



## **Constitution of Worcester Students' Union 2008**

**Ratified : 17<sup>th</sup> October 2008**

## **Mission**

To provide effective representation and a range of member led services that are a consistently high quality and embrace the needs of our members.

## **Organisational Values**

**Empathy:** The organisation naturally empathises with the membership.

**Democracy:** The organisation is governed by democracy.

**Openness:** The organisation is open to the membership in all its activity.

**Togetherness:** The organisation develops a feeling of togetherness.

**Quality:** The organisation provides a quality experience.

**Fun:** The organisations activity is delivered in a fun and enthusiastic manner.

**Rewarding:** Interaction with the organisation is rewarding.

## **Health and Safety**

- The Unions' trustees will be responsible for the health and safety arrangements of these activities and premises over which they have control.
- Health and safety will be given priority over all Union activities.
- The Union will operate under its own Health and Safety Policy, which will be approved annually by the trustee board.

## **Membership**

### **Categories of Membership**

- Full membership
  - All students registered on programmes of study with the University of Worcester shall be entitled to be full members of the Union, unless they choose to opt out of membership in the manner laid down below.

- Associate membership
  - All members of the staff of the University and the Union shall be entitled to be associate members of the Union. If members of University Staff or Union Staff are registered on a programme of study at the University of Worcester they will still be deemed as associate members forsaking all rights of full membership.
  
- Graduate life time membership
  - Students, with no prior disciplinary record, who has graduated from UW, can apply for a graduate life time membership to the Students' Union. The Graduate life time membership costs £20.
  
- Honorary membership
  - Honorary membership of the Students' Union is permissible and will be regarded as 'life' membership. Honorary membership will automatically be offered to the Chancellor, Vice Chancellor, Pro-Vice Chancellor and Registrar of the University. Any past sabbatical officers of this Students' Union or any other person, student or non-student, are eligible for nomination for honorary membership at Student Council.
  
- Affiliate membership
  - All students in membership of other student union organisations shall be deemed to be an affiliate member of the Union.
  
- Temporary membership
  - Any person who is duly introduced by a full member of the Union for the purpose of attending a function or event will be deemed to be a temporary member for the duration of that event or function.

### **Leaving the membership of the Students' Union**

Students may exercise their right to leave membership of the Students' Union by writing in the first four weeks of any academic year to either the President of the Union, or to the Registrar of the University, indicating their wish to not be a member of the Union. The Registrar will maintain a register of all students who have exercised this right.

Should a student who has opted out of membership of the Students' Union wish to make use of the facilities provided by the Union, they must become Graduate members by application to the President. A £50 fee will be charged.

## **Benefits of Membership**

### **Full Membership**

Full Membership entitles the students to;

- Full voting rights in any election organised by the Students' Union
- The right to stand, propose or second and nominee in any election organised by the Students' Union
- Full voting and speaking rights at Student Council Annual general meeting or extraordinary general meeting.
- The right to propose or second any motion put forward to Student Council Annual general meeting or extraordinary general meeting.
- Speaking rights at Student Council.
- The right to join any student group affiliated to the Students' Union
- The right to make use of any facility provided by the Students' Union
- The right to sign in and be solely responsible for two (2) guests into the Students' Union licensed premises on provision of their NUS card.
- The right to represent the University in any BUSA fixture.

### **Associate membership**

Associate Membership entitles the students to;

- The right to join any student group affiliated to the Students' Union. Subject to the condition that Associate members are prohibited from serving as a committee member for any student group and cannot represent the University in any BUSA fixture.
- The right to make use of any facility provided by the Students' Union. Subject to constraints applied by the executive committee.
- The right to sign in and be solely responsible for two (2) guests into the Students' Union licensed premises.

## **Graduate membership**

Graduate membership entitles the individual to;

- The right to join any student group affiliated to the Students' Union. Subject to the condition that Associate members are prohibited from serving as a committee member for any student group and cannot represent the University in any BUSA fixture.
- The right to make use of any facility provided by the Students' Union. Subject to constraints applied by the executive committee.

## **Honorary membership**

Honorary membership entitles the individual to;

- The right to join any student group affiliated to the Students' Union
- The right to make use of any facility provided by the Students' Union
- The right to sign in and be solely responsible for two (2) guests into the Students' Union licensed premises.

## **Affiliate membership**

Affiliate membership entitles the student to;

- The right to join any student group affiliated to the Students' Union. Subject to the condition that Associate members are prohibited from serving as a committee member for any student group and cannot represent the University in any BUSA fixture.
- The right to make use of any facility provided by the Students' Union. Subject to constraints applied by the executive committee.

## **Temporary membership**

Temporary membership entitles the student to;

- To use of the Unions facilities for the duration of the period for which they have been enrolled as a temporary member. A fee maybe charged.

## **Miscellaneous Membership**

- Deferred or intercalating students will need to apply for graduate membership for which a fee may be charged.
- Deferred or intercalating students shall not hold any committee posts or take on any responsibilities on Standing Committees or Club or/and Society Committees.
- Semester two elections for the next academic year; Deferred or intercalating students shall be allowed to stand for posts for the next academic year for which elections are held in Semester Two. However, they can only assume the duties involved once they have been registered as full or part time students and not before.
- Any member whom due to a disability needs assistance of another Individual may sign in one guest. However the guest must not be currently serving any disciplinary action.

## **Terms and Conditions**

- Full members, as well as Associate and Honorary members do not pay any subscription to be a member of the Students' Union.
- All members may at times be subject to a charge to use Students' Union facilities to be determined by the Executive Committee.
- University ID cards and/or NUS Extra cards will be accepted as membership cards for full members.
- University Staff ID cards and/or NUS Extra cards will be accepted as membership cards for associate members.
- Honorary and Graduate members will be issued with the appropriate membership card, on payment of any required subscription and on signing of a declaration to uphold and abide by the Constitution and policies of the Students' Union.
- All membership rights are without prejudice to the licensee's absolute discretion as to whom s/he will or will not serve with intoxicating liquor, and it is always in the licensee's discretion to ask people to leave.
- Right of admission re-fusable.

## **Democracy**

### **General**

- Student Council shall be the supreme decision making body of the Union and be the opportunity for any enfranchised students at the University of Worcester to hold officers to account or raise matters of business.
- Voting at Annual General Meeting and Extraordinary General Meeting shall be by a show of University cards or by secret ballot if requested by the meeting.
- Voting at Student Council shall be by a show of Student Councillor Voting cards or by secret ballot if requested by the meeting.
- Student Councillor Voting cards will be distributed at the beginning of Student Council meetings upon proof of identity.
- All votes will need a simple majority to be passed except for the calling of a referenda, any constitutional amendments or the over turning of a decision taken at Student Council where a two-thirds majority of a quorate meeting will be required.
- The chairperson of Student Council, the Annual General Meeting and Extraordinary General Meeting shall have the casting vote

### **Annual General Meeting**

- The president and the Student Council chairperson shall be responsible for the calling, smooth running and collection of all documentation for the Annual General Meeting
- Notice of Annual General Meeting must be communicated to the executive and student body 14 days before the meeting.
- The AGM shall be governed by Standing Orders as in the Appendix of the constitution
- The executive shall be available for questioning after the AGM
- The AGM shall receive written reports from all members of the executive, including a full financial statement.

### **Extraordinary General Meeting**

- An EGM may be called by the President or in his/her absence by a member of the executive. They are for emergency matters and only 24 hours notice must be given.
- The procedure for the EGM is set out in appendix of the constitution

## **Vote of No Confidence**

- A vote of no confidence in any elected officer may be brought to any student council meeting.
- A Vote of No Confidence requires a two thirds majority of a quorate meeting to pass.

## **Referendum**

- A referendum may be called by any full member supported by 100 signatories of full or part time members
- Only one question may be put in any referendum and the same question may not be put in any period of two academic years.
- Steering committee shall facilitate the referendum with the General Manager acting as the returning officer.
- Within 20 days of the proposal being put, a cross campus ballot shall be held.
- A maximum of one referendum may take place per semester

## **Student Council**

- Student Council shall hold the trustees accountable, and discuss motions proposed to Student Council
- Notice of Student Council meetings must be posted on the Students Union Website, Student Council board and emailed to Student Councillors 14 working days before the meeting
- The agenda and supporting documentation will be posted on the Students Union Website, Student Council board and emailed to Student Councillors 5 working days before the meeting
- Motions must be lodged 7 working days before the meeting at the Students Union Reception desk or emailed to the Students' Union Administrator [j.sprague@worc.ac.uk](mailto:j.sprague@worc.ac.uk)
- Motions submitted to Student Council;
  - Must be proposed and seconded by a full member or trustee of the Students' Union
  - Supported and signed by twenty full members of the Students' Union
- Student council shall meet 8 times a year, with the first meeting occurring no less than 3 weeks after the start of term
- A quorate meeting will be 50% + 1 of the elected councillors
- All voting at student council shall be by a show of voting cards. A majority vote shall be binding except in the case of motions of no confidence and constitutional changes which shall require a two-thirds majority.

## **Student Council Membership**

The membership of Student Council shall be as follows;

- Executive members (12)
- Hall Reps (5)
- Course Reps (12)
- Student group reps (4 – 2 from clubs and 2 from societies)
- Post Grad reps (2)

## **Committees**

### **Trustee Board**

The membership of the Trustee board will consist of;

- President
  - Vice President Education and Welfare
  - Vice President Student Groups
  - 2 members of the part time executive
  - 2 students
  - 1 member of Student Council
  - 3 external trustees.
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- The remit of the trustee board will be to discuss financial strategy, long tem planning, risk, human resources issues and any functional issue that require a vision that extends beyond the 12 months that the executive are elected for.
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- The president will chair the meeting or another member of executive in their absence.
  - The Trustee board has the right to veto any decision made by Student Council by a majority vote.

## **Executive Committee**

The executive committee will be elected by a cross campus ballot each year.

The committee will consist of;

2. President
3. Vice President Education and Welfare
4. Vice President Student Groups
5. International Officer
6. Equal Opportunities Officer
7. Mature Students Officer
8. Officer of Non Portfolio
9. Officer of Non Portfolio
10. Officer of Non Portfolio
11. Officer of Non Portfolio

- The committee will meet once a week in term time.
- The president will chair the meeting or another member of executive in their absence.
- The general manager will attend the meeting to answer question on issues raised by the executive.
- The executive will report directly to Student Council
- Quorum will be 50% +1

## **Steering committee**

Steering committee will consist of;

- Student Council Chairperson
- President
- Vice President Student Groups
- Vice President Education and Welfare
- Union Council Secretary
- Returning officer or deputy returning officer
- Five members from Student Council who shall not be members of the executive
- The Student Council chairperson shall chair the meeting

The committee will;

- Meet at least twice an academic year

- Will concern itself with the organisation and administration of the AGM, Student Council, Referendums, Elections and bi-elections.
- The committee will report to Student Council and the University Registrar.

### **Students Union on Campus Committee (SUOCC)**

- Membership
  - 4 hall reps from each block of Halls. (Worcester/Chandler/Wyvern)
  - 1 Sabbatical Officer
  - 14 in total including chair
  - In attendance at the start of the meeting when required 1 representative from Student Experience Team in a non voting capacity.
- Election
  - Elected at Halls meetings in Freshers week
  - If positions not filled then advertisements around Halls to fill positions
  - 5 members of this committee are elected as Union councillors at the first meeting. They will act as the communication channel between UC and this committee.
- Remit
  - To discuss any issues within Halls of residence
- Chair
  - Member of the executive who has the casting vote
  - Minutes taken by SU staff member/executive
- Report to
  - Committee reports directly to Union Council through the presentation of the Minutes and discussion of any action points/issues.
  - Members of committee disseminate issues to their Halls of residence.
- Occurrence
  - Once a month

## Student Groups Committee

Student groups are represented by two sub committees. These are;

- Sports and
- Societies
  
- Membership
  - 1 member usually the Chair or nominated representative from every sports Student group to sit on committee
  
- Occurrence
  - Each committee will meet once a month
  
- Report to
  - Committee reports directly to Union Council through the presentation of the Minutes and discussion of any action points/issues.
  - Members of committee disseminate issues to the members of the individual student groups.
  
- Chair
  - Vice President Student groups to chair all meetings and has the casting vote
  - Minutes taken by SU staff member/executive
  
- Remit
  - To discuss any issues raised by students groups
  
- Election
  - The chairpersons of every student group are elected by the members of the groups.
  - Their membership of this committee will be detailed in their job description
  - At each of the sub committees 2 members will be elected to act as union councillors.
  
- Quorum
  - A quorum of 50% of the membership shall be obtained for the meeting to begin.

## **Finance Committee**

- Membership
  - President
  - VP Education & Welfare
  - VP Student Groups
  - General Manager
  - Finance Manager
  - 2 trustees (1 external and 1 student)
  
- Occurrence
  - The committee shall meet once a month
  
- Report to
  - Union Council where the President will present the annual accounts at the AGM
  
- Chair
  - President or their nominee in absence
  - The chair has the casting vote
  
- Remit
  - Responsible for the overseeing of the Union finances and trading services, including the overall budget allocation.
  - The committee will be responsible for upholding the Unions Financial Regulations
  
- Quorum
  - A quorum of 50% of the membership shall be obtained for the meeting to begin.

## **Open Forums**

### **Course Reps**

- Membership
  - This forum is open to all course representatives
  - VP Education and Welfare will convene the meeting by collection the names of all Course Reps from lectures (this could change if the Union develops the course rep system)

- Occurrence
  - There will be 2 Course Rep Open forums per semester
  
- Report to
  - Union Council by the presentation of the minutes
  - Course Reps disseminate information to the students which they represent
  
- Chair
  - VP Education and Welfare to Chair the meeting
  - SU staff member to minute
  
- Remit
  - To discuss any issue that has been raised by students to the course reps
  
- Election
  - The course reps are elected to their position by their peers, the invitation to this open forum will be made clear as part of their job role
  - From the open forum 12 course reps will be elected to Union Council. They will be informed of their job roles at first Course Rep forum
  
- Quorum
  - As this is an open meeting, there shall be no quorum. However best efforts will be made to invite all course reps.

### **Union Services/Student Experience**

- Membership
  - This meeting is open to any student. In attendance will be
  - 3 sabbatical officers
  - GM and/or invited member of SMT
  
- Occurrence
  - There will be 2 Union services/student experience forums per semester
  
- Report to
  - Union Council by the presentation of the minutes
  - The outcomes of the forum will be communicated to the student body through all communication channels available to the SU

- Chair
  - The president will chair the meeting
  - SU staff member to minute the forum.
  
- Remit
  - To discuss and raise issues in the services provided by the Union
  - To discuss and raise issues in the Student Experience provided by the University
  
- Quorum
  - As this is an open meeting, there shall be no quorum.