

UNIVERSITY OF LONDON
University of London Institute in Paris

Constitution of the Students' Union at the University of London Institute in Paris

1. *Preamble*

- 1.1 There shall be a Students' Union (hereinafter referred to as 'the Union') at the University of London Institute in Paris, a constituent Institute of the University of London, with a registered office at 11 rue de Constantine, 75340 Paris Cedex 07, France.
- 1.2 The aims and objects of the Union shall be pursued without discrimination on the grounds of age, sex, race, religion, creed, sexual orientation, disability or medical condition, except that positive action as permitted by law may be taken with respect to any disadvantaged section of the Union.
- 1.3 The Union shall not affiliate to any political party or religious organisation.

2. *Aims and Objects*

- 2.1 The aims and objects of the Union shall be: to advance the education of its members; to represent the interests of its members, acting as a channel of communication with the Institute and other bodies; and to promote, encourage and co-ordinate student societies, and sports, social and cultural activities.

3. *Membership*

- 3.1 All registered students of the Institute shall be full members of the Union during the period of their registration. Any registered student may decline to accept or relinquish membership in accordance with the opt-out regulations contained in **Schedule 1**. Membership of the Union will cease at the same time as cessation of registration as a student of the Institute. Members of the Union are not required to pay a subscription in respect of membership but may be required to pay subscriptions in respect of membership of clubs and societies (see 6.1).
- 3.2 Members of the academic, academic-related, administrative, secretarial, clerical and domestic staff of the Institute may apply to become associate members of the Union whilst they are employees of the Institute.
- 3.3 Reciprocal membership shall be granted to any member of another Union with which the Union enters into reciprocal membership arrangements. Such members shall be entitled to use the facilities of the Union in accordance with those arrangements on production of their own Union membership card.
- 3.4 The Union shall have the power to elect honorary officers and honorary members upon such terms and conditions as it may decide from time to time.
- 3.5 All members shall be entitled to enjoy the facilities of the Union and to take part in its educational, sporting, social and cultural activities.

4. *General Meetings of the Union*

- 4.1 An ordinary General Meeting of the Union shall be called at least once a semester by the Union Secretary. The General Meeting held in the second semester shall be termed the Annual General Meeting. All members of the Union shall be entitled to attend General Meetings of the Union but only full members shall be entitled to speak and vote at such meetings. The

Secretary shall chair the General Meeting; in the absence of the Secretary, the Executive Committee shall nominate one of their number to chair the meeting.

- 4.2 The functions of the Annual General Meeting shall be:
 - 4.2.1 To approve, on the recommendation of the Executive Committee, the annual budget for the following financial year, the annual accounts for the previous financial year, and the annual report of the Union, for transmission to the Institute;
 - 4.2.2 To deal with any other matter which is a function of a General Meeting.
- 4.3 The functions of a General Meeting shall be:
 - 4.3.1 To determine the policy of the Union;
 - 4.3.2 To propose amendments to the Constitution of the Union (including its Schedules) for the consideration of the Board of Management of the Institute and the University Council (see Section 10);
 - 4.3.3 To instruct the Executive Committee and hold it accountable on its work;
 - 4.3.4 To receive and approve financial and other reports from the Executive Committee;
 - 4.3.5 To confer recognition on student clubs and societies in accordance with **Schedule 5**;
 - 4.3.6 To confer associate (see 3.2) and honorary membership (see 3.4) of the Union and to enter into reciprocal arrangements (see 3.3) with other students' Unions or associations;
 - 4.3.7 To approve affiliations of the Union to external organisations provided the objects of such organisations are not inconsistent with those of the Union;
 - 4.3.8 To elect honorary officers (see 3.4); and
 - 4.3.9 On the recommendation of the Executive Committee, to propose to the Board of Management of the Institute persons for appointment as Senior Treasurer and Returning Officer of the Union.
- 4.4 An extraordinary General Meeting of the Union may be requested by the Executive Committee or by a signed petition of 20 full members of the Union with a specification of the business to be discussed. Such extraordinary General Meeting shall be held within ten (10) Institute days of the receipt of the request or petition by the Secretary and shall discuss only that business for which it was called.
- 4.5 At least seven (7) Institute days' notice shall be given of all General Meetings. Notice of each meeting shall be placed on the Union notice board.
- 4.6 Notice of amendments to the Constitution and Schedules must be submitted, with the names of the proposer and seconder, to the Secretary in writing not less than seven (7) Institute days before the day of the General Meeting at which they are to be discussed. Notice of other motions, with the names of the proposer and seconder, shall be submitted to the Secretary in writing not less than five (5) Institute days before the day of the meeting.
- 4.7 The agenda for General Meetings shall be posted on the Union notice board not less than two (2) Institute days before the meeting.

- 4.8 The quorum of full members required for all General Meetings of the Union shall be twice the number of places on the Executive Committee (whether filled or not) plus one.
- 4.9 At meetings of the Union, minutes shall be taken by the Secretary and circulated as soon as possible and a copy should be retained in the Institute's Learning Resources Centre.
- 4.10 All meetings of the Union shall be considered open to all members but the full members may vote by a simple majority of those present at a meeting to hold a specific meeting or to consider a specific item of business at a closed session for full members only.
- 4.11 A copy of the Constitution and its Schedules, as amended from time to time, a copy of the annual report and accounts, and a copy of the annual budget and any plans for activities, shall be held by the Union Secretary and in the Institute's Learning Resources Centre.
- 4.12 A referendum may be held on any issue if the General Meeting resolves by a two-thirds majority of those present and voting to call a referendum. The President may also call a referendum if a petition signed by at least 20 full members is received. Such petition must contain the full names and course of those signing it.
- 4.13 The Returning Officer shall be responsible for deciding the wording of the question on the referendum ballot paper.
- 4.14 The referendum shall be supervised by the Returning Officer and those appointed to assist the Returning Officer. Polling stations shall be open for at least one (1) Institute day.
- 4.15 A referendum shall be decided by a simple majority of those voting and its results shall take precedence over any existing policy of Union on the same issue.
- 4.16 The conduct of General Meetings of the Union, Executive Committee meetings and all other meetings shall be conducted in accordance with **Schedule 3**.

5. *Executive Committee*

- 5.1 There shall be an Executive Committee of the Union. The Executive Committee meetings shall be convened by the Secretary or another officer appointed by the Committee. Meetings shall be held at least three times in each academic semester and at such other times as the President or the Secretary shall deem necessary or by written request by a majority of the members of the Committee or half if there is an even number of members. The Secretary shall chair the Executive Committee; in the absence of the Secretary, the Committee shall nominate one of their number to chair the meeting.
- 5.2 The members of the Executive Committee (maximum number 14) shall be:
- (1) The President
 - (2) Vice-President
 - (3) The Secretary
 - (4) The Treasurer
 - (5) Student Welfare Officer
 - (6) Events and Societies Officer
 - (7) Two representatives elected by and from each of the three years of the BA course
 - (8) Up to two co-opted members

[Job Descriptions for the President, Vice-President, Secretary, Treasurer, Student Welfare Officer and the Events and Societies Officer are given in **Schedule 6**]

- 5.3 The President, Vice-President, Secretary, Treasurer, the Student Welfare Officer and the Events and Societies Officer (hereinafter referred to as ‘the officers’) must be full-time students registered for a University of London degree. The officers shall be elected by secret ballot open to all full members of the Union before the end of April each year to take office with effect from 1 June. The officers will continue in office until the elections in the following year or until cessation of registration as a student whichever is the sooner. Year representatives will be chosen by, and from, each year cohort as early as possible at the start of each session but in any case not later than mid November. Year representatives and co-opted members will serve until 30 September following their date of election or co-option or until cessation of registration as a student whichever is the sooner. Only full members who are at least 18 years of age on the date they take office may serve on the Executive committee. The first elections to the Executive Committee will be conducted in accordance with arrangements approved by the Board of Management of the Institute. Thereafter, elections will be conducted in accordance with **Schedule 2** to the Constitution.
- 5.4 No member of the Union shall be eligible to serve for more than two years in the same position as a member of the Executive Committee whether as an elected or a co-opted member.
- 5.5 The functions of the Executive Committee shall be:
- 5.5.1 To oversee, manage and develop the Union in accordance with its Constitution (including the Schedules), legislative provisions, and decisions of the General Meeting;
- 5.5.2 To consider the annual budget and draft annual accounts, prepared by the Treasurer, for recommendation to the Annual General Meeting.
- 5.5.3 To allocate funding to Clubs and Societies within the sum earmarked in the Union budget and in accordance with **Schedule 5**.
- 5.5.4 To report to the General Meeting on financial and other matters.
- 5.5.5 To monitor the use of the Union’s finances in terms of efficiency and effectiveness and to draw up such rules on expenditure and related matters as may be required;
- 5.5.6 To be responsible for communication with the membership, the Institute and other organisations;
- 5.5.7 To consider the annual report of the Union, prepared by the President, for the approval of the Annual General Meeting and transmission to the Institute;
- 5.5.8 To establish and receive reports from working groups and to transmit these to the General Meeting as appropriate.
- 5.5.9 To propose to the General Meeting persons for appointment as Senior Treasurer and Returning Officer from among the academic, academic-related or administrative staff of the Institute. The same member of staff may occupy both posts but the Dean of the Institute shall not be eligible for nomination for either post.
- 5.5.10 To request an extraordinary General Meeting in accordance with paragraph 4.4.
- 5.6 The quorum for meetings of the Executive Committee shall be 50% of members in place (rounded down to a full number if necessary) +1 of its members provided that at least one of the persons holding the office of President, Vice-President, Secretary, Treasurer, Student Welfare Officer or Events and Societies Officer is present.

- 5.7 A resignation from the Executive Committee must be in writing to the President of the Union or, in the case of the President, to the Secretary. Resignations must be reported to the next General Meeting of the Union.
- 5.8 A member of the Executive Committee may be removed as a member of the Committee and from any office to which the member had been elected:
- (a) by a two-thirds majority of those present and voting at a General Meeting; or
 - (b) by a referendum of the full members of the Union (see 4.12-4.15); or
 - (c) If the member fails to attend two consecutive Executive Committee meetings without the provision of reasons acceptable to the majority of the other members of the Committee.
- 5.9 If a member of the Executive Committee is dismissed from the Institute under the student disciplinary regulations for gross misconduct, that member will automatically be disqualified from continuing as a member of the Executive Committee or in any office to which the member had been elected.
- 5.10 The conduct of a referendum for removal from office will be determined by the Returning Officer.
- 5.11 By-elections to fill casual vacancies caused by removal or resignation shall be conducted in accordance with **Schedule 2**.
- 5.12 Members of the Executive Committee may not receive any remuneration in respect of their duties but may be re-imbursed reasonable travel and subsistence expenses incurred in carrying out those duties according to rules drawn up by the Executive Committee and approved by the Senior Treasurer. Those rules shall be consistent with other arrangements prevailing in the Institute for the re-imburement of expenses.
- 5.13 Every member of the Executive Committee or other office-holder in the Union shall be entitled to be indemnified out of the assets of the Union against all losses or liabilities which they may incur in or about the execution of their office or otherwise in relation thereto, and no officer shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Union in the execution of the duties of that office or in relation thereto; provided that nothing in this clause shall affect their liability for the consequences of any negligent or unlawful act on their part.

6. *Financial matters*

- 6.1 The Union may receive financial support from the University or the Institute. It may also raise funds by means of donations, grants, income from events and functions, subscriptions from associate members, and from full members for membership of clubs and societies.
- 6.2 The Executive Committee, from within the monies available to the Union, shall make provision for the administration of the Union and for events open to all full members of the Union.
- 6.3 The Executive Committee may provide financial support to clubs and societies on the basis of clear indications of the purpose for which the funds are sought (see 5.5.3). The basis on which funds are allocated must be open and fair. Clubs and societies must keep proper accounts of funds received and expended.
- 6.4 The Senior Treasurer of the Union shall work with the Treasurer of the Union in maintaining oversight of the financial management of the Union.

- 6.5 The Union will be permitted to open a bank account. The Senior Treasurer and one of the persons holding the office of Treasurer, President or Secretary shall be co-signatories of cheques.
- 6.6 The Executive Committee will be required to keep proper books of account. The ULIP Management Board will receive and approve an annual financial statement from the ULIP Students' Union on behalf of the University Board of Trustees. The estimates and accounts of the Union will be not consolidated with those of the Institute.
- 6.7 The financial year of the Union will run concurrently with the financial year of the Institute, ie 1 August to 31 July.
- 6.8 The Financial Procedures to be followed by the Union are set out in **Schedule 4**.

7. *Clubs and Societies*

- 7.1 Clubs and societies may be recognised by the General Meeting provided the aims and objects are consistent with those of the Union and provided they fulfil the requirements set out in **Schedule 5**.
- 7.2 All full members may hold office in clubs and societies without restriction as to age.

8. *Affiliations to external organisations*

- 8.1 Any proposal to affiliate to an external organisation shall be subject to the approval of the General Meeting. The aims and objects of that organisation must not be inconsistent with those of the Union.
- 8.2 Notification of all new affiliations to external organisations shall be made to the Institute. Such notice shall include the name of the organisation and any affiliation fee or donation.
- 8.3 Details of all affiliations to external organisations, including the name of the organisation and any affiliation fee or donation, shall be included in the Union's annual report which shall be made available to students and to the Institute.
- 8.4 If there is a challenge to an existing affiliation to any external organisation, a petition signed by at least 20 full members of the Union must be submitted to the President. A referendum, conducted in accordance with sections 4.12-4.15, shall be held on the issue. A further referendum on the same affiliation cannot be called in the same academic year.

9. *Complaints procedure*

- 9.1 Complaints about an officer or about the Executive Committee shall be dealt with under the complaints procedure set out in **Schedule 7**. Members who complain will also be referred to the provisions in this Constitution relating to changes in Union policy (see 4.3.1 and 10) and the removal of officers (see 5.8).
- 9.2 Disciplinary matters will be dealt with under the Institute's Code of Student Discipline.

10. *Amendments to the Constitution and Schedules*

- 10.1 The General Meeting may propose amendments to the Constitution and Schedules.

- 10.2 All proposed amendments to the Constitution shall require the support of two-thirds of those present and voting at a General Meeting.
- 10.3 All proposed amendments to the Schedules shall require the support of a simple majority of those present and voting at a General Meeting.
- 10.4 Before any amendments to the Constitution or Schedules come into effect, they must be approved by the Board of Management of the Institute, acting on behalf of the Board of Trustees of the University of London, with report to the next meeting of the University Board of Trustees. Any amendments must be consistent with the provisions of the Education Act 1994 and any other relevant legislation in the UK or in France. Where such amendments are, in the opinion of the Chairman of the Board, minor or non-contentious, he may take action on behalf of the Board subject to report at its next meeting.
- 10.5 The constitution shall be reviewed by the Union and the Institute every five years from the date of it taking effect.

11. *Winding Up*

The Union may be wound up either by a majority decision of the General Meeting or by the University Council on the recommendation of the Board of Management of the Institute. Any assets belonging to the Union at the time of winding up shall revert to the Institute to be used for the benefit of student sports, social or cultural activities.

12. *Interpretation*

- 12.1 In the event of a dispute on the interpretation of any part of the Constitution or Schedules, the ruling of the President shall be sought.
- 12.2 In the event of a challenge to the ruling of the President, the decision of the Vice-Chancellor shall be final.
- 12.3 The Constitution and Schedules shall be governed by English law.

Definition

An “Institute day” is any day between Monday and Friday when the Institute is open.

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19.02.2008

SCHEDULE 1

OPTING OUT

- 1.1 Any registered student of the University of London Institute in Paris shall be able to relinquish their right of membership of the Union.
- 1.2 A student who opts out of the Union shall continue to have the right to attend Union events and participate in the activities of Clubs and Societies.
- 1.3 A student who opts out of the Union shall not be able to participate in the democratic and decision-making function of the Union. This includes not being able to stand for any office or representative position, including club or society office, as contained in the Union constitution.
- 1.4 A student wishing to opt out must indicate this in writing to the President of the Union.
- 1.5 A student who has opted out, who subsequently wishes to become a member of the Union, shall notify the President in writing. If the application falls within twenty (20) Institute days of nominations opening for a Union election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.

SCHEDULE 2

ELECTION REGULATIONS

- 2.1 This Schedule outlines the procedure for the election of officers of the Union (see Section 5.3 of the Constitution). It also outlines the procedure to follow if a vacancy occurs in any position.
- 2.2 The Returning Officer, who shall not be a full member of the Union, shall be appointed by the General Meeting of the Union for such term as it sees fit. The Returning Officer shall be responsible for the good conduct and administration of all Union elections and shall be responsible for the interpretation of the election regulations, subject to Section 12 of the Constitution. The Returning Officer will be assisted by the Secretary of the Union in the administration of elections.

Timing of Elections

- 2.3 The Returning Officer shall ensure that election of Union Officers takes place before the end of May each year. The persons elected shall take office from 1 June of that year and shall serve for 12 months subject to their continued eligibility to serve. Officers may be re-elected to the same office for one further year but may not serve for more than two years in any one office (see 5.4).
- 2.4 The dates of elections for Union Officers, a copy of the election timetable and a copy of the election regulations shall be posted on the Union notice boards at least 21 Institute days before the elections.

Eligibility for election

- 2.5 All full members of the Union are eligible to stand for any Union Officer position but must be at least 18 years of age on the date they take office. No member who has opted out of Union membership may stand.

Procedure for nomination

- 2.6 Nomination forms will be available from the Returning Officer and the Secretary and shall be available from the Institute Learning Resources Centre and the Union office twenty (20) Institute days before the election. The nomination form shall contain a job description of each position for which an election is to be held.
- 2.7 Members of the Union can stand for election upon completion of a nomination form signed by the candidate and at least one proposer and one seconder each of whom must be a full member of the Union. Nomination forms must reach the Returning Officer or the Return Officer's nominee not later than 5.00pm on the day, 12 Institute days before the day of the election.

Publicity

- 2.8 The Returning Officer shall produce a list of candidates (together with the names of the proposer and seconder) which shall be displayed on the Union notice boards within 48 hours of the close of nominations.

- 2.9 Candidates must produce a manifesto of a length to be determined by the Returning Officer, which must be handed in with the completed nomination form, and may produce a poster. The Returning Officer or the Secretary has the right to refuse publication of material which in his or her opinion is illegal, obscene, defamatory or offensive.
- 2.10 On receipt of a valid nomination form the Returning Officer or the Secretary shall provide the candidate with election campaign information. The content of the information shall be determined by the Returning Officer in conjunction with Executive Committee.

Campaigns

- 2.11 Question times shall be held at the Institute at a time and date to be determined by the Executive Committee. Any candidate absent from Question Time without apologies to the Secretary or the provision of a substantial reason acceptable to the Secretary shall be deemed to have withdrawn from the election. The length of speeches and responses by candidates to questions shall be determined by the Secretary who shall chair Question Time.
- 2.12 Candidates may not use any communication materials that are not sanctioned by the Returning Officer and the Secretary. There shall be no campaigning in the Union office or in the vicinity of any ballot box

Voting

- 2.13 The Secretary shall publicise the location and arrangements of the Question Times and voting stations, together with a list of candidates and manifestos, ten Institute days before voting.
- 2.14 The Returning Officer shall ensure that all full members of the Union who are resident in Paris at the time of the election shall have adequate access to vote.
- 2.15 All full members of the Union shall be able to vote for the Union officers on production of evidence of their student status at the Institute.
- 2.16 A voting paper will be issued to each voter, which shall bear the Union stamp. Votes will be cast in sealed ballot boxes. Voting papers shall bear the name of each candidate and the office being contested.
- 2.17 Voting shall be by secret ballot and shall be conducted according to the rules for the operation of the alternative or single transferable voting (STV) system as set by the Electoral Reform Society.

Counting the votes

- 2.18 The Returning Officer or the Secretary shall inform the candidates of the time and venue of the count. The candidate or their appointed representative may, if they so wish, attend the counting of the votes as observers only.
- 2.19 The Returning Officer or the Secretary may appoint persons to assist in the count. The votes will be counted by the alternative or single transferable vote system as defined by the Electoral Reform Society.
- 2.20 Once the votes have been counted the voting papers should be kept for a period of six months in case of appeals against the result.

Declaration of Results

- 2.21 Results of the elections shall be declared by the Returning Officer or the Secretary when the count for each post has been completed and any complaint has been resolved to the satisfaction of the Returning Officer. A list of successful candidates will normally be posted at the Institute within one Institute day of the declaration of results.
- 2.22 The Returning Officer should send a copy of the result to the Executive Committee, the Institute and the Institute Learning Resources Centre.
- 2.23 The results will become official after 48 hours if no complaint has been lodged with the Returning Officer within that time. In the event of a complaint being received by the Returning Officer the results shall be suspended until the complaint has been resolved.

Complaints

- 2.24 Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within 48 hours of such a complaint being lodged by any full member or the candidate or their nominee. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.
- 2.25 A challenge or complaint during or following the count, must only relate to the conduct of the count, and be lodged with the Returning Officer who shall resolve the complaint within 48 hours of it being lodged.
- 2.26 In determining a resolution to the complaint, the Returning Officer, after hearing all the appropriate evidence, may decide not to uphold the complaint; or may halt elections for a specified post or disqualify a specified candidate if, in the view of the Returning Officer, a candidate has breached election regulations. The ruling of the Returning Officer on any complaint shall be final.

Vacancies for Union Officers

- 2.27 If any of the Union Officer posts falls vacant by reason of resignation, dismissal or for any other reason, a by-election shall be arranged by the Returning Officer **or the Secretary**. Nominations shall open no later than three working days after confirmation of the vacancy arising. All other election regulations apply. Where a casual vacancy occurs eight weeks or less before the normal expiry date of the term of office of the previous holder, no by-election shall be held and alternative arrangements will be made by the Executive Committee to provide cover for the vacant post. Where no by-election has been held to fill a vacant post, the next office holder elected to that post under the normal process will take up office immediately after the election and not wait until 1 June.

SCHEDULE 3

CONDUCT OF GENERAL MEETINGS

3.1 The meeting regulations shall apply to all General Meetings of the Union.

Attendance and Chair at General Meetings of the Union

3.2 All full members of Union may attend and fully participate in the meeting in accordance with Clause 4 of the constitution which states that only full members shall be entitled to speak and vote at such meetings.

3.3 The Chair of the meeting will be in accordance with 4.1 of the constitution.

Right to speak at General Meetings of the Union

3.4 Any full member of the Union as defined in clause 3.1 of the constitution has a right to speak.

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

3.6 Speaking rights may be conferred on anyone who is not a full member of the Union by a majority vote of full members present at the meeting.

Voting at General Meetings of the Union

3.7 Only full members of the Union who are present at the meeting may vote.

3.8 The Chair of the General Meeting may not vote unless the vote is tied, in which case the Chair may have the casting vote.

Business at General Meetings of the Union

3.9 All items for discussion and decision (hereinafter called 'Motions') shall be submitted to the Secretary five Institute days before the day of the meeting. Amendments to the Constitution and Schedules must be submitted seven Institute days before the day of the meeting.

3.10 All Motions shall require the signatures of at least two full Union members. These shall be known as the proposer and the seconder(s).

3.11 The Secretary shall be responsible for publication of details of all General Meetings of the Union five Institute days before the day of the meeting on Union notice boards and in available Union publications.

3.12 Motions to amend motions may be submitted by any full member of the Union. The changes require the signatures of at least two full members and shall be submitted to the Secretary 24 hours before the start of the meeting.

Conduct of business

3.13 The Agenda of meetings shall normally be taken in the following order:

- Matters arising from the minutes of the previous meeting not otherwise on the agenda
- Reports from the Executive Committee
- Other Reports
- Motions
- Any other business

Debates shall be run as follows:

- 3.14 Every Motion shall have a proposer and a seconder. The proposer shall speak on the Motion first. It shall then be open for discussion and may be withdrawn only with the consent of the meeting. Any changes to the Motion will be raised after the proposer has spoken.
- 3.15 If there are no changes, or if the proposer of the Motion accepts the changes, the procedures in 3.17-3.21 will not apply.
- 3.16 Only one Motion shall be discussed at any one time. The first set of changes to a Motion shall be proposed immediately after the Motion has been proposed.
- 3.17 The Chair shall invite and take a speech against the changes.
- 3.18 The Chair shall seek to ensure that speeches represent fairly the views of members. They shall also leave time for questions before the vote.
- 3.19 The proposer of the changes shall have the right to sum up before a vote is taken on them.
- 3.20 In the event of any Changes being carried which were not accepted by the proposer of the original Motion, the changed Motion shall be held by the proposers of the changes.
- 3.21 When all changes have been voted upon, the main Motion shall be discussed and voted upon.
- 3.22 The holders of the Motion shall have the right to sum up on the Motion immediately before the vote is taken.
- 3.23 There shall be no new information or points of information during the summing up speech.
- 3.24 Emergency Motions may be moved if and only if they deal with matters which have arisen since the date for submission of motions, and if a two-thirds majority vote for the discussion of this motion. The Emergency Motion should be submitted in writing to the Chair before the start of the meeting.

Points of Order relating to the conduct of the meeting

- 3.25 A point of order may be raised at any time, except during a vote unless it relates to the way the vote is being conducted. A point of order can include:
- (i) A request for a count to ensure that the meeting is quorate.
 - (ii) A request for a ruling from the Chair on the conduct of the meeting.
 - (iii) A request for a Constitutional interpretation.
 - (iv) A request that a person who is not a full member of the Union should be allowed to speak.
 - (v) A request to stop the normal business of the meeting to deal with a specified issue.

Procedural motions

- 3.26 A motion on how the meeting proceeds can be proposed by any member of the meeting at any time apart from during a vote. These can cover such issues as:
- (i) having no confidence in the Chair
 - (ii) having another round of speeches,
 - (iii) moving straight to a vote,
 - (iv) adjourning the meeting,
 - (v) having a secret ballot
 - (vi) requesting a recount on a vote.
 - (vii) referring the issue under discussion to another body e.g. the Executive Committee.
 - (viii) voting on different parts of the issue under discussion separately.
 - (viii) not voting on the issue under discussion.

After the procedural motion has been proposed there will be a speech against. If there are no further speeches for or against there will be a vote. The procedural motion will be passed if it gets a simple majority of those voting

General Rules

- 3.27 Points of information may be raised by any member providing that the speaker occupying the floor signifies their intention to give way.
- 3.28 Points of order, which take precedence over any other business and upon which there shall be no discussion, may be raised by any member.
- 3.29 Motions shall require a simple majority of those present and voting to be passed except where otherwise specified in the Constitution.
- 3.30 Any request to stop the normal business of the meeting shall apply for the duration of the matter under discussion only.
- 3.31 In event of any situation arising not being covered by meeting regulations then the Chair shall rule on the procedure to be adopted and such ruling shall be final.

SCHEDULE 4

FINANCIAL PROCEDURES

Budgets

- 4.1 The Union shall approve a budget for the following financial year at the AGM of the Union in the Spring Term.
- 4.2 The Union financial year shall run from August 1st to July 31st.

Accounts

- 4.2 The Treasurer shall be responsible to the Union for preparing budgets, keeping financial records and shall exercise supervision over all Union finances, subject to decisions of the Executive Committee and of the General Meeting.
- 4.4 The Treasurer shall prepare accounts for the approval of the Annual General Meeting.

Bank Accounts

- 4.5 There shall be a bank account held in the name of the Union. The signatories to the account will be as set out in 6.5 of the constitution.
- 4.6 The collection of all money due to the Union shall be under the supervision of the Executive Committee but shall be the responsibility of the Treasurer, who shall be notified promptly of all money due to the Union, and shall inform the Executive Committee of any outstanding monies.

Limits on payments

- 4.7 The Treasurer may authorise expenditure up to 30 euros; the Executive Committee may authorise expenditure up to 350 euros; any expenditure over 350 euros must be approved by the General Meeting of the Union, except in cases where the expenditure pertains to event costs, which can be approved by the Executive Committee.
- 4.8 The Treasurer shall be responsible for the operation of the petty cash account and shall present a record of transactions once a month to the Executive Committee. The petty cash limit shall be 30 euros.
- 4.9 All invoices for sums over 75 euros must be approved by the Executive Committee before they can be paid.

Contracts

- 4.10 No financial agreement (e.g. a leasing contract) may be entered into which involves a financial commitment beyond the term of office of the Executive Committee unless specific authorisation is given by the Institute. All contracts for specific activities or events shall have two signatories from the following list:

President	
Vice-President	Treasurer
Secretary	Senior Treasurer

- 4.11 The Treasurer shall provide the Executive Committee and the Institute with a financial statement once a term.

Security and Insurance

- 4.12 The Union shall be responsible for maintaining proper security at all times for all stock, stores, furniture, equipment, cash etc., under its control. The Treasurer shall inform the Executive Committee in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.
- 4.13 The Treasurer shall be responsible, in conjunction with the Institute, for ensuring that proper insurance cover is in place for activities of the Union.

Events

- 4.14 All events undertaken or provided by the Union must be costed in advance and budgets prepared.
- 4.15 Records of all expenditure for events shall be kept. The Treasurer is responsible to the Executive Committee for ensuring that agreed budgets are not exceeded and for advising the Committee if, for any reason, the limits laid down in the budget for events are likely to be exceeded.

Re-imburement of expenses

- 4.16 Members of the Executive Committee may be re-imbursed travel and subsistence costs incurred in carrying out Union duties as provided in 5.12 of the Constitution. Re-imburement of other expenses requires the prior approval of the Treasurer or, in the case of the Treasurer, the President. Re-imburement of expenses to other full members of the Union requires the prior approval of the Treasurer.
- 4.17 Payments must be authorised by the Treasurer but, where the officer claiming re-imburement is the Treasurer, the President will authorise expenditure and where the officer claiming re-imburement is the President, the Senior Treasurer will authorise expenditure.

Donations

- 4.18 The Union shall not make donations or affiliations to any organisation outwith the aims and objectives of the Union. The Union may seek the permission of the Dean of the Institute to allow the Institute's facilities to be used for special events which raise money for a specific charity or cause. Only the net profit from such events may be passed to the charity.

SCHEDULE 5

CLUBS AND SOCIETIES

- 5.1 There shall be clubs and societies of the Union.
- 5.2 No club or society may receive funds from the Union or use Union facilities without recognition in each academic year by the General Meeting.
- 5.3 To be considered for recognition, the club or society shall lay before the General Meeting a mission statement and a plan of activities and events.
- 5.4 No Club or Society may be recognised if its objects conflict with those of the Union, save that this restriction shall not be interpreted so as to preclude the establishment of political, religious or ethnically based clubs and societies.

Setting up a Club or Society

- 5.5 In order to set up a Club or Society, the proposer must provide:
- i) The name of the club or society
 - ii) The proposed membership fee (if applicable)
 - iii) The aims and objects of the club (which shall not be in conflict with those of the Union).

Funding for Clubs and Societies

- 5.6 The Executive Committee shall earmark a sum in the Union budget for the support of recognised Clubs and Societies
- 5.7 To receive funding an eligible Club or Society shall submit a budget proposal to the Union Secretary. This should be submitted by the end of October each year. Later submissions may be made but these will be considered only if funds are still available.
- 5.8 The Executive Committee shall allocate funds to Clubs and Societies as soon as possible after the closing date for the receipt of requests. Requests received after the end of the initial allocation exercise will be considered at the next meeting of the Executive Committee following receipt of the request in the context of any funds remaining at the disposal of the Committee.
- 5.9 No member from a Club or Society may commit either the Club, the Society or the Union to any expenditure without prior authorisation through the Union's budgetary control system.

Responsibilities of Clubs and Societies

- 5.10 Clubs and Societies will not hold individual bank accounts and all finance will be administered through the Union. The Club or Society Head shall ensure that all income received by the Club or Society is paid directly into the Union account.
- 5.11 The Club or Society Head shall be responsible for the smooth running of any social events and activities.
- 5.12 The Club or Society Head shall be responsible for publicising General Meetings, drafting agendas and taking minutes of the meetings.

- 5.13 The Club or Society Head shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the resources available to the Club or Society in that year. The Club or Society Head shall also ensure that an up-to-date list of all equipment purchased from Union funds, subscriptions, grants or other income is maintained and that all equipment is returned to the Union at the end of the academic year.
- 5.14 Failure to abide by these regulations and the Union constitution may result in suspension of the Club or Society and withdrawal of funding by the Executive Committee.

SCHEDULE 6

JOB DESCRIPTIONS

- 6.1 The duties and responsibilities of the **PRESIDENT** shall be as follows:
- To promote the activities of the Union and to involve as many students in the activities of the Union as possible.
 - To act as the principal representative of the Union in dealings with the Institute and otherwise.
 - To attend such other meetings of the Union and the Institute as may be required.
 - To propose activities and other initiatives to the General Meeting for the development of the Union.
 - To report on the President's activities to each General Meeting.
 - To prepare an annual report on the activities of the Union for endorsement by the Executive Committee, approval by the AGM and transmission to the Institute.
 - To oversee the training of members of the Executive Committee following the elections.
 - To lead delegations to relevant conferences and report back to the General Meeting.
 - To carry out such other duties within the general scope of the office as may be laid down by the Executive Committee and the General Meeting.
- 6.2 The duties and responsibilities of the **VICE-PRESIDENT** shall be as follows:
- To assist the President providing advice and suggestions.
 - To act for the President in the event that the President cannot fulfil their duties.
 - To oversee project commitments that are agreed by the Executive Committee.
 - To be a member of the Executive Committee.
 - To act as a point of contact with the nominated Officer Roles.
 - To liaise with all of the Executive Committee in an advisory and supervisory capacity.
 - To ensure the carrying out of a Student Survey every academic year.
 - Communications role – to ensure the maintenance, in conjunction with the Students' Union Webmaster or the appropriate Officer(s), of the Students' Union website and of the ULIP radio.
- 6.3 The duties and responsibilities of the **SECRETARY** shall be as follows:
- To call and organise General Meetings of the Union and the Executive Committee and to be responsible for publicity, agendas and minutes.

- To Chair the General Meetings and the Executive Committee meetings.
- To be a member of the Executive Committee.
- To maintain all legal and constitutional documentation relating to the Union (see 4.10 of the Constitution).
- To consult the Institute on constitutional and other procedural matters.
- To assist the Returning Officer in the administration of elections.
- In conjunction with the Treasurer, to be responsible for the setting up and support of Clubs and Societies.
- To carry out such other duties within the general scope of the office as may be laid down by the Executive Committee and the General Meeting.

6.4 The duties and responsibilities of the **TREASURER** shall be as follows:

- To prepare an annual budget, within which an amount is to be earmarked for allocation to Clubs and Societies, and draft annual accounts for the consideration by the Executive Committee and approval by the AGM.
- To maintain records of income and expenditure for report to the Executive Committee.
- To produce an annual statement of accounts for presentation to the ULIP Management Board which will receive and approve financial statements from the ULIP Students' Union on behalf of the University of London Board of Trustees..
- To monitor income and expenditure of the Union and its Clubs and Societies against agreed budgets
- To be responsible for the proper custody of petty cash and the banking of monies received by the Union
- To submit invoices for money owed to the Union and to pay invoices owed by the Union promptly.
- To gather information on discounts and publicise these to students.
- To be a member of the Executive Committee.
- To work closely with the Senior Treasurer on all matters to do with the financial management of the Union.
- In conjunction with the Events and Societies Officer to develop financial regulations for clubs and societies and to provide guidelines to budget holders on financial control and planning.
- To carry out such other duties within the general scope of the office as may be laid down by the Executive Committee and the General Meeting.

6.5 The duties and responsibilities of the **STUDENT WELFARE OFFICER** shall be as follows:

- To call at least three meetings of the Student Staff Liaison Committee during the academic year.
- To act as co-chair and committee secretary to the Student Staff Liaison Committee
- To be a member of the Executive Committee.
- To provide support and guidance to members of the Students' Union on matters relating to general student welfare, such as personal safety, health, housing and finances, liaising as necessary with staff of the ULIP Student and Academic Services.
- To carry out such other duties within the general scope of the role as may be laid down by the Executive Committee and General Meeting.

6.6 The duties and responsibilities of the **EVENTS AND SOCIETIES OFFICER** shall be as follows:

- To be a member of the Executive Committee
- In conjunction with the Secretary, to be responsible for the setting up and support of Clubs and Societies.
- To promote and oversee the organisation of Union events and to encourage and support the organisation of events by Clubs and Societies.
- To carry out such other duties within the general scope of the role as may be laid down by the Executive Committee and General Meeting.

COMPLAINTS PROCEDURE

7.1 *First stage*

Where the complaint is about a member of the Executive Committee, a member of the Union should initially raise the grievance with the member concerned. Where the complaint is about another member of the Union, a member should initially raise this grievance with the member concerned or, if this is not feasible, with the President of the Union. The object of this first stage is to resolve problems quickly and simply with the minimum of formality.

7.2 *Second stage*

Where the complaint is not satisfactorily resolved at the first stage or where it concerns the Executive Committee itself, a member of the Union may raise it as an informal complaint with the Senior Treasurer. The Senior Treasurer will investigate the complaint and keep a record of the name of the complainant, the nature of the complaint and the outcome.

7.3 *Third stage*

Where the complaint is not satisfactorily resolved at the second stage or where it concerns the Senior Treasurer, a member of the Union may raise it as a formal complaint with the Dean of the Institute. Only in exceptional circumstances will the Dean consider a complaint which has not been through the first and second stages. The Dean of the Institute will investigate the complaint and keep a record of the name of the complainant, the nature of the complaint and the outcome.

7.3.1 A member of the Union who has exhausted the above procedures but remains unsatisfied with the handling or the outcome of the complaint may write to the Vice-Chancellor.

7.3.2 *Public interest disclosure*

Complaints which are allegations of malpractice or concern some other matter which the member of the Union believes he or she is unable to raise in the Institute shall be made in accordance with the University of London's Public Interest Disclosure Procedure (Ordinance 31).

Disciplinary action

7.3.3 **There shall be no disciplinary action or other adverse implications for a member of the Union who makes a complaint or allegation providing they act in good faith, within the law, and not vexatiously, or with malice, and in accordance with established procedures including those above. Victimisation of a complainant and deterring anyone from making a proper complaint are serious disciplinary offences.**