attend three consecutive meetings without submitting apologies shall be deemed to have resigned Such resignation shall come into effect following the issue of a written warning by the Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer after the second meeting

18 3 *The Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee shall have the following powers*

- i) To effect the policy determined by the Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference
- ii) To fill any vacancy amongst the members of the Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee, with the exception of the Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer, with a non-voting co-optee The Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee shall ensure that notice of any vacancy to be filled by co-option is circulated to all Member Students' Unions in sufficient time to receive notification of proposed co-optees

18 4 The members of the Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee shall be accountable to the Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference

18 5 The members of the Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee shall take office immediately after the Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference at which they are elected and shall serve until the last day of June in the following year

19. The Northern Ireland Further Education Committee

19 1 *There shall be a Northern Ireland Further Education Committee that shall comprise*

- i) The Northern Ireland Further Education Union Development Officer who shall be a member with voting rights
- ii) Four other members with voting rights elected at the Northern Ireland Further Education Conference
- iii) One delegate from each further education Member Union who shall be non-voting members of this committee

19 2 i) The Northern Ireland further Education Union Development Officer shall be responsible for convening meetings of the Northern Ireland Further Education Committee ii) The quorum for the meetings shall be at least one half plus one of the voting members

19 3 *The Northern Ireland Further Education Sector Committee shall have the following powers*

- i) To effect the policy determined by the Northern Ireland Further Education Conference
- ii) To fill a vacancy amongst the voting members of the Northern Ireland Further Education Sector Committee with the exception of the Northern Ireland Further Education Union Development Officer

19 4 The voting members of the Northern Ireland Further Education Committee shall take office after the Northern Ireland Further Education Conference at which they are elected and shall serve until the last day of June in the following year

20. Elections

20 1 *The Northern Ireland Executive shall be elected in accordance with the following provisions*

- i) The President, Deputy President, Education and Welfare Officer, Further Education Union Development Officer, Environmental Awareness Officer, Student Volunteering & Community Officer, Disability Officer, Equality Officer shall be elected individually by Alternative Transferable Vote at Northern Ireland Conference

ii) Voting arrangements will comprise a secret ballot system Voting will consist of a proportional ATV system, based on a voting entitlement for each member union equal to the number of full-time equivalent students for which is paid its annual affiliation fee, as detailed in 9 2(i) iii) Members of the Northern Ireland Executive, who are not formally included within the voting delegation of their Member Students' Union, shall be entitled to a single voting entitlement in the elections

iv) A person shall be eligible to stand for election if, at the close of nominations, s/he is a full or part-time student member of the National Unions Steering Committee shall disqualify any person who at the close of nominations is not a full or part-time member of the National Unions in Northern Ireland The President or his/her representative of

Rules

each Member Union shall provide a list of names and student numbers of voting delegates representing his/her Students' Unions to a member of Steering Committee before 12 noon on the first day of Conference. Failure to meet this deadline will result in Steering Committee excluding that Students' Union from voting on motions and in elections. Such a decision could be appealed by the college at the conference and would need a three-quarters majority to overturn Steering Committee's decision.

v) Steering Committee shall disqualify from voting any person who is not a full or part-time member of the National Unions in Northern Ireland. vi) Delegates shall not have voting rights in elections, motions or proceedings of conference, unless and until the required conference registration fee has been paid and received by NUS-USI. vii) Delegates shall not have voting rights in elections, motions or proceedings of conference until they have in person registered as in attendance at conference. Registration shall be carried out by Northern Ireland Steering Committee or a person(s) acting on its behalf. Delegates not registered as in attendance by 12 noon on the second day of conference shall not be able to vote on motions, proceedings or in elections held at conference.

viii) By way of derogation from paragraphs 20.1 vi) and 20.1 vii), in exceptional circumstances, a delegate for whom the required registration fee has been paid and received by NUS-USI, but is unable to attend conference, may delegate his/her voting rights to another registered delegate of his/her Member Student Union. Such a transfer shall only be valid if a written hard copy letter, signed by the delegate concerned and stating to whom his/her voting rights should be transferred is received by NI Steering Committee by 12 noon on the second day of conference. The provisions described in this paragraph shall only apply to elections held at conference. Other than under circumstances described in this paragraph, where delegates are not in attendance, no votes shall be recorded on his/her behalf.

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

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

xi) Any person who has held the post of Deputy President, Education and Welfare Officer, Further Education Union Development Officer, Environmental Awareness Officer, Disability Officer, Student Volunteering & Community Officer, Equality Officer or any combination of posts on two occasions shall be ineligible to stand for reelection to that post.

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

xiii) Nominations must be received by the Northern Ireland Steering Committee no later than 2.00 p.m., ten working days before the first day of Northern Ireland Conference.

20.2 *The Northern Ireland Steering Committee shall be elected in accordance with the following provisions:*

i) The Steering Committee shall be elected by Alternative Transferable Vote as detailed in paragraph 20.1 (ii) on the second day of Northern Ireland Conference. ii) Nominations must be received by Chair of Steering Committee (or another member if the Chair is up for election) no later than 12.00 p.m. on the second day of Northern Ireland Conference. iii) Nominations shall be made by at least five full or part-time student members of the National Unions in Northern Ireland from at least three different Member Students' Unions.

20.3 *The Northern Ireland Women's Officer shall be elected in accordance with the following provisions:*

i) The Northern Ireland Women's Officer shall be elected by Alternative Transferable Vote as detailed in paragraph 20.1(ii) at the Northern Ireland Women's Conference held in accordance with paragraph 10. ii) A woman shall be eligible to stand for election as Northern Ireland Women's Officer if, at the close of nominations, she is a full or part-time student member of the National Unions.

iii) Any woman who has held the post of Women's Officer on two occasions shall be ineligible to stand for reelection to that post.

iv) Nominations for the post of Northern Ireland Women's Officer shall be made by at least five full or part-time women student members of the National Unions in Northern Ireland from at least three different Member Students' Unions.

v) Nominations must be received by the Northern Ireland Steering Committee, no later than 2.00 p.m., ten days before the first day of Northern Ireland Women's Conference.

20.4 *The Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer shall be elected in accordance with the following provisions:*

i) The Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer who must be Lesbian, Gay, Bisexual or Transgender shall be elected by Alternative Transferable Vote as detailed in 20.1(ii) at the Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference held in accordance with paragraph 11.

Rules

- ii) Nominations for the post of Lesbian, Gay, Bisexual and Transgender Officer shall be made by at least three full or part-time students from at least two different Member Unions in Northern Ireland
 - iii) Nominations must be received by the Northern Ireland Steering Committee, no later than 2 00 p m , ten working days before the first day of Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference
- 20 5 *The Northern Ireland Women's Campaign Committee shall be elected in accordance with the following provisions*
- i) The four members of the Northern Ireland Women's Campaign Committee shall be elected by single Transferable Vote at the Northern Ireland Women's Conference held in accordance with paragraph 10
 - ii) A woman shall be eligible to stand as a member of the Northern Ireland Women's Campaign Committee if, at the close of nominations, who is a full or part-time student member of the National Unions in Northern Ireland
 - iii) Any woman who has served as a member of the Northern Ireland Women's Campaign Committee on two occasions shall be ineligible for re-election to the Committee
 - iv) Nominations for election to the Northern Ireland Women's Campaign Committee shall be made by at least three full or part-time student members of the National Unions in Northern Ireland
 - v) Nominations must be received by the Northern Ireland Steering Committee no later than 2 00 p m ten working days before the start of Northern Ireland Women's Conference
- 20 6 Casual vacancies on the Northern Ireland Executive with the exception of the Northern Ireland Women's Officer, or Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer shall be filled in accordance with the following provisions
- i) Casual vacancies arising for whatever reason shall be filled by election at a Special Electoral Meeting
 - ii) The procedure for such elections shall be the same for each appropriate post as that specified in the relevant sections of this Constitution
 - iii) A person elected to fill a casual vacancy on the Northern Ireland Executive shall hold office until the last day of the following June
- 20 7 A casual vacancy for Women's Officer shall be filled at a Special Electoral Meeting convened according to the provisions governing the Women's Conference
- 20 8 Casual vacancies amongst the four members of the Northern Ireland Women's Campaign Committee, arising for whatever reason, may be filled at a Special Electoral Meeting
- 20 9 The business of any Special Electoral Meeting called for the purposes of paragraphs 20 7 and 20 8 above shall be confined solely to the matter of elections
- 20 10 The following provisions shall govern the conduct of all elections within NUS-USI
- i) If the Northern Ireland Steering Committee is satisfied that a person's failure to comply with any election regulation is directly due to circumstances beyond that person's control, it may be at their discretion to exempt that person from that regulation Any such exceptions shall be reported to the appropriate Conference or Council for its information
 - ii) When, at the closing time for nominations in any election, insufficient nominations have been received to fill the vacancies, the Steering Committee shall be empowered to extend the closing time
 - iii) A candidate may be nominated for any number of positions provided that all other regulations are met and provided that no person may hold more than one post simultaneously
 - iv) Steering Committee shall determine all matters relating to the publication and distribution of election manifestos and all other publicity material
 - v) The result of an election shall be declared orally The result sheet, which shall include a statement of the total votes credited to each candidate at the end of every count, shall be retained for inspection
 - vi) Where any matter relating to any election is not specified in the Northern Ireland Constitution or Standing Orders, the Northern Ireland Steering Committee shall decide, by reference in the first instance to the National Union Constitutions

21 Motions of No Confidence

21 1 Any member of the Northern Ireland Executive shall be bound to resign within three days of a motion of no confidence being passed against him/her by one of the following

- i) Northern Ireland Conference
- ii) Northern Ireland Council

21 2 In the case of 21 1 i) and ii) any such motion must be submitted in accordance with the procedure for submitting motions for discussion at Conference or Council as specified in the Standing Orders of NUS-USI

21 3 The Northern Ireland Women's Officer, or any member of the Northern Ireland Women's Campaign Committee, shall be bound to resign within three days of a motion of no confidence being passed against her by the Northern Ireland Women's Conference, or any meeting of Northern Ireland Conference or Council Such a motion must be submitted in accordance with the procedure for submitting motions for discussion at Women's Conference as specified in the Standing Orders of NUS-USI

Rules

21 4 The Northern Ireland Lesbian, Gay, Bisexual and Transgender Officer, or any member of the Northern Ireland Lesbian, Gay, Bisexual and Transgender Campaign Committee, shall be bound to resign within three days of a motion of no confidence being passed against them by the Northern Ireland Lesbian, Gay, Bisexual and Transgender Conference or a meeting of Northern Ireland Conference or Council. Such a motion must be submitted in accordance with the procedure for submitting motions for discussion at Lesbian, Gay, Bisexual and Transgender Conference as specified in the Standing Orders of NUS-USI.

21 5 The Northern Ireland Further Education Union Development Officer, or any member of the Northern Ireland Further Education Committee, shall be bound to resign within three days of a motion of no confidence being passed against them by the Northern Ireland Further Education Conference or a meeting of Northern Ireland Conference or Council. Such a motion must be submitted in accordance with the procedure for submitting motions for discussion at the Further Education Conference as specified in the Standing Orders of NUS-USI.

21 6 The Northern Ireland Steering Committee shall be bound to resign within three days of a motion of no confidence being passed against them by the Northern Ireland Conference or Council. Such a motion must be submitted in accordance with the procedure for submitting motions for discussion at Conference as specified in the Standing Orders of NUS-USI.

21 7 In all cases, a motion of no confidence shall require a two thirds majority of those present and voting in favour in order to be passed using the voting system as detailed in 20 1(ii).

21 8 In all cases, the person against whom the motion is proposed shall be entitled to attend and address the meeting at which the motion is to be discussed.

22. Interpretation of the Constitution and Standing Orders

22 1 Interpretation of the Constitution and Standing Orders of NUS-USI shall rest with the Northern Ireland Steering Committee.

22 2 Whilst Northern Ireland Conference or Council is in session, interpretation of the Standing Orders shall rest with the Chairperson of the meeting, subject to the right of the meeting to revoke an interpretation made by the Chairperson.

22 3 The Northern Ireland Steering Committee shall interpret the Constitution and Standing Orders regarding Election Regulations.

23. Amendments to the Constitution

23 1 Any amendment to the Constitution shall be submitted in writing by Member Students' Unions to the Northern Ireland Steering Committee at least 20 working days before Northern Ireland Conference. Amendments to the Constitution submitted by NI Steering Committee shall conform to the same provisions.

23 2 All amendments to the Constitution shall require a two thirds majority of those present and voting in order to be passed using the voting system detailed in 20 1(ii).

23 3 An amendment receiving such approval shall take effect from the end of the Northern Ireland Conference at which it was approved.

23 4 Constitutional amendments shall have priority over all other motions at Northern Ireland Conference.

23 5 Constitutional amendments shall not contribute towards the fifteen policy motions, which Member Students' Unions may submit in accordance with the Standing Orders. There shall be no limit to the number of constitutional amendments which a Member Students' Union may submit.

Rules

Annex 3 Regulations pertaining to National Conference

Parts Procedure

During the drafting, the DPC tries to ensure the most effective structure of proposals, motions and amendments. However, delegates have the right to propose that a particular clause or set of clauses of a proposal is debated separately from the rest of a proposal (that they are taken apart). In essence this means that the text becomes its own separate motion. Individual words or sentences (where there is more than one sentence in a clause) cannot be debated separately.

- To propose this, a delegate must submit a proposal to this effect before the debate on that section, motion or amendment commences.
- At the appropriate point, the chair will explain each proposal. If 100 delegates indicate as such, the proposal will be approved.
- In this event, the clause(s) shall be voted upon after a speech for, and against the text in question.
- If the clause(s) which is passed is part of an amendment it shall become part of a substantive. If the clause(s) which are passed are part of the substantive motion on the final vote then they shall be passed into policy.

Open Contributions On some motions "Open Contributions" have been allocated. If delegates wish to make a contribution on the topic they should complete the slip in their ballot paper book and hand it in to the DPC before the start of debate on the motion in question.

Statements

During Conference delegates may wish to make a statement. Time has been allocated at the end of various sessions to facilitate this. They should present the topic on which they want to make a statement to the DPC who will then draw these at random during the allocated time. Conference will be asked if it wishes to hear the statement and a simple majority will result in being given 60 seconds to make the statement at the rostrum.