

Norwich University of the Arts Students' Union

Constitution

2023

Approved 25 March 2011

Updated Feb 2013 to reflect University Title

Amendments approved Jul 2014

Amendments approved March 2017

Amendments approved December 2019

Amendments approved January 2021

Amendments approved June 2023

CONTENTS

1. NAME	3
2. AIMS AND OBJECTIVES	3
3. ROLE OF THE STUDENTS' UNION PRESIDENT OF EDUCATION AND REPRESENTATION ('SUPER')	3
4. ROLE OF STUDENTS' UNION PRESIDENT OF COMMUNITY AND WELFARE (THE 'SUPCW')	4
5 MEMBERSHIP	4
6 STUDENTS' UNION STEERING COMMITTEE	5
7 STUDENTS' UNION INCLUSION, EQUITY, AND DIVERSITY COMMITTEE (EDIC)	7
8 CLUBS AND SOCIETIES	8
9 AFFILIATIONS TO EXTERNAL ORGANISATIONS	10
10 PEER SUPPORT GROUPS	10
11 FINANCE AND INDEMNITY	11
12 COMPLAINTS PROCEDURE	12
13 REMOVAL FROM OFFICE	13
14 CONSTITUTIONAL AMENDMENTS	13
15 INTERPRETATION	13
SCHEDULES	14
SCHEDULE ONE - STUDENT UNION PRESIDENT OF EDUCATION AND REPRESENTATION, SU PRESIDENT OF COMMUNITY AND WELFARE ELECTIONS	14
SCHEDULE TWO - MEETINGS PROCEDURE	15
SCHEDULE THREE - RULES FOR REFERENDA	16
SCHEDULE FOUR – THE RIGHT TO OPT OUT	17
APPENDIX ONE	18

1. NAME

1.1 The name of the organisation is Norwich University of the Arts Students' Union (the 'Union').

2. AIMS AND OBJECTIVES

2.1 The objective of the Union is the advancement of education of students at Norwich University of the Arts for the public benefit, through the following aims:

2.1.1 To promote the interests and welfare of students at Norwich University of the Arts through representation, support and advice.

2.1.2 To be the recognised representative channel between the student body and Norwich University of the Arts and any other relevant external organisations.

2.1.3 To provide social, cultural, and recreational activities, and forums for discussions and debate for the personal development of its students.

2.1.4 The Students' Union shall function as an equal opportunities organisation and as far as possible will offer equality of opportunity to all students regardless of age, disability, gender and gender reassignment, marital or civil partnership status, pregnancy and maternity, race, socio-economic background, sexual orientation, nationality or religion or belief.

2.1.5 The Students' Union shall not affiliate to any political party or religious organisation.

3. ROLE OF THE STUDENTS' UNION PRESIDENT OF EDUCATION AND REPRESENTATION ('SUPER')

3.1 To be the main point of contact for students within the Union and to provide information, advice and guidance to students on academic related issues.

3.2 To represent the students body on the University's Governors Council and Senate.

3.3 To represent the student body on identified University committees, as outlined in the SU President of Education and Representation Job Description.

3.4 To work collaboratively with the senior management and Quality department of the University to ensure the effective operation of the Student Representatives System.

3.5 To be responsible for the effective governance of the Union affairs and as chair of the Students' Union Steering Committee to ensure members are elected to the Committee and that the Committee effectively oversees the management of the Union in accordance with its Constitution.

3.6 To be responsible for the proper conduct of the financial affairs of the Union and to ensure that Union funds are used only for the purposes which are permitted by the Constitution

and which promote the charitable aims and objectives of the Union.

- 3.7 To prepare the Union accounts and to ensure that the arrangements for the approval of the Union's budget and monitoring of its expenditure are adhered to.
- 3.8 To organise the annual elections for the position of Students' Union Presidents and to ensure that these are run democratically and in accordance with Schedule One of the Constitution.
- 3.9 To be the first point of contact with external companies and organisations.
- 3.10 To be responsible for ensuring that a Secretary is appointed to provide administrative support to the Students' Union.

4. ROLE OF STUDENTS' UNION PRESIDENT OF COMMUNITY AND WELFARE (THE 'SUPCW')

- 4.1 To be the main point of contact for students within the Union and to provide information, advice and guidance to students on welfare and inclusion issues
- 4.2 To represent the student body on identified University committees, as outlined in the SU President of Community and Welfare Job Description.
- 4.3 To oversee the management of clubs and societies and ensure that they are governed in accordance with this Constitution.
- 4.4 To be responsible for ensuring that 6 part time voluntary Student Officers are appointed within the first term of the new academic year. These positions should be held by current NUA students who represent the needs of LGBT+, Women, Black Asian Minority Ethnic, Disabled, International and Mature students.
 - i) All students who wish to stand as Student Officers must self-define within the category they apply for, e.g. a disabled student for Disabled Student's Officer.
 - ii) If no suitable candidates for the position can be found the post may remain unfilled until the next academic year.
- 4.5 To be responsible for the Student Representative elections, as outlined in the SU President of Community and Welfare Job Description.

5 MEMBERSHIP

- 5.1 The Students' Union Presidents shall be full-time sabbatical officers and members of the Union.
- 5.2 All students registered on full-time or part-time courses at Norwich University of the Arts are automatically full-time members of the Students' Union unless they decide to cease their membership in accordance with the 'Opt Out' regulations (Schedule Four).

5.3 All members of the Union shall be entitled to use the services and amenities provided by the Students' Union.

5.4 All members are entitled to stand for and hold Union positions, including those in clubs and societies. All members are eligible to vote in Union elections.

6 STUDENTS' UNION STEERING COMMITTEE

6.1 The Students' Union Steering Committee will be responsible for the approval of the strategy, plans and proposed action plans of the Students' Union SU President of Education and Representation and SU President of Community and Welfare. The Committee will hold the SU President of Education and Representation and SU President of Community and Welfare accountable for proposed actions and approved Union budgets.

6.2 The Students' Union Steering Committee membership will be made up of the following:

- iii) The Students' Union President of Education and Representation
- iv) The Students' Union President of Community and Welfare
- v) 2 x Year Zero Student Representative
- vi) 2 x Year One Student Representatives
- vii) 2 x Year Two Student Representatives
- viii) 1 x Level 5 Diploma Student Representative
- ix) 2 x Year Three Student Representatives
- x) 2 x Postgraduate Student Representatives
- xi) 2 x Elected members from a Students' Union approved Club or society
- xii) 1 x Elected member from a Students' Union approved, paying sports or dance specific club
- xiii) 6 x Student Officers representing LGBTQ+, Women, Black Asian Minority Ethnic, Disabled, International and Mature students (if positions have been filled)

All members of the Students' Union will be eligible to attend the final meeting of the academic year.

6.3 Any member of the elected Student Representatives Group may stand for a Steering Committee position. Where more than one representative is stated, elected members should normally represent different Faculties.

6.4 Terms of reference:

- To approve amendments to the Students' Union Constitution for recommendation to the University's Board of Governors
- To approve the proposed annual budget remuneration for recommendation to the University's Board of Governors
- To approve the SU President of Education and Representation and SU President of Community and Welfare remuneration
- To provide general advice, suggestions and feedback to the SU President of Education

and Representation or SU President of Community and Welfare on issues referred by the Sabbatical Officers

- To approve specific campaigns and major projects
- To monitor and review progress on agreed actions reported by the SU President of Education and Representation or SU President of Community and Welfare
- To approve the arrangements for the election (or by-election) of the next SU President of Education and Representation or SU President of Community and Welfare and to ensure that the arrangements comply with the procedures set out in Schedule One of this Constitution
- To approve arrangements for the handover of responsibilities following the Union elections of the SU President of Education and Representation and SU President of Community and Welfare
- To approve the constitutions of all new clubs, societies and committees, and changes to the constitutions of existing clubs, societies and committees
- To agree remedial action for, or approve the dissolution of, any club or society which has failed to exercise proper financial control or otherwise act in accordance with its constitution
- To approve all Students' Union external affiliations
- To approve a referendum in the event of a resolution proposing a vote of no confidence in the elected SU President of Education and Representation and SU President of Community and Welfare

6.5 The Students' Union Steering Committee will meet at least 3 times per year.

6.6 The quorum for the Committee will be 5 members plus the Chair.

6.7 The Student's Union President of Education and Representation will assume the role of Steering Committee Chairperson.

6.8 The Students' Union President of Community and Welfare will assume the role of Steering Committee Deputy Chairperson.

6.9 Any other Students' Union Steering Committee meetings shall be termed an "Emergency Students' Union Steering Committee".

6.10 An Emergency Students' Union Steering Committee must be organized by the Students' Union President of Education and Representation upon receipt of the written request from a two-thirds majority of the Steering Committee membership. The meeting must be held within 5 working days of the request being received.

6.11 Such a meeting shall discuss only the subject specified in the written request.

6.12 Minutes

6.12.1 Minutes shall be taken at all meetings which shall be circulated with any necessary corrections at the next appropriate and relevant meeting. Confirmed minutes shall be available on the Students' Union page of Norwich University of the Arts Intranet within one

week of the relevant meeting at which they are agreed.

6.13 Students' Union Steering Committee Elections

6.13.1 A meeting of the elected Student Representatives will be held in the first term of the academic year to elect the members of the Students' Union Steering Committee.

6.13.2 Candidates will be asked to put themselves forward for election at this meeting.

6.13.3 Voting will be by a secret ballot of the elected Student Representatives present at the meeting.

6.13.4 The SU President of Education and Representation will be responsible for collating the results of the ballot and informing all students of the results and membership of the Students' Union Steering Committee.

6.13.5 The elected membership of the Steering Committee will be made available on the Students' Union page of Norwich University of the Arts intranet.

7 STUDENTS' UNION INCLUSION, EQUITY, AND DIVERSITY COMMITTEE (EDIC)

7.1 The Students' Union Inclusion, Equity, and Diversity Committee will be responsible for the EDI strategy of the Union, discussing and proposing amendments to policies, structures, and workings of the Students' Union.

7.1.1 EDIC's role is to focus on what the SU is doing and can do around EDI, dedicating more time and focus for this work and student voice to be more prominent in the university EDI Committee.

7.2 The Students' Union EDI Committee membership will be made up of the following:

- i) The Students' Union President of Community and Welfare
- ii) The Students' Union President of Education and Representation
- iii) BAME Liberation Officer
- iv) LGBTQ+ Liberation Officer
- v) International Students Liberation Officer
- vi) Disabled Students Liberation Officer
- vii) Womens+ Liberation Officer
- viii) Mature Students Liberation Officer
- ix) A position for an officer of each of the faith centered societies part of the SU
- x) 3x open spaces to be elected

Members of the Students' Union external from the committee may be invited for individual meeting by the chair if a matter is raised to be discussed with the EDI Committee

7.3 Any member of the Students' Union may stand for an EDI Committee position. These will be held each year alongside the representative elections.

7.4 Terms of reference:

- To approve amendments to the Students' Union Constitution for recommendation to the Steering Committee where applicable
- To provide general advice, suggestions and feedback to the SU President of Community and Welfare or SU President of Education and Representation on issues referred by the Sabbatical Officers on EDI matters.
- To approve and discuss specific campaigns and major projects
- To monitor and review progress on agreed actions reported by the SU President of Community and Welfare or SU President of Education and Representation
- To approve the arrangements for the election (or by-election) of the EDI Committee's membership.

7.3 The Students' Union EDI Committee will meet at least 3 times per year.

7.4 The quorum for the Committee will be 6 members plus the Chair.

7.5 The Student's Union President of Community and Welfare will assume the role of EDI Committee Chairperson.

7.6 The Students' Union President of Education and Representation will assume the role of EDI Committee Deputy Chairperson.

7.7 Any other Students' Union EDI Committee meetings shall be termed an "Emergency Students' Union EDI Committee".

7.8 An Emergency Students' Union EDI Committee must be organized by the Students' Union President of Community and Welfare upon receipt of the written request from a two-thirds majority of the EDI Committee membership. The meeting must be held within 5 working days of the request being received.

7.9 Such a meeting shall discuss only the subject specified in the written request.

7.10 Minutes

7.10.1 Minutes shall be taken at all meetings which shall be circulated with any necessary corrections at the next appropriate and relevant meeting. Confirmed minutes shall be available upon request of a Students' Union member.

7.10.2 The President of Community and Welfare will use these minutes to give an update to Steering Committee in each of the meetings.

8 CLUBS AND SOCIETIES

8.1 All recognised Union clubs and societies shall be formed and administrated in accordance with the following regulations.

8.2 Any club or society can be recognised by the Students' Union provided that:

- i) A petition to form the club or society is signed by two full members of the Union and given to the Students' Union President of Community and Welfare.
- ii) A club or society has 2 members or more.
- iii) The club or society presents a constitution which must include:
 - a. The name of the club or society
 - b. The aims and objectives of the club or society (which must not be contrary to those of the Students' Union)
 - c. Rules relating to membership (see 6.3 below)
 - d. Provisions for the election of a committee of officers
 - e. The responsibility of the committee
 - f. Provisions for an annual meeting, at which the accounts will be presented
 - g. Detailed provision for the exercise of financial control
 - h. Provision for students who have opted out of Union membership to participate in the club or society.

8.3 No member of the Students' Union can be excluded from any club or society by the Students' Union. Students who elect to opt out of Union membership retain the right to be included in a club or society as a non-voting member.

8.4 The constitution of the club or society must be approved by the Students' Union Steering Committee.

8.5 The recognition of a club or society and its funding can be withdrawn by the Students' Union Steering Committee in the following circumstances:

- i) Where a club or society fails to operate in accordance with its constitution
- ii) Where a club or society is in financial difficulty and no resolution can be found (see 7.6 below)
- iii) Where the membership of a club or society falls below the minimum number required to fulfil its constitutional requirements for the election of its committee of officers.

8.6 If the club or society falls into financial difficulties, then it must hold a meeting with the Students' Union President of Community and Welfare to review the situation. If no resolution can be found the Students' Union Steering Committee will agree whether the club or society should continue. A 100% majority vote is required to terminate a club or society.

8.7 A member of the club or society may have their membership withdrawn under the following circumstances:

- i) If their actions have been particularly damaging to the members of the club or the club's reputation
- ii) Has broken the clubs constitution on at least 3 occasions.
- iii) The withdrawal of membership has been approved with a 100% majority vote by the

members present and entitled to vote at the Student Steering Committee.

8.7.1 If either 8.5 (i) or (II) has been committed by a club member, a club officer must provide a written statement describing the events in detail with a recommendation for further action to be taken against the member. This should be provided to the Students' Union President of Community and Welfare within 5 working days of the incident.

8.7.2 Upon receiving written evidence and recommendation for further action from a Club Officer, the Students' Union President of Community and Welfare shall inform the Students' Union President of Education and Representation. The Students' Union President of Education and Representation shall then organize an emergency meeting of the Student Steering Committee to decide the action to be taken against the member. This may be an informal warning, final warning or withdrawal of membership.

9 AFFILIATIONS TO EXTERNAL ORGANISATIONS

9.1 Affiliation to external organisations shall be approved by the Students' Union Steering Committee. Details of the affiliations, including the name of the organisation and the cost of any fees or subscription or donations paid, shall be included in the first meeting of the Students' Union Steering Committee.

9.2 In the event of a challenge to the affiliation(s) of the Union, students may petition the Students' Union Steering Committee for a referendum. The referendum may only be activated if the petitioners have the support of 10% of the membership in writing.

9.3 The referendum shall be conducted in accordance with Schedule Three of this Constitution.

9.4 No referendum may be re-opened on the same affiliation within the same academic year.

9.5 In accordance with section 2.1.5 of this Constitution, the Students' Union shall not affiliate to any political party or religious organisation.

9.6 A full list of Students' Union affiliations with external organisations will be presented to the Board of Governors at the first full meeting of the Corporation in each academic year.

10 PEER SUPPORT GROUPS

10.1 Upon approval by the Student Steering Committee and the University Board of Governors the Union may affiliate with or operate in partnership with an external peer support group (hereby referred to as the employer/organisation).

10.2 NUA Students employed by the peer support group, in a voluntary or paid capacity, shall abide by the rules of the employer and those set out in this constitution and the NUA Student Agreement. Students who do not abide by these rules may be excluded from the organisation at the employers discretion and in severe cases be subject to NUA's disciplinary procedure.

10.3 If the employer deems that a student is unsuitable for the role, the organisation reserves the right to terminate the application process.

10.4 NUA student volunteers shall be entitled to receive a full briefing on the requirements and expectations of the job role before entering a position of responsibility.

10.5 Any NUA student that acts in a manner which is deemed to be abusive may be removed from the organisations premises/grounds and will be reported to NUA Students' Union and NUA's Academic Registrar. Inappropriate or abusive behaviour will be subject to investigation following the Universities disciplinary procedures.

10.6 Any behaviour on the part of the employer that is deemed to be abusive, inappropriate or negligent will be subject to a full investigation by the Students' Union and may result in a termination of the agreement/partnership/affiliation with the organisation. All employers must operate within the law and may otherwise be subject to civil or criminal investigation.

11 FINANCE AND INDEMNITY

11.1 Union funds must be used only for the purposes which are permitted by this Constitution and which promote the charitable aims and objectives of the Union.

11.2 The Students' Union budget and accounts shall be submitted to the Students' Union Steering Committee for recommendation to the University's Board of Governors. The Board of Governors will be responsible for the overall approval of the budget and accounts.

11.3 The Union shall provide financial reports on a yearly basis and lodge these with a designated officer of the University.

11.4 The SU President of Education and Representation shall be responsible to the Union for the keeping of accounts and shall exercise supervision over all Union finances, subject to decisions of the Students' Union Steering Committee.

11.5 The Students' Union Administrator holds the role of secretary on the financial bank account.

11.6 The financial year shall commence on the 1st of August each year.

11.7 The union shall hold a bank account in the name of the Union, and there shall be three signatories:

- i) The Students' Union President of Education and Representation
- ii) The Students' Union President of Community and Welfare
- iii) SU Administrator

Cheques shall be signed by at least two of the above.

11.8 The Students' Union President of Education and Representation shall have overall management of

the Union bank account. All expenditure must be documented and a summary presented to the Students' Union Steering Committee at least once per term. This reporting is to be shared between the SU Presidents. The SU President for Communities and Welfare particularly report on expenditure on activities, welfare and inclusion.

11.9 The SU Administrator shall be responsible for the operation of the petty cash account and shall present a record of transaction once a month to the Students' Union President of Education and Representation.

11.10 Indemnity

11.10.1 No employee of the Union shall be liable for any loss, damage or misfortune, which may be incurred by the Union as a result of the proper execution of their duties. This indemnity does not cover liability for the consequences of any act which is unconstitutional, negligent, or unlawful.

12 COMPLAINTS PROCEDURE

12.1 Any complaints about the Students' Union, SU President of Education, Representation and SU President of Community and Welfare or the Students' Union Steering Committee shall be dealt with according to the following regulations dealing with complaints.

12.2 If a student feels they have been unfairly dealt with by the SU President of Education and Representation, SU President of Community and Welfare or the Students' Union Steering Committee on any matter, or they feel that they have been unfairly disadvantaged by opting out of Students' Union membership, then they shall have the right to complain and to have that complaint dealt with promptly and fairly.

12.3 Unless in exceptional circumstances, complaints may only be admitted if:

- i) A student feels that they have been disadvantaged by virtue of not being a Union member
- ii) A student feels that they have not been properly represented by the Union
- iii) The allocation to a club or society is considered unfair
- iv) A club or society has not been recognised and the reason for this is unsatisfactory.

12.4 In any case of complaint, the complainant must provide documentary evidence to support their claim.

12.5 In the first instance, the complainant shall write to the SU President of Education and Representation with all of the supporting documentary evidence to be considered. The SU President of Education and Representation shall endeavour to resolve the complaint. If the complainant is still unsatisfied, they and the SU President shall jointly approach the Academic Registrar who will refer the matter to the University senior management for its advice.

12.6 If the University is unable to advise the Union and complainant on a suitable course of action to resolve the complaint, the complainant and/or Union shall have the right to ask for a referral to an

independent arbiter. In this event, the University, the Union and the complainant shall jointly approach the Chair of the Board of Governors and provide full details of the complaint and action taken to resolve it.

12.7 The Chair of the Board of Governors shall appoint an independent arbiter, except in circumstances where the complaint is deemed frivolous or malicious. The Chair may request that the arbiter either

- (i) determine the matter on behalf of the Board of Governors or
- (ii) make recommendations to the Board of Governors for its determination.

12.8.1 The decision of an independent arbiter shall be final. In circumstances where the Board of Governors acts on the recommendations of an independent arbiter, the decision of the Board of Governors shall be final.

12.8.1.1 Any complaint about a member of the Union staff shall be dealt with by the University's Academic Registrar who will determine the appropriate procedure for dealing with the complaint.

12.8.1.2 A copy of this procedure shall be made available on the Students' Union pages of the University intranet.

13 REMOVAL FROM OFFICE

13.1 The SU President of Education and Representation, SU President of Community and Welfare may be removed from office by a resolution of the student body that appointed them. The resolution shall be submitted for a referendum in accordance with Schedule Three of this constitution and shall specify that there is no confidence in the person elected to the role.

13.2 If a resolution of no confidence is carried, the resignation of the SU President of Education and Representation, SU President of Community and Welfare will take effect immediately and the vacancy shall be filled through a by-election as outlined in Schedule One.

14 CONSTITUTIONAL AMENDMENTS

14.1 The Students' Union Steering Committee must approve all constitutional amendments for recommendation to and approval by the University's Board of Governors.

14.2 Constitutional amendments must be carried by two-thirds majority of those present and entitled to vote.

15 INTERPRETATION

15.1 In the event of a dispute as to the interpretation of any part of the Constitution and its Schedules the ruling of the SU President of Education and Representation shall be sought. The ruling of the SU President of Education and Representation shall be final.

SCHEDULES

SCHEDULE ONE - STUDENT UNION PRESIDENT OF EDUCATION AND REPRESENTATION, SU PRESIDENT OF COMMUNITY AND WELFARE ELECTIONS

1. The election of the SU President of Education and Representation, SU President of Community and Welfare shall be held in or around the tenth week of the Spring Term.
2. The SU President of Education and Representation, shall appoint a Returning Officer, approved by the Students' Union Steering Committee, who shall conduct the elections and by-elections in accordance with this schedule.
3. The SU President of Education and Representation, shall act as Deputy Returning Officer except where the President is standing for re-election, in which case the Students' Union Steering Committee shall appoint a Deputy Returning Officer to act in his or her their place.
4. Any member of the Union shall be entitled to stand for election in their final year of study.
5. Any member who will not have completed their final year of study by the date on which they will be expected to take up office will not be entitled to stand for the office of SU President of Education and Representation or SU President of Community and Welfare
6. The SU President of Education and Representation or SU President of Community and Welfare term of office shall begin on the 1st August and run for exactly one year from this date. In the event of a by-election any person elected shall hold office from the date at which they were elected until 31st July next occurring.
7. No member shall be eligible to stand for SU President of Education and Representation or SU President of Community and Welfare if they have already served and completed two sabbatical terms in office within the Norwich University of the Arts Students' Union.
8. The Deputy Returning Officer shall publish the dates of the elections and a copy of the election regulations to students at least three weeks before the elections.
9. Nomination forms signed by the candidates shall be handed to the Returning Officer not later than 5pm on the day specified. Candidate Manifestos must be submitted no later than seven days after the close of nominations. A list of candidates (together with proposer and seconder) shall be posted on the Students' Union page of the University's intranet within 24 hours of closure of nominations.
10. The Returning Officer shall publicise the voting arrangements together with the list of all candidates and shall make arrangements whereby provision is made for all full members of the Union to vote.
11. In the event of a physical election, all members of the Union may vote on the production of a current valid student card. In the event of an online election, the voting portal must be

placed on a NUA virtual platform such as the Intranet or VLE, to ensure solely members can vote.

12. In the event of a physical election, voting slips shall bear the name of each candidate (in alphabetical order by surname) and the office being contested. In the event of an online election, the same details shall be clearly outlined on the voting portal.
13. The single transferable system of voting shall be employed to determine the result of the election.
14. The Returning Officer will confirm the outcome of the election to the Vice-Chancellor within 24 hours of the closure of the vote.

BY-ELECTION FOR THE POSITION OF SU PRESIDENT OF EDUCATION AND REPRESENTATION OR SU PRESIDENT OF COMMUNITY AND WELFARE

15. If the position of SU President of Education and Representation or SU President of Community and Welfare falls vacant before a full term of office is completed then a by-election shall be arranged by a Returning Officer appointed by the Students' Union Steering Committee.
16. The Returning Officer will conduct the by-election in accordance with sections 9 – 14 of Schedule One.

SCHEDULE TWO - MEETINGS PROCEDURE

MEETING REGULATIONS

1. Meetings shall be held in accordance with this Constitution and its Schedules.
2. Meetings of any club or society shall be held in accordance with its constitution.
3. Only full members of the Students' Union Steering Committee may vote at committee meetings. Other members of the Union may speak, but may not vote.
4. All meetings shall be minuted and the minutes published on the Students' Union pages of the Intranet.

THE CHAIR

5. The SU President of Education and Representation shall take the chair at meetings of the Students' Union Steering Committees. If they are absent or relinquishes the chair it shall be taken by SU President of Community and Welfare. The SU President of Community and Welfare shall assume the role of Deputy Chair.
6. The Chairperson shall be responsible for keeping the meeting in order. When the Chairperson speaks all other members shall be silent.

7. Members wishing to speak must address the Chair. The Chairperson shall decide right of priority in speaking. Members will not interrupt or speak over others.

AGENDA

8. The business of meetings shall be taken in the following order:
 - Apologies
 - Minutes of previous meeting.
 - Matters arising
 - Report, statements and motions being submitted and published in notices concerning the meeting
 - Any other business

VOTING

9. If the situation arises that the Students' Union Steering Committee cannot arrive at a decision a vote shall take place.
10. Each member shall have one vote. The Chairperson shall have one vote and shall hold the casting vote in the event of a tie.
11. No vote shall be recorded on behalf of any member not present.

SCHEDULE THREE - RULES FOR REFERENDA

1. The SU President of Education and Representation shall be responsible for organising a referendum on receipt of letters from 10% of the membership calling for a referendum. In the case of a referendum called to remove the elected SU President of Education and Representation or SU President of Community and Welfare, a referendum will require the support of 10% of the membership and the agreement of a two-thirds majority of the Students' Union Steering Committee.
2. The SU President of Education and Representation shall appoint a Returning Officer approved by the Students' Union Steering Committee, who shall conduct the referendum in accordance with this schedule.
3. The Returning Officer shall publicise the voting arrangements and location of the voting station and shall make arrangements whereby provision is made for all members of the Union to vote.
4. All full members of the Union may vote on production of a current student card.
5. Votes will be cast in a sealed ballot box.

6. Voting slips shall display a full list of affiliations being contested.
7. The single transferable system of voting shall be employed to determine the result of the referendum.

SCHEDULE FOUR – THE RIGHT TO OPT OUT

1. All students of Norwich University of the Arts are automatically members of the Union unless they specifically request otherwise.
2. For a student to determine not to be a member of the Students Union, they must complete the relevant opt-out form within the first four weeks of an academic year. The opt-out form shall be freely available from the Union office during normal office hours. Opting out will not be permitted after this time. This form will be kept on record at the Students' Union office.
3. If, after opting out, the student wishes to rejoin the Union, then they shall give the SU President of Education and Representation one week's notice of their intention to rejoin the Union. The Union will amend their records and issue the student with relevant information about their membership.
4. If a student has determined not to be a member of the Union, then they shall not be entitled to stand in elections or to vote on any issue regarding the policy making of the Union or the election of its officers. They shall be entitled to participate in Union social events and to take part in any other Union organised activities and to access information, advice and guidance from the Students' Union.
5. The right to opt out will be published on the Students' Union pages of the intranet.

APPENDIX ONE

Norwich University of the Arts Students' Union Code of Practice

This Code of Practice is approved by the Norwich University of the Arts Board of Governors in accordance with the requirements of clause 22 of the Education Act 1994. The Board of Governors shall take such steps as are reasonably practicable to ensure that the Students' Union operates in a fair and democratic manner and is accountable for its finances. The Code of Practice forms an appendix to the Students' Union Constitution.

Constitution

The Students' Union shall have a written constitution which is approved by the Board of Governors and subject to review at intervals of not more than 5 years. Any amendments to the constitution or its schedules shall be approved by the Board of Governors.

Elections

The appointment of the SU President of Education and Representation or SU President of Community and Welfare shall be by election and secret ballot in which all members of the Union are entitled to vote.

The Students' Union President will appoint an independent Returning Officer to conduct the elections. The Returning Officer will report to the Vice-Chancellor on the conduct and outcome of the elections.

Students Union President of Education and Representation

No person shall hold the office of Students' Union President of Education and Representation for more than 2 years in total.

Students Union President of Community and Welfare

No person shall hold the office of Students' Union President of Community and Welfare for more than 2 years in total.

The SU President of Education and Representation or SU President of Community and Welfare are elected to their roles in the Union as a representative organisation in accordance with the Education Act 1994. During the elections, the current Sabbatical Officers can run for either the SU President of Education and Representation or SU President of Community and Welfare positions, regardless of their current job role. No person can surpass a maximum of two terms of service. This maximum length of service is to include either or both roles.

Membership

All registered students at the University shall be members of the Union unless they choose to opt out of membership in accordance with the regulations outlined in Schedule Four of the Constitution. Students opting out of Union membership shall not be unfairly disadvantaged with regard to the provision of services or otherwise, by reason of their having done so.

Students who opt out of Union membership may not participate in the democratic processes of the Union, stand in elections or vote on any issue regarding the policy making of the Union or the

election of its officers.

They shall be entitled to participate in Union social events and to take part in any other Union organised activities and to access information, advice and guidance from the Students' Union.

Finances

The financial affairs of the Union shall be properly conducted in accordance with section 8 of the Constitution and include appropriate arrangements for the approval of the Union's budget and the monitoring of expenditure by the Board of Governors.

The annual accounts of the Union shall be presented annually to Board of Governors and made available to all students.

Allocation of resources to clubs and societies

The procedure for allocating resources to clubs and societies shall be fair in accordance with section 6 of the Constitution and shall be made available in writing to all students.

Affiliation to external organisations

Any decision to affiliate with an external organisation shall be published stating the name of the organisation and details of any subscription or fee paid. The Union shall publish a list of the external organisations to which it is affiliated on an annual basis, which shall be made available to the Board of Governors and all students.

The Students' Union Steering Committee shall approve the list of affiliations annually. Union members may call for a referendum on the continuation of an affiliation in accordance with section 7 of the Constitution. The referendum will be conducted in accordance with Schedule Three.

The Students' Union shall not affiliate to any political party or religious organisation.

Complaints

Complaints about the Students' Union, SU President of Education and Representation or SU President of Community and Welfare or the Students' Union Steering Committee shall be heard according to the regulations in accordance with section 9 of the Constitution.

A student who considers that they have been unfairly dealt with by the Students' Union on any matter, or that they have been unfairly disadvantaged by opting out of Students' Union membership, shall have the right to complain and to have that complaint dealt with promptly and fairly.

The Complaints Procedure shall be published on the Students' Union pages of the intranet.

Section 22 (4) (b) – Information for students

Under section 22(4)(b) of the Education Act 1994, the University is obliged to draw to the attention of students the restrictions imposed on the activities of the Students' Union by the law relating to charities.

Resources provided to the Union through the University should be used only for the charitable purposes of the Students' Union. The charitable purposes of the Students' Union are defined by

section 2 of the Constitution and are defined as:

The advancement of education of students at Norwich University of the Arts for the public benefit, through the following aims:

- to promote the interests and welfare of students at Norwich University of the Arts through representation, support and advice.
- to be the recognised representative channel between the student body and Norwich University of the Arts and any other relevant external organisations.
- to provide social, cultural, and recreational activities, and forums for discussions and debate for the personal development of its students.
- the Students' Union shall function as an equal opportunities organisation and as far as possible will offer equality of opportunity to all students regardless of age, disability, gender and gender reassignment, marital or civil partnership status, pregnancy and maternity, race, socio-economic background, sexual orientation or religion or belief.