THE
LOUGHBOROUGH STUDENTS UNION
CONSTITUTION

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THE PARAGRAPHS OF THE CONSTITUTION

1. NAME AND IDENTITY

The name of the Union shall be Loughborough Students' Union (referred to hereinafter as the Union). The Union is the Students' Union of Loughborough University (hereinafter referred to as the University) referred to in the Statutes, Loughborough College (hereinafter referred to as the College) and the Royal National Institute of the Blind Vocational College (hereinafter referred to as the RNIB).

2. OBJECTIVES

a) The objectives of the Union will be:
   i) To enrich and enhance the educational experience of its members as people as well as intellects, and in particular to provide opportunities for members to develop their personal maturity, leadership, and communications and other skills.
   ii) To be the principal body representing its members' views and interests within their institutions, to the local community and nationally.
   iii) To develop the student community through the provision of entertainment, media, social and other services, and support for a wide variety of student led cultural, recreational and sporting groups.
   iv) To provide help to students encountering problems with student life and to minimise the likelihood of such problems occurring. This work centres on advice services but also extends to the provision of facilities for students with special needs and the induction of students.

b) The Union aims to do this through an open and democratic structure, effective communication with our membership, with emphasis on continual improvement to all our services. Fulfilment of these objectives will thereby enhance the reputation of the institutions with prospective students, potential employers and the local community.

c) These objectives should be pursued without regard to age, race, gender, sexual orientation, disability, ethnic origin, religion or creed and independent of any party political organisation or religious body.

3. DEFINITIONS

a) CONSTITUENT COLLEGES refers to the College, the RNIB and the University. The term will also include any institutions for higher and further education that Union Council agrees to represent, with the consent of the Principals of the constituent colleges.

b) THE BOARD refers to The Board of Trustees as defined in Paragraph 7 of the constitution.

c) EXECUTIVE refers to the Executive Committee as defined in paragraph 10.

d) COUNCIL means the Council of Loughborough Students' Union, as defined in Paragraph 8, unless expressly stated otherwise.

e) References to UNIVERSITY COUNCIL, STATUTES, ORDINANCES, COURT AND SENATE will be to University structures.

f) PRINCIPALS means the Vice Chancellor of the University and the Principals of the College and RNIB.

g) DAYS will refer to week days; WEEKS will refer to term time weeks when all of the constituent colleges are in session and YEAR will refer to the academic year.

4. MEMBERSHIP

a) The Membership of the Union will consist of
   i) Associate Members
      a) All currently registered students who have not exercised their right to opt out of membership of the union, of constituent colleges which have paid grants in accordance with Paragraph 5, and all Union sabbatical officers during their period of office.
   ii) Associate Members
      a) Staff Membership - available to all staff of the constituent colleges and the Union on payment of subscription at the current rate.
      b) Life Membership - is available on payment of the current rate to every past student who has been registered with any of the constituent colleges for the period of at least six calendar months.
      c) Reciprocal Membership - is available to any person who is not a member of the constituent colleges, but who holds a valid membership card of the National Union of Students.
      d) External Membership - The Board may, following consultation with the University, determine that a limited number of members of the general public may be admitted to membership on payment of a fee set by The Board. The Board may also set other conditions of membership.
      e) Honorary Membership - is available for life or for a specified period as determined by Union Council.

b) Privileges of Members:

i) All members and officers of the Union have the right to use any amenities, facilities and premises provided by the Union as designated by the Executive, and to exercise the rights and privileges that this Constitution confers.
ii) All full members have the right to represent the Union internally or externally, through the appropriate structures. Only full members have the right to vote at meetings, ballots and referenda of the Union, as set out in this Constitution and its standing orders.
iii) All privileges of membership may be suspended according to Paragraph 5, Annual Grants and Subscriptions or Discipline Committee.

c) Rights Afforded to Opted-out Students:

i) All students of constituent colleagues who have opted out, under the Education Act 1994 and referred to in Paragraph 4a, are to be entitled access to join Clubs and Societies as associate members or clubs of the Athletic Union as players, but are not to sit on the committees of these clubs or societies, or to participate in the democracy of any such club or society.
ii) These students will be entitled access to the Student Advice Centre.
iii) Such other rights as may be required in order to ensure that such students are not unfairly disadvantaged under the terms of the Education Act 1994.

5. ANNUAL GRANTS AND SUBSCRIPTIONS

a) An annual grant shall be paid to the Union by the relevant constituent colleges, on behalf of the students, according to budgetary allocation procedures from time to time agreed between the Union and the constituent college authorities. The grant will normally be reviewed on an annual basis.

b) All other member subscriptions will be determined by The Board, except for honorary members who will not pay Union subscriptions.
c) If after two months written notice from The Board, sent to the last known address, a member or constituent college is in default of payment, they will be suspended from membership of the Union until the current fee or subscription and all arrears have been paid.

6. WITHDRAWAL FROM THE UNION

a) Any of the constituent colleges, other than the University, may at any time cease to be a constituent college by special resolution.
b) A special resolution means not less than 75% of full members in the constituent college must attend a meeting in order to decide whether to withdraw or not. A 2/3 majority from that meeting is needed for a decision to be made. Twenty-one days notice of such a meeting must be given. This decision must be confirmed not less than 1 year and not more than 2 years later at a second similar meeting to confirm the special resolution, again by a 2/3 majority. When this has been confirmed the relevant constituent college will have been withdrawn from the Students' Union.

7. THE BOARD OF TRUSTEES

a) The Board of Trustees will be ultimately responsible for governing the affairs of the Union, but it will have a duty to consult Union Council, as the Students representative body whenever appropriate.
b) The Board will consist of the following:
    i) The following officers of the Union ex-officio:
        a) President
        b) VP Finance and Commercial Services
        c) VP Democracy and Communications (who shall be responsible for communications between Council and The Board)
        d) VP Education
    ii) Five Full members elected by Council
        a) Any full member of the union may stand for these positions, including other Exec officers if elected.
        b) Trustees who will no longer be eligible due to losing their Full member status should make this known so that their successors may be elected at the last meeting of Council each year. The successors will take up office at the end of the returning members' period of eligibility.
        c) Elected in accordance with Standing Order K.
    iii) Three lay members who shall not be have been Full members of the union for at least three years.
        a) Elected by Union Council for three years, one retiring each year.
        b) The Board may nominate suitable people to address skill gaps etc.
        c) Eligible to serve for a maximum of two full consecutive terms.
        d) Elected in accordance with Standing Order K.
    iv) The chief operating officer of the University or his/her nominee (agreed by Union Council).
    v) The Permanent Sectary will normally be in attendance (but will not vote) and will be responsible for servicing The Board.
    vi) The chair shall be elected by The Board from amongst the lay members and shall serve a term of two years and not more than two consecutive terms.
c) The Board's role and powers shall be to:

iii) Monitor organisational performance and take actions to ensure objectives are achieved.

iv) Develop a financial strategy, set budgets, monitor accounts and ensure financial stability of the union and to appoint auditors and make arrangements for any borrowings or investments that may be in the best interests of the Union.

v) Land and other assets will be vested in the lay Trustees or the Custodian for Charities as appropriate; The Board may also grant such leases to third parties at commercial rates, as they see fit.

vi) Make arrangements for effective delegation to staff and executive officers as set out in a document of delegated powers.

vii) To act as an appeal body in Staff disciplinary issues.

viii) To direct the work of the senior Staff member:

a) Through the Union President for the operational activities of the union.

b) Through the Chair of the Board for Governance and Trustee issues.

ix) Monitor the performance of the senior Staff member through the Performance subcommittee and make arrangements for their replacement, should this prove necessary. This work will be led by the President as set out in Paragraph 11.

x) Monitor the performance of Executive officers and where necessary undertake corrective or disciplinary actions in accordance with the procedures set out in Paragraph 11.

xi) To make appropriate arrangements for a review of sabbatical stipends.

xii) Take key decisions concerning the Union's affairs consulting Union Council where practical.

xiii) Ensure legal and regulatory compliance and best practice in respect of the probity of Union staff and officers.

d) The Board will adopt the following standing orders:

i) They will normally meet at least 5 time per year, fixed on a twelve month calendar, six months in advance.

ii) Quorum will be 50% plus 1 of current members.

iii) Agenda will be circulated to all members 2 weeks before meeting.

iv) Exceptional meeting may be called by 6 or more members giving a minimum of 48hrs notice of the agenda to all members by Email.

v) Chair to be elected from all voting members of The Board from the lay members.

8. UNION COUNCIL

a) Union Council will be the principle Student Representative body within the Union.

b) The powers and duties of Council will be as follows:

i) To guide the work of Executive officers through discussing, monitoring progress and commenting on each officer's plans of work

a) This work will be undertaken by a select committee of councillors on each area of work.

b) Each select committee to have a chair who will report to Council and the Trustees if they see fit.

c) The select committees will normally consider the work of an Executive member at every other meeting of Council.

d) They will have full powers to question the Executive and receive information excepting that which relates directly to individual Staff members' employment.

ii) To act as a key forum for discussing issues of concern to members.
iii) Directing the Union's representation work on behalf of students.
iv) To advise The Board and Executive committee on issues concerning the running of the Union.
v) To scrutinize and monitor the work of The Board
    a) Council shall have the power to refer back for reconsideration any actions or plans which it believes to be seriously flawed. Having given full consideration to any issues raised by Council. The Board's subsequent decision will be final.
    b) By a 2/3s majority, remove from office Trustees in whom it has lost confidence
vi) To act as an appeal body in respect of decisions of the Trustees to dismiss or otherwise discipline officers of the Union in accordance with the approved procedures.
vii) Make arrangements for elections and discipline and through sub committees.
viii) Powers to establish sub-committees to enquire and report on issues of concern to students
ix) To approve and amend the mission, vision and values of the Union and to agree amendments to the constitution subject to University and College approval.

c) Council will consist of the following:
    i) The Recognised Members, These members shall not have voting rights at Union Council
        a) Those who sit on the Executive Committee
        b) Association Chairs
        c) The Chairs of University Halls
        d) The Chairs of Departments
    ii) The Full Members
        a) 1 Union Councillor per 300 or part thereof, Full members elected annually from each University academic department.
        b) All members of the College Executive.
        c) The Chair of the RNIB Committee.
d) No person shall be a member of Union Council unless they are a full member of the Union.
e) Union Council shall be run in accordance with **Schedule I** and **Standing Order A**.

9. EXECUTIVE OFFICERS

a) The Executive officers of the Union shall be set out in **Schedule V**.

10. THE EXECUTIVE COMMITTEE

a) The following people shall sit on the Executive Committee:
    i) The Executive Sabbatical Officers
    ii) The Development Officers
b) All members of the Committee are entitled to vote and will be answerable to the Executive Committee. Ultimately, all officers who sit on this Committee are answerable to Union Council and the Trustee Board.
c) The role of the Executive Committee shall be:
    i) To be a forum for discussion of all issues of concern to students.
    ii) To establish project teams of Staff, Executive and volunteers to work on Union objectives as agreed by The Board and Council.
    iii) To facilitate internal communication.
    iv) To co-ordinate the work of Executive members.
    v) To resolve any day to day conflicts.
    vi) Minutes should be published on the Union Web Site.
    vii) To establish such project teams and working groups as it sees fit from time to time.

d) The Chair of Council shall be entitled to attend all meetings of the Executive Committee.
e) The Institutional Representative Officers will be invited to attend meetings of the Executive Committee.
f) Full members of the Union may attend the Executive Committee meetings by invitation from the Committee. The decision to allow a full member of the Union to attend an Executive Committee meeting will be decided by a simple majority vote by the voting members of the Committee.
g) The Executive Committee may call on such advisers as it sees fit.
h) The new Executive Committee and its members shall take full office for one calendar year from the last Friday in July immediately following their election.

11. PERFORMANCE MANAGEMENT AND DISCIPLINE OF EXECUTIVE OFFICERS AND SENIOR STAFF

a) The Board will appoint a Performance sub-committee with the role of reviewing the performance of Executive Officers and the senior Staff member.
    i) This subcommittee will be Chaired by the President and will include the Chair of The Board (ex officio) along with three other Board members.
b) At all times the emphasis should be on taking actions that will assist Executive officers in being successful in their role and this should follow best human resource practice as far as is compatible with the democratic context.
c) If members of a select committee, Council or the Executive Committee feel that an Executive Officer is significantly underperforming in their role they should refer the matter to the Performance Subcommittee for appropriate action. They should always afford the Officer in question a full opportunity to put across their side of the case.
d) When the Performance Management Subcommittee believes that an Officer has irreversibly lost the confidence of the Union's Full Members and their continued holding of office is no longer in the interests of the Union they shall have the power to dismiss the Officer.
e) An Officer may appeal to Council and will be deemed to have resigned if less than 33% of those eligible to vote, supporting the Officer's motion of confidence.
f) Where the Officer is a sabbatical, arrangements for notice and compensation will be set out in the Officer's contract of employment as approved by The Board from time to time.
g) The President will be advised on the direction and performance management of the Senior Staff Member by the Chair of The Board.

12. REFERENDUM

a) A referendum may be called on issues of such importance that Council that the views of all members should be formally sought. The referendum will be run in accordance **Standing Order B**.
b) The outcome will be taken full account of by Council and Executive and Board.

13. CONSTITUENT EXECUTIVE COMMITTEES

a) There will a Constituent Committee for the University, College and the RNIB, which discusses matters relating to its constituents, particularly academic affairs in relation to the objectives of the Union. They will act as a direct line of communication between the Constituent Colleges members and the Executive Committee.
b) The Constituent Committee shall run in accordance with **Schedule VI** and **Schedule VII**.
c) Reports of the Constituent Executive Committees will be presented to Council at every meeting.

14. SECTIONS

a) The sections of the Union shall undertake and direct work which is fundamental to achieving the core objectives of the Union. This work will be led by a designated member of the Executive Committee as set out in **Schedule V**.
b) They will be allocated appropriate resources to undertake this work by The Board.
c) Plans will be approved by The Board taking full account of the views of the volunteers involved in these areas as expressed through their respective democratic structures.

15. CLUBS AND SOCIEITIES

a) The Union shall provide clubs and societies which promote the sporting, recreational and cultural interests of its members. They shall receive funding in accordance with the University Statutes arising from law.
b) A Club or Society shall be affiliated to the Union when the Council approves its application for affiliation and initial code of practice. The procedure for this is subject to change from time to time by Council.
c) An affiliated Club or Society must use the name of Loughborough Students in its official title. As a subservient part of Loughborough Students' Union the Club or Society is a Charity and subject to charity law. Each club or society must comply with the mission statement, health and safety and financial policies currently set by The Board.
d) On the disbanding or inactivity of a club or society for more than one year, funds and assets from that club or society are returned to central Union funds. No club or society may enter into any contract, loan or other legally binding arrangement. All such arrangements must be undertaken by the Union on the club or society's behalf.
e) Each club and society shall be governed by the rules laid out in **Schedule XVI**.

16. ASSOCIATIONS

a) Associations of the Union will promote the interests of under-represented groups within the student membership. Any full member who falls within the category of one of these groups automatically becomes a member of that Association.
b) Each Association will elect a committee to plan and implement programs of activity to promote the interests of its members.
c) The Associations will meet regularly and make policy recommendation to Council.
d) Associations may be established and dissolved by Council.
e) Meetings of Associations will be open only to members of the Association and the representatives of the Executive Committee designated to sit on the Associations' Committee.
f) The Associations will run in accordance with **Schedule VIII**.

17. REMOVAL OF UNION COMMITTEE MEMBERS

a) Any elected Full member of a Union Committee (except the Executive Committee), Council or other body who fails to attend two consecutive meetings without offering a written explanation to the Chair, which is accepted by the meeting shall normally be deemed to have resigned and there shall be a casual vacancy.
b) Any member of Council or other body, who holds any other position as a member of that body, on resigning, or ceasing to hold office, shall be deemed to have resigned from all the other positions.

18. CASUAL VACANCIES

a) In the case of any officer of the Union ceasing to hold office before the end of the stipulated term of office, there shall be a casual vacancy.
b) Casual vacancies shall be filled in accordance with **Schedule V**

19. AMENDMENTS TO THE CONSTITUTION

a) Proposed amendments to the Constitution must be passed by a two-thirds majority at a Union Council meeting before adoption.
b) Following such amendment being passed, the President of the Union shall inform the chief executive officers of the constituent colleges to seek their approval of the changes in accordance with the 1994 Education Act.
c) The Constitutional change will then be referred back to Council for confirmation minor amendments proposed by constituent colleges may be accepted at this point; a simple majority will be required to pass the amendments.
d) No amendment to the Constitution will be valid until this procedure has been completed.

20. FINANCE AND INDEMNITY

a) The Board will be responsible for the proper management of Union finances and resources.
b) The Executive Officer responsible for finance shall present outline financial budgets to The Board by the end of March for the following financial year and by November they will present a revision, detailing the allocation of funds to all areas of Union activity.
c) The Executive will ensure that all Union funds are properly recorded and accounted for and that all spending is duly authorised in line with the budgets approved by The Board.
d) The Executive shall publish annually the criteria used to allocate funding and grants to clubs, societies, Associations and AU clubs. This information is to be made available to all students upon request.
e) The Board may authorise the Union taking out such unsecured loans or overdraft as it sees fit in the effective management of the Union's business.
f) Every Trustee, Officer, appointee or member of Staff of the Union shall be entitled to be indemnified out of the assets of the Union against all losses or liability which they may sustain or incur in, or about, the lawful and proper execution of their office. No Trustee, Officer, appointee, or member of Staff shall be liable for any loss, damage or misfortune which may be incurred by the Union in the execution of the duties of their office, provided that nothing in this clause shall affect their liability for the consequences of any unconstitutional, negligent or unlawful act on their part.

21. STUDENT REPRESENTATION

a) All student representatives on Institutional Committees must be registered students of that institution or sabbatical Officers of the Union who have studied at that institution.
b) Should any student representative be unable to attend an Institutional Committee due to academic commitments or incapacity through illness another elected student representative may attend in their place.

22. SCHEDULES AND STANDING ORDERS

a) Schedules and Standing Orders will form a part of the Constitution.

b) Changes to the Schedules and Standing Orders may be made following a two-thirds majority in favour at a Union Council.

SCHEDULE I
UNION COUNCIL

1. THE STATUS

a) Council will meet not less than two times per academic term and not less than nine times per year.
b) No meetings of Council should take place outside any Constituency College term.
c) No member of Council will be entitled to cast more than one vote, even if entitled to attend Council in more than one capacity.
d) The LSU Executive committee does not have a vote at Union Council.

2. OFFICERS OF UNION COUNCIL

CHAIR OF UNION COUNCIL

a) Shall act as an independent and impartial Chair at every meeting of Council and of every committee they sit on.
b) They will have special responsibility for ensuring that the Union operates in accordance with this Constitution, any rules and Standing Orders.
c) Is responsible for the ongoing process of governance reform.
d) The election for the Chair of Union Council shall take place in the second semester of the academic year.
e) The election shall run in accordance with Standing Order G, where any full member of the union shall have the right to run for this position.
f) The chair of council shall be elected for a period of one year, commencing from the first week of August following their election. And can serve for a maximum of two years.

VICE CHAIR OF UNION COUNCIL

a) Shall act as the chair in the event the chair of council is unavailable.
b) Shall be responsible for taking accurate minutes at union council.
c) Shall assist the Chair of council in the fulfillment of their duties.
d) This officer is elected at union council in accordance with **Standing Order D**.
e) The vice chair of council shall be elected for a period of one year, commencing from the first week of august following their election. And can serve for a maximum of two terms.

3. SUB-COMMITTEES

PROCEDURES COMMITTEE

d) MEMBERSHIP

Procedures Committee members will be elected at the first Union Council after the annual councilor elections by Council and will consist of:

i) The Chair of Union Council, who will have a deliberate and casting vote, and who may call a meeting if they deem it necessary.
ii) The Vice President: Democracy and Communications
iii) Three ordinary members of Council.
iv) The Committee may call on or co-opt such advisers as it sees fit for the remainder of the academic year.

e) POWERS AND DUTIES

v) Procedures Committee will consider any dispute arising from the interpretation of the Union's Constitution, Schedules or Standing Orders.
vi) Procedures Committee may also discuss and make a decision on all matters touching the Constitution, rules, club and society Constitutions, procedures for debates.
vii) This Committee will report to Council after every meeting.
viii) The Committee may wish to make recommendations to Council on possible changes to the Constitution or Schedules.

f) QUORUM

i) The quorum of such meetings will be three members of the Committee.

ELECTIONS COMMITTEE

a) MEMBERSHIP

Elections Committee members will be elected at the first Union Council after the annual councillor elections by Council and will consist of:

i) The Returning Officer, who if available shall be the Chair of Union Council. If the Chair of Union Council is not available, Council shall appoint one of its members to act as Returning Officer.
ii) The Vice President: Democracy and Communications
iii) Four ordinary members of Council.
iv) The Committee may be advised and assisted by advisers as it sees fit.

b) POWERS AND DUTIES

i) Elections Committee shall be responsible for the organisation and administration of all general elections within the Union.
ii) Each ordinary member of the Committee shall be responsible for ensuring that elections are publicised in the constituent colleges, the halls of residence, and the Union building.
iii) All members of the Committee must ensure that no election regulations are broken.
iv) No member of Elections Committee can actively participate in any elections within the Union, other than in their organisation and administration.
v) The Committee shall make recommendations on election regulations to Council.

c) QUORUM

i) The Quorum shall be three members of the Committee.

DISCIPLINARY COMMITTEE

a) MEMBERSHIP

Discipline Committee members will be elected at the start of the academic year by first Union Council after the annual councillor elections by Council and will consist of:

i) Chair of Union Council, who shall chair the meetings.
ii) A member appointed by the Chair of Council shall minute all meetings and it is the responsibility for the Chair of Council present the minutes to the next Council.
iii) Twenty ordinary members of Council, who shall be elected at the start of the academic year by Council, being The Bench.
iv) No less than five members of The Bench will be designated as available for meetings at anytime, on a Rota basis.
v) The Bench will be selected at random by the Chair of Council.
vi) Members of The Bench will normally be allowed to substitute for another member of the committee, provided that the Chair of Council approves the substitution in advance of the hearing.
vii) Members of The Bench will not be given case details prior to the arrangement of the hearing, and will not be allowed to substitute each other for any given meeting after details are released without good reason and notification in writing to the Chair of Council.
viii) A legally qualified person and/or the Permanent Secretary may be invited to meetings, in an advisory capacity.
ix) The Chair of Council may decide to rule at or before a meeting that they or another member of the Committee is unfit to hear the case because they are improperly biased, or personally involved in the case.
x) In the event of an insufficient number of members of the Bench being available, any member of Council may sit on the committee as a temporary member of the Bench, for that meeting only, as selected by the Chair of Council.

b) POWERS AND DUTIES

i) The Committee shall meet to consider any complaints against a member, opted-out Loughborough student or Executive member made by a member or non- member of the Students' Union, or the Executive Committee. The Committee shall oversee the discipline penalties issued by the Vice President: Finance and Commercial Services or their Nominee.
ii) Disciplinary Committee shall meet to consider a case where the rules of this Constitution and the Union are broken.
iii) The Committee will be able to hear any complaint where legal or court action is pending.
iv) The Committee may re-hear the case whenever it sees fit.
v) The Committee may inform the relevant constituent college of the decision it makes.
vi) The privileges of membership can be suspended or withdrawn by a decision of Disciplinary Committee.
vii) The Committee may take action, wherever it sees fit against a club or section of the Union, where it deems that individual actions have been negatively influenced by the collective actions of that club or section of the Union and its members.
viii) The Committee has the power to co-opt anyone else that it sees fit, particularly students from the under-represented groups of the Union. Co-option shall be for the remainder of the academic year.

ix) The Committee shall recommend policy on disciplinary measures to Council.

c) QUORUM

i) The quorum shall be five, at least one of whom should be male and at least one of whom should be female, of which four shall be from The Bench. If an even number is present then the Chair, shall be a non-voting member.

d) VOTING

i) Only the Chair of Union Council and the members of The Bench are entitled to vote.

e) PROCEDURES

i) A Union member wishing to file a complaint will do so through the Vice President: Finance and Commercial Services, unless the complaint is against the Vice President: Finance and Commercial Services when the Chair of Union Council is the point of contact.

ii) The Vice President Finance and Commercial Services shall be responsible for gathering all the relevant information for the Committee, calling a meeting, and taking the minutes for the meeting which should be taken to the next Council meeting.

iii) Two Executive Committee members will be appointed by the Executive Committee to advise the accused on the procedure of Disciplinary Committee.

iv) The Vice President: Finance and Commercial Services will ensure that the accused and all Committee members receive all the relevant information and a copy of all references to disciplinary procedures in the Constitution, its Schedules, and any relevant rules.

v) The accused and the complainant may each bring a friend to the meeting, who may act as an advocate as necessary.

vi) The Committee, accused and complainant may call on anyone or use any electronic recordings or evidence that may help them in their deliberation.

vii) The Committee shall meet in closed session to decide on the appropriate action to be taken.

viii) Privileges or membership may not be suspended or taken away from a member until the member has received notification in writing, informing him/her of the nature of the complaint, until the accused has had an opportunity to make a defense at Disciplinary Committee, and until Disciplinary Committee makes a decision.

ix) The only exception to viii) above, is if a decision has been made by the Vice President: Finance and Commercial Services, who is allowed to suspend the privileges of any member or opt-out Loughborough student and if a decision had to be taken before Disciplinary Committee has the opportunity to meet. Here the Vice President: Finance and Commercial Services can take action against a student member or non-union member. Discipline Committee should take a view on that decision, and make a decision on whether the actions taken were appropriate.

x) Any member or officer whose privileges are suspended or withdrawn may appeal against a Disciplinary Committee decision within 14 days by writing to the Chair of Union Council. The appeal shall be in the form of a second Discipline Committee hearing, whose decision is final and can only be overturned by a decision of Union Council only if they feel there has been a breech of policy or constitution in the process of their discipline or sanctioning.

FINANCE AND TRADING COMMITTEE

a) MEMBERSHIP

Finance and Trading Committee members will be elected at the start of the year by Council and will consist of:

i) The Chair of Council, who shall convene and chair the meeting.
ii) The Vice President: Finance and Commercial Services, who shall be responsible for preparing all the appropriate papers for the meeting, and will chair the meeting in the absence of the Chair of Council.
iii) The Vice President: Democracy and Communications.
iv) The President.
v) One Executive Officer, appointed by the Executive.
vi) Six Ordinary Members of Council.
vii) Only student members on this Committee can vote; others attend as advisers.
viii) The Finance and Trading Committee will meet at least twice per academic term.

b) POWERS AND DUTIES

i) Finance and Trading Committee will make recommendations to the Executive on matters concerning all of the monies of the Union, both receivable and payable.
ii) Finance and Trading Committee shall take an overview of the Unions' finances and commercial services.
iii) The Vice President: Finance and Commercial Services shall present the minutes to the Executive, and present a complete and accurate financial report to Council.
iv) The committee shall have the power to refer the matter to council where they see fit.

c) QUORUM

The quorum of such a meeting will be four members with two of them Ordinary Members of Council.

INDEPENDENT APPEALS COMMITTEE

a) MEMBERSHIP

The Independent Appeals Panel shall be appointed by Council at the start of the academic year and shall consist of:

i) Six ordinary members of Council, selected randomly from fifteen ordinary members of Council who are appointed at the start of the academic year. There should be at least one male and one female student. Council will decide on the method to be used to select candidates for the Panel.
ii) The Students' Union Solicitor, who shall convene and chair the meeting.

b) POWERS AND DUTIES

i) The Independent Appeals Panel shall meet whenever a dispute between any member of permanent staff employed by the Union is unresolved through the management structure.
ii) This Panel may invite members of the Executive Committee and staff to provide information.

iii) One member of the Panel shall be appointed to minute the meeting and present a report to Council at its next meeting.
iv) The decision of the Panel is final.
v) The Panel may take policy recommendations to Council.

c) QUORUM

The quorum of such a meeting shall be three members.

GOVERNANCE COMMITTEE

a) MEMBERSHIP

Governance Committee members will be elected at the start of the academic year after the annual councillor elections by Council and will consist of:

i) The Chair of Council, who shall convene and chair the meeting.
ii) The Vice President: Democracy and Communications, who shall keep accurate minutes for the meeting, which must be presented to Council at the earliest opportunity.
iii) Two members of the Executive Committee.
iv) Three ordinary members of Council.
v) The Union Permanent Sectary or their Nominee.
vi) The Governance Committee will meet at least once per academic term.

b) POWERS AND DUTIES

i) Governance Committee will make recommendations to the Executive, council and the board on matters concerning all issues of Union governance.
ii) Shall annually review the makeup of the Executive committee to ensure it meets with the unions' needs.
iii) Shall annually review the constitution to ensure it is fit for purpose and ensure that Unions' operating policy is in line with the Constitution.
iv) The committee shall have the power to refer the matter to council where they see fit.

c) QUORUM

The quorum of such a meeting will be four members of the meeting with two of them Ordinary Members of Council.

SCHEDULE II
EXECUTIVE OFFICERS

1. EXECUTIVE SABBATICAL OFFICRES

i) PRESIDENT who shall be responsible for all external relations for the Union, as directed by the democratic structures and shall be the principal contact between the Union and the constituent colleges and shall be an ex-officio LSU delegate leader to NUS conference.

ii) VICE PRESIDENT: DEMOCRACY AND COMMUNICATIONS who shall be responsible for coordinating the campaigns of the Union, and the workings of democracy in the Union, as directed by the Union structures.

iii) VICE PRESIDENT: FINANCE AND COMMERCIAL SERVICES who shall be responsible for all Union finances, commercial services and the building as directed by the democratic structures.

iv) VICE PRESIDENT: EDUCATION who shall, along with the President, be responsible for the academic and representative work of the Union for all the constituent colleges

v) ATHLETIC UNION PRESIDENT who shall be responsible for all the sporting and athletic activities of the Union, as directed by the democratic structures.

vi) RAG CHAIR who shall be responsible for Loughborough Students' Rag, as directed by the democratic structures.

vii) ACTION CHAIR who shall be responsible for Action as directed by the democratic structures.

viii) Editor-in-Chief who shall be responsible for overseeing and coordinating the multi-media output of the Union.

ix) SOCIETIES FEDERATION PRESIDENT who shall be responsible for developing and supporting societies, supporting and training media volunteers and supporting all volunteers throughout the union

2. EXECUTIVE DEVELOPMENT OFFICERS

The necessity for the Development Officer positions shall be reviewed on a yearly basis by Union Council and the purpose of the Development Officers shall be to peruse the key strategic aims of the union for that academic year.

i) ETHICAL AND ENVIRONMENTAL OFFICER who shall be responsible for researching and informing the membership of relevant Ethical and Environmental issues, as directed by the democratic structure.

ii) POSTGRADUATE OFFICER who shall be responsible for the representation of Postgraduate Students enrolled at the constituent colleges.

iii) GLOBAL DEVELOPMENT OFFICER who shall be responsible for the representation of International Students enrolled at the constituent colleges.

iv) ALUMNI DEVELOPMENT OFFICER who shall be responsible for ensuring the involvement and participation of Union alumni.

v) WELFARE DEVELOPMENT OFFICER who shall be responsible for coordinating welfare campaigns for students enrolled at the constituent colleges.

3. TERMS OF OFFICE

i) Any student may be a sabbatical officer of the Union for a maximum of two years.
ii) These officers should be elected by all full members of the Union in accordance with **Standing Order C**.

4. CASUAL VACANCIES

Casual vacancies shall be filled as follows:

a) Casual vacancies for Sabbatical Officers, Executive Officers, Institutional Officers, Chair Of Council and NUS Delegates, shall be filled by an election at Council in accordance with **Standing Order D**. Any Full Member of the Union may stand for election, but only members of Council may vote.
b) If the casual vacancy is for an ordinary member of Council a casual election of the relevant ward or constituency should take place using the normal procedure.
c) If the casual vacancy is for an institutional Committee, an election will take place at Council following the normal procedure.
d) Other student officer casual vacancies should be made by the relevant body to which that officer reports using the same procedure as in a) above.
e) A person appointed or elected to fill a casual vacancy shall hold office for the rest of the current term of office.

SCHEDULE III LOUGHBOROUGH COLLEGE STUDENT EXECUTIVE

1. DEFINITION

i) The term 'Students' refers to all registered students at Loughborough College.
ii) Loughborough Students Union shall be referred to as LSU throughout this Schedule.
iii) The term "LCSE" refers to the Loughborough College Student Executive.

2. OBJECTIVES

i) To fulfill the objectives of the Union.
ii) Represent the views and interest of the College Students.
iii) To act as a channel of communication between the College students and the Executive Committee and College authorities.
iv) To recommend policy which is direct and exclusive to the College to be adopted by LSU Council.

3. MEMBERSHIP

i) College President: This Officer Shall be a member of Loughborough Students Union Executive Committee and as such, represent College Students on the LSU Executive Committee. They shall be responsible for chairing all meetings held by LCSE. They shall be responsible for maintaining an overview of all committee and sub-committee activities. They shall be an Ex-officio member of all College sub-committees. They shall also normally be responsible for representing students on the College Board of Governors and Academic Board.
ii) College Vice President Further Education:
iii) College Vice President Higher Education:
iv) Societies Federation President: This Officer shall be responsible for organizing all Student Activities within Loughborough College. They shall liaise with LSU's AU President regarding sports, Students Activities Officer regarding Societies, Rag Chair regarding Charity Fundraising and Action Chair regarding Volunteer work. This officer can create their own team of volunteers to help them with each of the individual sections; Sport, Clubs and Societies, Charity Fundraising and Volunteer Work. They must also sit on Rag council as the Loughborough College Representative.
v) Campaigns & Publicity Officer: This officer shall be responsible for publicity related to the LCSE as directed by LCSE. They will also liaise with LSU (primarily with LSU's Vice President: Democracy and Communications) to promote campaigns in accordance with LSU. There shall be no restrictions for the officer to create their own publicity, College Specific, providing it is run by the LSU Vice President: Democracy and Communications first.

4. COMMITTEE MEETINGS

i) Each member listed in section 3 shall be entitled to vote at meetings of the LCSE.

ii) The quorum must be three voting members. In the absence of the President, the Vice President: Democracy and Communications will chair the meeting. At least one of these members must be present for the meeting to take place.

iii) There shall be at least five meetings of the Committee each College term, which shall be called by the President. Each LCSE member shall receive written notice of meetings at least five days in advance. Such notice will be accompanied by the minutes of the previous meeting.

iv) The committee will meet in accordance with **Standing Order H**.

v) Any member of Loughborough College, with the majority consent LCSE, may attend any committee meeting. Any member of the committee shall have the power to ask anyone to leave if it is considered that his or her behavior justifies such action.

5. TERMS AND CONDITIONS

i) All candidates for LCSE must be a registered member of Loughborough College and a member of Loughborough Students' Union.

ii) The term of all committee members shall be up to the end of the academic year at the College. At this time committee members shall be deemed to have automatically resigned. The committee positions will be elected within the first two months of the new College Academic year according to **Standing Order E** and the rules enforced by the Returning Officer and the elections Committee.

iii) In the event of an officer resigning a replacement must be elected for the remainder of the time in office. The position then becomes a casual vacancy and shall be elected in accordance with **Standing Order D**.

iv) Any committee member who fails to attend Committee meetings for two consecutive meetings, without adequate apologies, shall have deemed to have terminated their membership of the committee.

v) A member of Loughborough College and LSU may be co-opted onto the committee to fill a casual vacancy pending an election.

6. GENERAL MEETINGS

i) A general meeting shall be held annually, with the first one being within four weeks of the LCSE being elected.

ii) Notice of a general meeting shall be publicised at least 10 days in advance. Formal motions must be displayed at least 24 hours beforehand, except under exceptional circumstances. All motions must be displayed until the time of the meeting.

iii) All general meetings shall be held in accordance to **Standing Order H**.

iv) A quorum meeting shall consist of 30 members of Loughborough College. The meeting shall be declared not quorate if a quorum is not achieved within 15 minutes of the time appointed for the meeting. A meeting shall remain quorate until challenged and found not quorate.

v) A not quorate meeting will be reconvened within a week when it automatically be deemed quorate for the consideration of only business which was to have been brought up at the previously not quorate meeting.

vi) All members of Loughborough College may attend and vote at a general meeting.

vii) Policy passed at constituency general meeting shall be subject to Union Council ratification.

7. FINANCES

i) The LCSE shall receive funding from the Union.

ii) Such funding shall be based on the budget proposed by the LCSE and approved with the financial budgets by LSU council.

iii) The accounts shall be managed in accordance with the LSU financial regulations as approved by The Executive Committee from time to time.

SCHEDULE IV LOUGHBOROUGH RNIB STUDENT EXECUTIVE

1. DEFINITIONS

The name of this group shall be The Royal National Institution of the Blind Internal Executive Committee, abbreviated to The RNIB Exec.

2. OBJECTIVES

a) To pursue the objective of the Students Union in relation to the direct and specific needs of the students of the RNIB Vocational College.
b) To make policy recommendations to Council on issues of concern to RNIB students.
c) The RNIB Student Executive shall represent the views and interests of RNIB Students.

3. MEMBERSHIP

a) All students registered with the RNIB Vocational College are entitled to run for a position on the RNIB Students Executive Committee.
b) The permanent member of staff who holds the position Leisure Activates Co-coordinator is entitled to attend all RNIB Student Executive meetings in an advisory capacity only and holds no voting rights.

4. COMMITTEE

a) COLLEGE PRESIDENT who shall be a member of Loughborough Students' Union Executive Committee and as such, represent RNIB Students on the LSU Executive Committee as well as Union Council. They shall also normally be responsible for representing students on the RNIB Vocational College Board of Governors. They are also an Ex-officio member of the Student Committee.
b) CHAIRPERSON who shall be responsible for chairing all meeting held by the RNIB Loughborough Students Association. They shall be responsible of maintaining an overview of all committee and sub-committee activities. They shall represent RNIB students on Union Council and be an Ex-officio member of all sub-committees. They shall also normally be responsible for representing students on the RNIB Vocational College Board of Governors.
c) VICE CHAIR who shall be responsible for the Chairpersons duties in his/her absence. They also support the work of the committee as appropriate and are responsible for publicity and keeping notice boards up to date.
d) SECRETARY ensures that the committee meets and that minute's for all meeting are produced and circulated. They are also responsible for ensuring that the constitution is upheld.
e) TREASURER assists the Senior Treasurer in keeping account of all monies. They are also responsible for organising fund raising activities.

f) SOCIAL SECRETARY is responsible for all social events e.g. Christmas Party and end of term parties in liaison with the Leisure Activities coordinator.
g) ACTIVITIES SECRETARY Co-ordinate all activities in liaison with the Leisure Activities Co-ordinator.
h) WELFARE OFFICER provides a confidential line of communication between students and staff as and when necessary. They co-ordinate all accommodation representatives either by formal meetings or regular liaison as necessary.
i) The members of this committee shall be elected by the members of the Loughborough RNIB in accordance with Standing Order E.

5. POWERS AND DUTIES

a) The committee shall meet once every two weeks to receive updates from all positions and make policy decisions as necessary.
b) All committee members will also be responsible for any such duties as delegated during the RNIB Loughborough Students Association General Meeting.
c) The committee will meet in accordance with Standing Order H.
d) Officers of the committee may vote of matters before the committee.
e) Any member of the RNIB Loughborough Students Association, with the majority consent of the committee, may attend any committee meeting. Any member of the committee shall have the power to ask anyone to leave if it is considered that his or her behaviour justifies such action.
f) All candidates for the RNIB Loughborough Students Association Committee must be a member of the RNIB Loughborough Student Association and a member of Loughborough Students' Union.
g) The term of all committee members shall be up to the election of a new committee in the following September.
h) At this time committee members shall be deemed to have automatically resigned unless re-elected.
i) The committee positions will be elected according to Standing Order B and the rules enforced by the Returning Officer and the elections Committee.
j) Elections shall take place within two weeks of a position falling vacant where practicable. In the event of an officer resigning a replacement must be elected for the remainder of the time in office. The position then becomes a casual vacancy and shall be elected in accordance with Standing Order D.
k) Any committee member who fails to attend Committee meetings for two consecutive meetings, without adequate apologies, shall have deemed to have terminated their membership of the committee.
l) A member of RNIB Loughborough Students Association may be co-opted onto the committee to fill a casual vacancy pending an election.

6. GENERAL MEETINGS

a) The RNIB Loughborough Students Association shall call a general meeting at least once a term.
b) Notice of a general meeting shall be publicised at least 10 days in advance. Formal motions must be displayed at least 24 hours beforehand, except under exceptional circumstances. All motions must be displayed until the time of the meeting.
c) All general meetings shall be held in accordance to Standing Order H.
d) A quorum meeting shall consist of 15 members of the RNIB Loughborough Students Association. The meeting shall be declared inquorate if a quorum is not achieved within 15 minutes of the time appointed for the meeting.
e) A quorum meeting shall remain quorate until challenged and found inquorate.

f) An inquorate meeting will be reconvened within a week when it automatically be deemed quorate for the consideration of only business which was to have been brought up at the previously inquorate meeting.
g) All members of the RNIB Loughborough Students Association may attend and vote at a general meeting.

7. FINANCES

a) The RNIB Leisure Activities Coordinator will serve as a Senior Treasurer to the RNIB Loughborough Student Association Committee. The Senior Treasurer is available to assist the committee who can expect him/her to consult the LSU Vice President: Finance and Commercial Services in matters of policy affecting RNIB Loughborough Students Association Committee finances.
b) The Senior Treasurer shall be invited to all Committee Meeting and General Meetings
c) RNIB Loughborough Student Association funds shall be itemised under a separate budget code in the RNIB College expenditure fund. On the committee's authorisation, the Senior Treasurer shall complete a cheque request form, which shall be signed by a member of the College's Senior Management and passed to the finance office for the production of a cheque. The accounts shall be managed in accordance with the LSU financial regulations as approved by The Executive Committee from time to time.
d) The Senior Treasurer will keep concise accounts of all RNIB Loughborough Student Association Committee funds. Any RNIB student shall be allowed to examine the accounts by arrangement with the Senior or Student Treasurer.
e) RNIB Loughborough Student Association Committee funds are for the benefit of all RNIB Students and will be vested in the LSU trustees for that purpose.
f) The RNIB College Finance Department and RNIB auditors should audit the accounts. This may then be checked by the LSU auditors and may subject to scrutiny by the RNIB authorities

SCHEDULE V
ASSOCIATIONS

1. INTERNATIONAL STUDENTS ASSOCIATION

OBJECTIVES

a) To address any problems and issues relating to International students.
b) Make policy recommendations to Council on issues of concern to International Students.
c) To inform and educate students generally of the need for awareness on issues relating to International students.
d) To provide a forum for frank and open discussion on International Student-related issues.
e) To act as a co-ordinating body for International students to express their views on matters directly concerning their lifestyles.
f) To allocate funding to projects which promote the above objectives in line with outline budgets approved by Council.

MEMBERSHIP

Ordinary membership shall be open to all non U.K. full members of Loughborough Student's Union.

MEETINGS

a) The first meeting of each year will be convened by the Executive member with responsibility for International Students' issues not later than the sixth week of the University term. The meeting should be well publicised and all International members should be encouraged to attend.

COMMITTEE

The role of the Committee will be to co-ordinate and lead the work of the Association. It will consist of the following officers.

a) CHAIR who shall be one of the student officers of the Union and be responsible for the calling of meetings.
b) SECRETARY who shall be responsible for the taking of accurate minutes to be presented at the next meeting and at Council.
c) TREASURER who shall be responsible for the budget and present a financial report to the Committee on a regular basis.
d) PUBLICITY OFFICER who shall advertise the activities of the Association.
e) CAMPAIGN OFFICER who shall co-ordinate the campaign work for the Association.
f) TWO ORDINARY MEMBERS.
g) THE EXECUTIVE MEMBER with responsibility for International Students' issues.

ELECTION TO COMMITTEE

The Committee will be elected in the following way:

a) Web voting in accordance with the procedure set out in Standing Order G.
b) Casual Vacancies will be filled at a meeting of the ISA.

The Elections process may be altered at the discretion of the Societies Federation President.

2. LESBIAN, GAY, BISEXUAL AND TRANS STUDENTS'S ASSOCIAION

OBJECTIVES

a) To address any problems and issues relating to Lesbian, Gay, Bisexual and Trans students.
b) To make policy recommendations to Council on issues of concern to Lesbian, Gay, Bisexual and Trans students.
c) To inform and educate students generally of the need for awareness on issues relating to Lesbian, Gay, Bisexual and Trans students.
d) To provide a forum for frank and open discussion on Lesbian, Gay, Bisexual and Trans Student related issues.
e) To act as a co-ordinating body for Lesbian, Gay, Bisexual and Trans students to express their views on matters directly concerning their lifestyles.
f) To allocate funding to projects which promote the above objectives in line with outline budgets approved by Council.

MEMBERSHIP

Ordinary membership shall be open to all Lesbian, Gay, Bisexual and Trans full members of Loughborough Students' Union.

MEETINGS

a) The first meeting will be convened no later than the second week back from the summer vacation by the Chair. The executive member with responsibility for Lesbian, Gay, bisexual and trans issues will be invited to attend.
b) The Association AGM shall be held before the end of February each year. This meeting will elect the Committee of the Association by secret ballot in accordance with the procedure set out in Standing Order D.

COMMITTEE

The role of the Committee will be to co-ordinate and lead the work of the Association. It will consist of the following officers.

a) CHAIR who shall be one of the student officers of the Union and be responsible for the calling of meetings.
b) SECRETARY who shall be responsible for the taking of accurate minutes to be presented at the next meeting and at Council and made available to any LLGBTA member within 48 hours.
c) TREASURER who shall be responsible for the budget and present a financial report to the Committee on a regular basis.

d) PUBLICITY OFFICER who shall advertise the activities of the Association.
e) CAMPAIGN OFFICER who shall co-ordinate the campaign work for the Association.
f) WELFARE OFFICER who shall co-ordinate the running of Drop-In session and other LGBT welfare issues.
g) SOCIAL OFFICER who shall organise social activities for the association.
h) THE EXECUTIVE MEMBER with responsibility for Lesbian, Gay, Bisexual and Trans Students' issues.

3. MATURE STUDENTS ASSOCIATION

OBJECTIVES

a) To address any problems and issues relating to Mature students.
b) To make policy recommendations to Council on issues of concern to Mature students.
c) To inform and educate students generally of the need for awareness on issues relating to Mature students.
d) To provide a forum for frank and open discussion on Mature student related issues.
e) To act as a coordinating body for Mature students to express their views on matters directly concerning their lifestyles.
f) To allocate funding to projects which promote the above objectives in line with outline budgets approved by Council.

MEMBERSHIP

Ordinary membership shall be open to all full members of Loughborough Students' Union who are over 21 years of age on initial enrolment at one of the constituent colleges.

MEETINGS

a) The first meeting of each year will be convened by the Executive member with responsibility for Mature students' issues not later than the sixth week of the University term. The meeting should be well publicised and all Mature student full members should be encouraged to attend.
b) The first meeting will elect the Committee of the Association by secret ballot in accordance with the procedure set out in Standing Order D.

COMMITTEE

The role of the Committee will be to co-ordinate and lead the work of the Association. It will consist of the following officers.

a) CHAIR who shall be one of the student officers of the Union and be responsible for the calling of meetings.
b) SECRETARY who shall be responsible for the taking of accurate minutes to be presented at the next meeting and at Council.
c) TREASURER who shall be responsible for the budget and present a financial report to the Committee on a regular basis.
d) PUBLICITY OFFICER who shall advertise the activities of the Association.
e) CAMPAIGN OFFICER who shall co-ordinate the campaign work for the Association.
f) TWO ORDINARY MEMBERS.

g) THE POSTGRADUATE OFFICER of the LSU executive.

4. STUDENTS WITH ADDITIONAL NEEDS

OBJECTIVES

a) To address any problems and issues relating to students with additional needs.
b) To make policy recommendations to Council on issues of concern to students with additional needs.
c) To inform and educate students generally of the need for awareness on issues relating to students with additional needs.
d) To provide a forum for frank and open discussion on students with additional needs related issues.
e) To act as a co-ordinating body for students with additional needs to express their views on matters directly concerning their lifestyles.
f) To allocate funding to projects which promote the above objectives in line with outline budgets approved by Council.

MEMBERSHIP

Ordinary membership shall be open to all full members of Loughborough Students' Union with additional needs.

MEETINGS

a) The first meeting of each year will be convened by the Executive member with responsibility for Students with additional needs issues not later than the sixth week of the University term. The meeting should be well publicised and all Student with additional needs full members should be encouraged to attend.
b) The first meeting will elect the Committee of the Association by secret ballot in accordance with the procedure set out in Standing Order D.

COMMITTEE

The role of the Committee will be to co-ordinate and lead the work of the Association. It will consist of the following of officers.

a) CHAIR who shall be one of the student officers of the Union and be responsible for the calling of meetings.
b) SECRETARY who shall be responsible for the taking of accurate minutes to be presented at the next meeting and at Council.
c) TREASURER who shall be responsible for the budget and present a financial report to the Committee on a regular basis.
d) PUBLICITY OFFICER who shall advertise the activities of the Association.
e) CAMPAIGN OFFICER who shall co-ordinate the campaign work for the Association.
f) TWO ORDINARY MEMBERS.
g) THE EXECUTIVE MEMBER with responsibility for Students with additional needs issues.

ELECTION TO COMMITTEE

The Elections process may be altered at the discretion of the Societies Federation President.

5. POSTGRADUATE STUDENTS ASSOCIATION

OBJECTIVES

a) To address any problems and issues relating to Postgraduate students.
b) To make policy recommendations to Council on issues of concern to Postgraduate students.
c) To inform and educate students generally of the need for awareness on issues relating to Postgraduate students.
d) To provide a forum for frank and open discussion on Postgraduate student related issues.
e) To act as a co-ordinating body for Postgraduate students to express their views on matters directly concerning their lifestyles.
f) To allocate funding to projects which promote the above objectives in line with outline budgets approved by Council.

MEMBERSHIP

Ordinary membership shall be open to all full members of Loughborough Students' Union who are engaged in postgraduate education at one of the constituent colleges.

MEETINGS

a) The first meeting of each year will be convened by the Executive member with responsibility for Postgraduate students' issues not later than the sixth week of the University term. The meeting should be well publicised and all Postgraduate student full members should be encouraged to attend.
b) The first meeting will elect the Committee of the Association by secret ballot in accordance with the procedure set out in Standing Order D.

COMMITTEE

The role of the Committee will be to co-ordinate and lead the work of the Association. It will consist of the following officers.

a) CHAIR who shall be one of the student officers of the Union and be responsible for the calling of meetings.
b) SECRETARY who shall be responsible for the taking of accurate minutes to be presented at the next meeting and at Council.
c) TREASURER who shall be responsible for the budget and present a financial report to the Committee on a regular basis.
d) PUBLICITY OFFICER who shall advertise the activities of the Association.
e) CAMPAIGN OFFICER who shall co-ordinate the campaign work for the Association.
f) ONE ORDINARY MEMBERS.
g) SOCIAL OFFICER who shall organise social activities for the association.
h) THE POSTGRADUATE OFFICER of the LSU Executive.

ELECTION TO COMMITTEE

The Committee will be elected in the following way:

a) Web voting in accordance with the procedure set out in Standing Order G.
b) Casual Vacancies will be filled at a meeting of the PGA.

The Elections process may be altered at the discretion of the Societies Federation President.

SCHEDULE VI
FEDERATIONS

1. HALL STUDENTS FEDERATION

OBJECTIVES

a) To address any problems and issues relating to Hall Students.
b) To make policy recommendations to Council on issues of concern to Hall students.
c) To provide a forum for frank and open discussion on Hall Student related issues.
d) To act as a coordinating body for Hall committees in order to promote their professionalism and development on behalf of their student members.
e) To allocate funding to projects which promote the above objectives in line with outline budgets approved by Council.

MEMBERSHIP

Ordinary membership shall be open to all full members of Loughborough Students' Union who are residents of Hall of Residence of a constituent college. The members of committee do not have to be residents of Hall of Residence, the only exception being the officers outlined in j).

MEETINGS

a) Meetings of the Federation shall be open to all students registered as living in a Hall of Residence of a constituent college at the discretion of the President.
b) Only Members of the Committee shall have the right to vote at meetings.

COMMITTEE

The role of the Committee will be to co-ordinate and lead the work of the Federation. It will consist of the following officers.

a) PRESIDENT who shall be one of the student officers of the Union and be responsible for the calling of meetings.
b) VICE PRESIDENT who shall deputise for the chair in their absence and advertise the activities of the association. They will also be responsible for the budget and ensure financial report is presented to the Committee on a regular basis.
c) SECRETARY who shall be responsible for the taking of accurate minutes to be presented at the next meeting and at Council.
d) NEW HALLS LIASON (position necessary at the discretion of the PRESIDENT)who will work with the chair and be responsible for overlooking the running of the new halls introduced onto campus.

e) CHAIR OF THE HALL FINANCE COMMITTEE who shall be responsible for financial policy relating to hall committees and should work alongside the VP: FINANCE AND COMMERCIAL SERVICES to manage the Hall Students Federation budget.
f) CHAIR OF THE HALL SOCIAL SECRETARIES COMMITTEE who shall be responsible for social activities within hall committees.
g) CHAIR OF THE SPORTS SECRETARIES COMMITTEE who shall be responsible for coordinating the intramural sport programme.
h) CHAIR OF F.R.E.E.C REPRESENTATIVES who shall be responsible for liaising with University management on residential and catering issues and for liaising with University security on safety and security issues.
i) CHAIR OF HALL MERCHANDISE REPRESENTATIVES who shall be responsible for the promotion and production of hall merchandise.
j) ALL HALL CHAIRPERSONS who are elected as a representative of each of the Halls of Residences of the constituent colleges.
k) LSU PRESIDENT who shall be the representative for and the link between HSF and Loughborough Students' Union.

m) The officers in (a) to (d) shall be elected at the annual meeting of the Federation following the election of the new hall chairpersons by those eligible to vote and must be an existing outgoing members of the Committee.

OTHER INFORMATION

a) No member of committee can take monetary gain from organising any social activity, or event.

This is to include:
Singular, one off events
Promotion of any kind, described by;
handing out flyers
social networking
electronic Communication
the running or affiliation to any regular social activity, or event

b) Promotion, as described above, is only acceptable when promoting a Hall Students Federation social, and only to benefit the Federation

c) Any financial benefits must be invested back into the Federation

d) Affiliation to external venues is acceptable for personal benefit if and only if it has no confliction of interests, for example:

Bar work paid at the normal rate for normal work
Security paid at the normal rate for normal work

2. COMMUNITY STUDENTS FEDERATION

OBJECTIVES

a) To address any problems and issues relating to Community Students.
b) To make policy recommendations to Council on issues of concern to Community Students.
c) To inform and educate students generally of the need for awareness on issues relating to Community Students.
d) To provide a forum for frank and open discussion on Community Student related issues.

e) To act as a co-ordinating body for Community students to express their views on matters directly concerning their lifestyles.
f) To allocate funding to projects which promote the above objectives in line with outline budgets approved by Council.

MEMBERSHIP

Ordinary membership shall be open to all full members of Loughborough Students' Union who are not residents of Hall of Residence of a constituent college.

MEETINGS

The first meeting of each year will be convened by the Executive member with responsibility for Community Students' issues not later than the sixth week of the University term. The meeting should be well publicised and all Community Student full members should be encouraged to attend.

COMMITTEE

The role of the Committee will be to co-ordinate and lead the work of the Association. It will consist of the following officers.

a) CHAIR who shall be one of the student officers of the Union and be responsible for the calling of meetings, act as a co-coordinator for the CSF Committee and support committee members. They are the main point of contact for liaison with the CSF, CSF committee and LSU. They must attend Council meetings.
b) VICE CHAIR who shall deputise the chair when necessary, attend committee meetings and support the CSF Chair with their responsibilities and aid the committee members. They are also responsible for ensuring that all CSF campaigns and events are successful from start to finish.
c) SECRETARY who shall record attendance at meetings, issue the agenda, book the room and take minutes at all committee and general meetings. They will type up the minutes and distribute it to all members. They will provide admin support needed by the committee and ensure there is regular communication within the committee and with members.
d) TREASURER who shall be responsible for maintaining accurate financial records for the CSF in accordance with LSU rules. They shall be responsible for counting and banking all cash and work with the Chair and Community Students Officer to develop the annual budget.
e) PUBLICITY who shall be responsible for the management, production and distribution of publicity material, the production of press releases. They shall be responsible for organizing media footage of CSF events and stash for the committee and its' members. They will also liaise with the webmaster to provide web content for the website.
f) SOCIAL SEC shall be responsible for; organizing regular social events for CSF members, achieving maximum attendance on socials, transport arrangements, providing varied activities for all members of the CSF, Off-Campus Freshers Week.
g) SPORTS SEC shall be responsible for; organizing and promoting sporting events / matches within the community, establishing inter area sport concept, providing advice and support for CSF members who wish to get involved.
h) ACTION REP shall be responsible for recruiting new volunteers and supporting them. They shall also be responsible for informing volunteers of Actions projects.

i) RAG REP shall be responsible for organizing fundraising within the community, liaising with the RAG Chair and RAG Treasurer. They will be responsible for monitoring expenditure and ensuring that RAG is promoted through the CSF.

j) WEBMASTER shall be responsible for managing the design and content of the CSF's web presence / university site. They shall ensure that the website is updated regularly and in keeping with the rest of the site. They shall liaise with the Chair and the Community Students Officer to ensure that the content is appropriate.

SCHEDULE VII LOUGHBOROUGH STUDENTS ACTION

1. NAME

The name of the organisation is Loughborough Students Action. It is a section within Loughborough Students Union (LSU) and operates within LSU's Constitution.

2. MEMBERSHIP

All student members of LSU can become registered volunteers of Loughborough Students Action but only registered Action volunteers are full members.

3. OBJECTIVES

The groups objectives are to:-

a) Contribute to members personal development and experience by providing high quality opportunities to take part in a wide range of community based voluntary work.
b) Act as the main (although not necessarily exclusive) student body for coordinating voluntary work projects, placements, training, support and information.
c) Maximise Action's profile by using all means available including increasing the numbers and representative nature of volunteers, projects and volunteering opportunities.
d) Maximise its service to the community by forging greater links with related organisations and co-ordinating joint initiatives on a local and national basis.
e) Be aware of and attentive towards current volunteering ethics, clients and volunteers short and long terms needs.
f) Evaluate Action's general work and overall development according to agreed standards, actively encouraging the involvement of all interested parties.

4. FUNDING

Action will do its utmost to maintain good relations with Loughborough Students' Rag and will place funding application bids for Action projects to Loughborough Students' Rag each year if funding is required.

5. MANAGEMENT COMMITTEE

ROLE OF THE COMMITTEE

Decisions on the day to day work of Action are the responsibility of the Management Committee which operates within the terms of this Constitution. In the Committee's absence decisions can be made by the Action Chair but must be ratified at the next Committee Meeting.

COMPOSITION

The Management Committee shall consist of the following:

a) CHAIR – ensures the effective running of the Management Committee and General Meetings and co-ordinates the general work of the Management Committee. They will also act as the main representative of the Management Committee to external organisations as well as within the Student's Union general structures, attending Union Executive meetings and Union Council. The Chair shall also submit regular reports to Union Council. The Chair shall be elected according to LSU Constitution, Standing Order C. S/he shall take office from 1st August next, following his/her election and shall thereafter hold office for a term of 12 months. However the Action Chair Elect shall be obliged to attend a handover training period during July.

b) VICE CHAIR – deputises for the Chair in case of his/her absence from meetings and will take on such duties as the initiation of new projects and assist in the organisation of training events if needs be. Further, duties will extend to running projects that are in absence of a project leader. The Vice Chair will take on a general co-ordinating role of all projects that do not fall into the remit of 'Young persons', 'Sports Action' or 'Equality' Co-ordinator. The Vice Chair will work with the Chair and appropriate members of the committee to set up projects that do not have a Project Leader.

c) SECRETARY – ensures that the Management Committee, Action Council and General Meetings are convened at the agreed times, decisions are accurately minuted and that such minutes are subsequently passed and filed. He/she will have a specific interest in ensuring that this Constitution is upheld and any quorum is met while also having the responsibility of ordering merchandise for the key volunteers in the section and organising all manner of socials for the section.

d) MULTIMEDIA COORDINATOR- ensures the maximisation of Action's coverage through external and internal publications such as Label and the Loughborough Echo. He/She will assist with internal publicity such as flyers, posters and the union website - comprising both the 'Action' specific pages and general website content e.g. news items. Further, he/she will be responsible for improving awareness regarding Action and help increase volunteer membership throughout the year. Also responsible for recruitment through displays, presentations, posters etc., to come up with creative ideas to increase the profile of Action and to work closely with the Chair to achieve this.

e) HALL REPRESENTATIVE COORDINATOR- ensures that every Hall has a Hall Representative - this will involve advertising in each hall and is a support link for those Representatives already in place. He/she will be responsible for co-ordinating and training Hall Representatives to ensure they are able to fulfil their roles to their full potential. They shall also work towards getting Hall Representatives on all Hall Committees.

f) YOUNG PERSONS CO-ORDINATOR - responsible for overseeing all projects which involve young people in the community. It is his/her role to ensure the Project Leaders and volunteers receive all the support they require. He/she will work closely with the YP project leaders and act as a key communicative link between them and the Chair – by addressing the needs or issues that Project Leaders face and meeting with them on a more frequent basis than the fortnightly Action Council to ensure such representation is achieved. The Young Person Coordinator will work with the Chair and Vice Chair to set up Young Person projects that do not have a Project Leader. They are also required to investigate other possible projects for this client group.

g) SPORTS ACTION COORDINATOR – responsible for establishing contacts within the local community, to liaise with contacts such as the Community Sports Manager at Loughborough Sports Development Centre and the Action Chair. It is his/her role to ensure the Project Leaders and volunteers receive all the support they require. He/she will work closely with the Sports Action Project Leaders and act as a key communicative link between them and the Chair – by addressing

the needs or issues that Project Leaders face and meeting with them on a more frequent basis than the fortnightly Action Council to ensure such representation is achieved. The Sports Action Coordinator will work with the Chair and Vice Chair to set up Sports Action projects that do not have a Project Leader. They are also required to investigate other possible projects for this client group.

h) INTERNATIONAL STUDENTS REPRESENTATIVE – responsible for ensuring that international student volunteers working within Action receive all the support they require. They are also required to investigate both effective ways of recruiting international volunteers, and other possible projects for this client group. The International student's representative should also ensure that they effectively liaise with the I.S.A.

i) EQUALITY COORDINATOR – responsible for overseeing all projects which involve Equality groups in the Community. It is his/her role to ensure the Project Leaders and volunteers receive all the support they require. He/she will closely with the Equality Project Leaders and act as a key communicative link between them and the Chair – by addressing the needs or issues that Project Leaders face and meeting with them on a more frequent basis than the fortnightly Action Council to ensure such representation is achieved. The Equality Coordinator will work with the Chair and Vice Chair to set up Equality projects that do not have a Project Leader. They are also required to investigate other possible projects for this client group.

Committee members will also be responsible for any other such reasonable duties as delegated by the Action Chair, in particular the promotion of Action and the active recruitment of new volunteers. It should also be noted that all posts, excluding Chair, Vice Chair and Secretary, are open to job share/team work. It is expected that the Action Management Committee will attend the majority of the special events held and be in full support of the Chair.

If any Action Management Committee Member misses two consecutive meetings without apologies, their resignation is automatically presumed.

ELECTION TO THE COMMITTEE

Any student Members of LSU may put themselves forward for election to the Management Committee. The Election shall be conducted in accordance with LSU Constitution Standing Order D. The Elections shall be held at the Action Annual General Meeting. Term of office shall be one academic year beginning in October. The Action Chair, Action Chair Elect and current Action Committee Members cannot be used as proposers or seconders.

a) The Chair shall call for nominations of eligible candidates.
b) Candidates should be proposed and seconded by two full members of the meeting.
c) Candidates shall be invited to make a brief speech in support of their candidacy.
d) At the discretion of the meeting, questions may be addressed to candidates. Questions should be applicable to all candidates and answered by each in turn.
e) Where the election is for a single post, the Single Transferable Vote system set out in Standing Order C: Elections, shall be used.
f) Where the election is for multiple posts, the Alternative Transferable Vote system set out in Standing Order C: Elections, shall be used.
g) Where there is only two candidates more than the number of posts available, the vote may be taken by show of hands, after candidates have been asked to leave the room.
h) The vote shall be taken by secret ballot at the request of any member.
i) No Candidate' shall be entered in all elections held at Union meetings and should be treated as if it were another candidate

j) Only full members of the Union are entitled to vote at meetings of the Union. The chair of the meeting may ask for members to produce a valid NUS card as proof of membership.

CONDUCT OF MEETINGS

Management Committee meetings are open to all students and non-students alike. All have automatic speaking, but not voting, rights. Non-students are only able to attend Committee meetings by invitation from the Committee.

Management Committee meetings shall be quorate on the basis of 50% plus one (current elected members only) - the minimum required to hold a quorate meeting would thus normally be 6 elected individuals. Any casual vacancy, which may occur during the term of office, shall be filled by a student member of LSU through a simple majority vote taken at a quorate Management Committee meeting. Such an action must be preceded by one week's notice of voting via any LSU media. There shall be at least four Management Committee meetings per term.

6. PROJECT LEADERS

Any Project Leader may attend Committee meetings, with automatic speaking but no voting rights. They will each take responsibility for a current project in liaison with staff and relevant Management Committee members. Leadership may extend beyond one year, assuming those holding positions are still members of LSU. They may be removed by a simple majority vote of the Management Committee. Such an action must be preceded by one weeks notice via any LSU media.

7. GENERAL MEETINGS

General Meetings shall be called by the Management Committee or any thirty members of Loughborough Students' Union. An Annual General Meeting shall be held at least once a year in the second semester. Such meetings have the power of veto over all Management Committee decisions. The quorum for a General Meeting shall be forty student members of LSU. If a quorum is not achieved within 15 minutes then the meeting shall be reconvened one week later with an automatic quorum. Any General Meeting must be notified one week in advance through LSU media. A General Meeting may recommend to Union Council that the Chair be removed from office. This recommendation shall be made in writing to the LSU Vice President: Democracy and Communications. In accordance with Standing Order H.

8. AMENDMENTS

Any amendment of this Constitution may be made by a two-thirds majority vote of student members at a quarterly General Meeting. The constitution will then be referred to the LSU Procedures Committee for ratification.

9. VETO

All decisions of the section may be subject to the veto of Union Council.

10. EQUAL OPPORTUNTIES STATEMENT

Action is committed to an Equal Opportunities Policy, which is stated in the Students Union Constitution. We will endeavour to ensure that all members of Loughborough Students' Union have access to volunteering. We are not prejudiced by such considerations as gender, race, religion, sexual orientation, age, disability nor any

other factor which has no bearing on a person's ability to fulfil the functions of a volunteer placement. It is our aim to challenge discrimination, especially through our many projects. We will therefore not tolerate discrimination from our members, clients or Management.

11. GRIEVANCE PROCEDURE

If you have a grievance concerning any member of the Action Committee, a Project Leader or a volunteer you would follow the Complaints Procedure Policy set out in the Loughborough Students Union Constitution. Any other grievances will follow the following procedure.

a) It is hoped that most problems can be solved by informal discussion between the parties involved. If, however, you feel that this is not appropriate, or does not solve the problem, the matter should be given, in writing, to the Action Chair.
b) If the Action Chair is unable to resolve the matter then it shall be discussed in the next Management Committee Meeting.
c) If the Management Committee is still unable to resolve the matter, or the complainant is still dissatisfied with the outcome, then he/she can request that it be taken to the Union Vice President: Democracy and Communications.
d) The Vice President: Democracy and Communications will follow the Union Disciplinary Procedure and may issue a penalty if they see fit. If they are unable to resolve the matter, or their decision is appealed against, then the matter will be referred to the Union Disciplinary Committee.

SCHEDULE VIII
ATHLETIC UNION

1. OBJECTIVE

i) The objective of the Athletic Union shall be the promotion of sporting activities amongst the members of the Union, and with outside bodies as deemed necessary by the Athletic Union.
ii) The Athletic Union shall co-ordinate and administer all sporting activities for the Union, and any financial matters relating to them.
iii) To represent the views and interests of the members in sporting activities.
iv) To provide a recognised means of communication with other bodies on matters concerned with sporting activities.
v) To co-ordinate the use of sporting facilities in conjunction with the relevant institutions and their departments.
vi) To work in accordance with the Athletic Union Constitution.
vii) To provide students with worthwhile opportunities for personal development.

2. MEMBERSHIP

a) Membership of the Athletic Union and its affiliated clubs shall be open to all full members of the Students' Union.
b) Associate members and Honorary members of the Union may also become Associate members of the Athletic Union but may not hold any Office within the Athletic Union other than that of Senior Treasurer nor vote at any meeting of the Athletic Union. The Athletic Union may define the privileges of Associate Membership within its Constitution.
c) All sporting clubs must affiliate to the Athletic Union.

3. ACCOUNTABILITY

a) The Athletic Union will be run in line with the Constitution made by an Athletic Union General Meeting and endorsed by Council.
b) The Athletic Union President shall report to each meeting of Council on the work of the Athletic Union.
c) The Athletic Union shall submit an Annual Report, including a financial summary, to Council.

4. FUNDING

a) The Athletic Union shall be funded by the Union in accordance with the financial budgets approved by Council.
b) The Athletic Union shall aim to maximise revenue from sponsorship and other sources subject to the policy set out by Council.
c) The Athletic Union will be allowed to carry over balances of any monies unspent from its budget allocation at the end of each year. It will not normally be eligible to apply for funding from the Union's Capital budget allocation and should therefore make adequate provision of depreciation of Club and other equipment with its own budget.

SCHEDULE IX
LOUGHBOROUGH STUDENTS MEDIA

1. THE STATUS

Loughborough Students‟ Media is an integral part of Loughborough Students‟ Union with the status of a section under the Constitution. The section is a unified composition of: The radio station „Loughborough Campus Radio‟ („LCR‟).
The television station „Loughborough Students‟ Union Television‟ („LSUTV‟).
The magazine „Label‟.
The commercial studios „Aura Studios‟ comprised of:
Aura Audio.
Aura Video.
The non-commercial output of the Section should:
Act in the interests of the Students‟ Union and the Student Community.
Facilitate balanced scrutiny of the Executive Committee.
Be determined by the Editor-in-Chief, based on the ideas, submissions and productions of the current Media Committees.

The aims of the Section are:
To provide media content that is of particular interest to Loughborough students as deemed fit by the Editor-in-Chief :-
News, comment and current affairs related to the Union, the University, the campus, the local community and national issues.
Features on student lifestyle including sport, art, entertainment, education, welfare and careers.
Information and promotion of activities and events at the Union.
Content which appeals to the full range of Loughborough Students.
To support the Union‟s ethical values through journalism which is balanced and properly sourced.
To promote the personal development of volunteers particularly through training and the development of their organisational, technical and media skills and to support direct career development in media and creative industries.

To partly offset the costs of the Section through media sales and commercial work in line with Union budgets, using media facilities and expertise, whilst acknowledging that commercial demands must be balanced against Union demands.
Members of the Union may join the Section and benefit from participating on payment of an annual fee set by the Editor-in-Chief and approved by the Trustees from time to time.
The Board of Trustees will, at their discretion, allocate suitable premises, equipment and resources to facilitate these aims. Aura Studios, is to be governed as seen fit by the Editor-in-Chief, whilst considering the needs of its clients and the aims of the section.

2. MEDIA PRINCIPLE OFFICER

The Editor-in-Chief is the principal officer. The Editor-in-Chief is a Section Sabbatical Officer of the Union and a member of the Executive committee reporting to Union Council and Board of Trustees. The Editor-in-Chief is elected annually in accordance with Standing Order C.
The Editor-in-Chief is responsible for:
Leading the Section and setting its internal policies and budgets.
Being the Editor in Chief of Label and director general of all Union Media.
Chairing Media Senate meetings.

Taking urgent decisions between meetings, reporting them to the following Senate meeting.

3. MEDIA SENATE

ROLE

To co-ordinate the work of each section of Media and their committees.
Plan developments for the Section.
Approve bids as suggested by the Editor-in-Chief for budget and capital developments for the Section to VP Finance and Commercial Services.

COMPOSITION

In addition to the Editor-in-Chief, the membership of Media Senate and individual roles are:

LCR STATION MANAGER is responsible for:
Reporting on LCR progress since the last meeting of Senate.
Reporting on LCR plans ahead of the next meeting of Senate.
Reporting back to LCR Committee anything that Senate mandates which affects LCR.

LSUTV STATION MANAGER is responsible for:
Reporting on LSUTV progress since the last meeting of Senate.
Reporting on LSUTV plans ahead of the next meeting of Senate.
Reporting back to LSUTV Committee anything that Senate mandates which affects LSUTV.

LABEL EDITOR is responsible for:
Reporting on Label progress since the last meeting of Senate.
Reporting on Label plans ahead of the next meeting of Senate.

HEAD OF AURA AUDIO is responsible for:
Reporting on Aura Audio progress since the last meeting of Senate.
Reporting on Aura Audio plans ahead of the next meeting of Senate.
Reporting back to Aura Audio volunteers anything that Senate mandates which affects Aura Audio.

MULTI-MEDIA HEAD OF MARKETING is responsible for:
Strategising, planning and coordinating the sales of LCR, LSUTV and Media website advertising throughout the course of the year.
Reporting on the progress of advertising since the last meeting of Senate.
Reporting back to Marketing volunteers anything that Senate mandates which affects Media Marketing.
Updating Senate on the current status of advertising for LCR, LSUTV and the Media website.

MULTI-MEDIA ONLINE EDITOR is responsible for:
Operation, maintenance and development of the Media website in line with the Union & lufbra.net branding, working in conjunction with the Online Editors of LCR, LSUTV and Label.
Server maintenance and ensuring the smooth operation of all media servers and computers.
Working with the other members of Senate to assist in making technical enhancements to the Media Centre.
Reporting on any progress since the last meeting of Senate.
Reporting on any plans ahead of the next meeting of Senate.
MULTI-MEDIA SECRETARY is responsible for:
Taking and sending out minutes of meetings of Senate.

Assisting the Editor-in-Chief and other members in selecting the date and setting the agenda of all meetings of Senate, and sending the agenda out as appropriate to the members of Senate.
Assuring the Media Centre works in accordance with the constitution.
Assisting the Editor-in-Chief with general Media Centre administration.
In addition to the specific responsibilities outlined above, Senate members will also be responsible for any other such reasonable duties as delegated by Media Senate and the Editor-in-Chief including the organisation of specific events. Reporting back to Label Committee anything that Senate mandates which affects Label.

4. MEDIA COMMITTEES

LCR, LSUTV and Label shall have a committee appointed according to the "Committee and Appointments" Standing Order in section 5 below.
ROLE
It is the duty of each media committee to ensure that the day-to-day running of the section for which it is responsible goes smoothly, ensuring there is regular output, and that the section acts in accordance with their own internal policies and that those policies also adhere to the policies and decisions mandated by Media Senate and the Editor-in-Chief.
COMPOSITION
The committees of LCR, LSUTV and Label must each have no less than 7 positions. The composition of each committee is at the discretion of the head of that section with the approval of the Editor-in-Chief.
The precise composition of each of the media committees must be outlined in their own internal policy document. Any changes to the composition of a media committee must first be passed at Media Senate with at least 1 month of notice prior to the change being made.

5. STANDING ORDERS

Except where otherwise stated general Union standing orders apply.
MEDIA SENATE
There shall be at least 12 meetings each year.
The quorum for Media Senate is half of its membership number.

The positions of Head of Aura Audio, Multi-Media Head of Marketing, Multi-Media Online Editor, and Multi-Media Secretary, shall be appointed annually in the final term of the academic year for the year ahead (but no later than 6 weeks prior to the end of term). These appointments will be made by process of written, then verbal interview – in a fair manner, at the discretion of the Editor-in-Chief and by taking advice from the current holder of the position, (notwithstanding the standing order "Committee and Elections" below)..

The positions of LCR Station Manager, LSUTV Station Manager and Label Editor - on Senate, are automatically opted into, by appointment of individuals into these roles on their own relevant media committee.
POLICY AND REPORTING
All Media committees and officers should operate in accordance with policy approved by media senate and where appropriate endorsed by Union Council and or The Board of Trustees. The Chair of Council will rule on whether such endorsement should come in the form of approval of a report, or a specific motion, dependant on their importance. Once approved by both Media Senate and Union Council polices will be binding and may not be changed or abandoned without following this process.
Any policy concerning finance will normally be approved by the Board of Trustees.

The Editor-in-Chief shall make a report on the work of Media to each meeting of Union Council.

COMMITTEE AND APPOINTMENTS
Positions on each media committee shall be appointed annually in the final term of the academic year (but no later than 6 weeks prior to the end of term). Appointments will be for a position on that committee for the year ahead, or sooner in cases where a section head and the Editor-in-Chief are satisfied that a full and proper

„handover‟ period has been executed with their predecessor, and that the newly appointed committee member will be able to carry out his/her duties successfully.
Appointments to each media committee will be made by process of written application, then verbal interview, in whatever fair capacity that is approved by the appropriate section head, Senate and the Editor-in-Chief.
Any application period for the positions on the media committees shall be advertised no later than 1 week prior to closing, using (but not limited to) the following channels: email to the Loughborough Students‟ Media mailing list, email to the Section members mailing list, a news item on lufbra.net, and a physical notice within the media centre itself.
All casual vacancies can be filled at the discretion of the Editor-in-Chief at any time within a reasonable period.
AMENDMENTS TO THIS SCHEDULE

Any amendments to this schedule may be made by a simple majority vote at a Media Senate in the first instance. It will then be passed to Union Council for approval which will require a two thirds majority before it comes into force.

SCHEDULE X
LOUGHBOROUGH STUDENTS' RAG

1. THE STATUS

Loughborough Students' Rag, (abbreviated to LS Rag) is an integral part of Loughborough Students Union with the status of a section under the Constitution.

The aims of the section are:

a) To involve students in charitable fundraising, to organize fundraising events and to pass on any monies thus raised to charities and voluntary organizations.
b) To show by example that charitable fund raising can be fun and exciting and to organize events and competitions to further this aim.
c) To educate students on issues pertinent to charitable fund raising and the work carried out by charities and voluntary organizations.
d) To take a particular interest in charitable and voluntary organizations within the Borough of Charnwood.

All full members of Loughborough Students' Union (LSU) are automatically members of Loughborough Students Rag.

The Board of Trustees will, at their discretion, allocate suitable premises, equipment and resources to facilitate these aims.

2. RAG PRINCIPLE OFFICER

The Rag chair is the principal officer. The Rag Chair is a Section Sabbatical Officer of the Union and a member of the Executive committee reporting to Union council and Trustee Board. (**as set out in S4.b.2**) The Rag Chair is elected annually in accordance with **Standing Order C**.

The Chair is responsible for:

a) Leading the Rag Committee.
b) Being the principal representative of Rag to the media and external bodies.
c) Chairing Rag Committee, Rag Council and Rag Finance committee meetings.
d) May take urgent decisions between meetings, reporting them to the following meeting..

3. RAG COMMITTEE

ROLE

a) To promote the work of Rag generally.
b) To organise central Rag events.
c) To assist and encourage Rag Reps in Halls and elsewhere.
d) To support each other in Rag endeavours, including, but not limited to, attendance at all Rag Events, Rag Committee Meetings and Rag Council Meetings.

COMPOSITION

The membership of Rag committee and individual roles are in addition to the Rag Chair.

a)The membership of Rag committee and individual roles are in addition to the Rag Chair.

b) In addition to the specific responsibilities outlined below, Committee members will also be responsible for any other such reasonable duties as delegated by the Rag Council, Committee and Chair including the organisation of specific events.

c) Membership of Rag Committee will commence on the first day of the summer term after a successful election at the Rag AGM. This term will run until the last day of the Easter term in the subsequent Academic year.

d) If no replacement is elected at the AGM it is encouraged, but not expected, that the current post holder will continue to provide some input in Rag Committee and assist with arranging a suitable replacement.

c) VICE CHAIR sits below the Rag Chair as the main aide on committee. The Vice Chair is a member of the Rag Finance Committee, and will deputise for the Chair should the need arise. Main responsibilities include:

i) Welfare of Hall Reps

ii) Branded merchandise and other forms of stash.

iii) Coordinate social occasions for rag volunteers with the Events Coordinators and the Rag Chair.

iv) Maintain handover documents for the following academic year.

v) Research and develop new projects and ventures to see the expansion of Rag as an organisation. After the first year of a project, responsibility will hand-over to the appropriate member of committee.

d) SECRETARY responsibilities include:

i) Taking minutes and creating agendas for all Rag meetings.

ii) Ensuring Rag works in accordance with the constitution.

iii) Assisting the Chair with Press releases in conjunction with Marketing and Recruitment.

iv) Arrange for the minutes of Rag Council and Rag Committee to be sent to the Vice President: Democracy and Communications for ratification by Union Council.

v) Maintaining the archive with the Rag Administrator.

e) TREASURER sits of Rag Finance Committee, and acts as a signatory on the Rag Account. Responsibilities include:

i) Attendance and completion of actions of Rag Finance Committee.

ii) Co-signature and scrutiny of all financial transactions within Rag

iii) Assistance with money counting as much as possible.

iv) Ensuring Star Fundraiser database and hall totals are up to date and made available to reps.

v) Produce a budget with the Rag Chair to be passed at the first council of term.

vi) Produce mini-budgets prior to each Event.

f) EVENTS CO-ORDINATOR (2 Positions) responsibilities include:

i) Consultation with committee, particularly Logistics and Media Coordinators, to ascertain and specific requirements before planning of an event begins.

ii) Setting a date for the event, after this consultation, which should then be swiftly communicated to Marketing and Recruitment Officer.

iii) Organisation of all aspects of the Event, from set up to take down. This includes where, when, and how (infrastructure, routes and operational teams as required).

iv) Liaison with the Chair regarding progress and difficulty.

v) Liaison with the Logistics Coordinator to arrange for the purchase of additional resources needed for the event.

vi) Briefing Rag Committee upon completion of the planning stage, and following agreement from Rag Committee, briefing Rag Council.

vii) Delegation of tasks during the event to maintain an overall view of the event and ensure its smooth running.

g) RAIDS OFFICER responsibilities include:

i) Liaison with charities, maintaining contact with their representatives and keeping up to date with their raids calendars to be aware of those available.

ii) Selection and booking of raids regularly across the academic year, working with the Chair to plan the dates.

iii) Preparation of collection materials for raids including buckets/tins, wraps, lids, seals, permits, and other charity materials such as stickers and t-shirts.

iv) Compilation of information on charities being collected for, and areas being collected in, to distribute to volunteers.

v) Securing accommodation and transport for raids where required.

vi) Book annual tours during the holiday periods as appropriate.

h) LOGISTICS CO-ORDINATOR responsibilities include:

i) Acquisition, storage, maintenance and transport of all equipment required for any rag event.

ii) Liaison with Rag Administrator to arrange the safe storage of financial and legal documents.

iii) Liaison with Maintenance staff to ensure safe storage of gas bottles and similar hazardous materials.

iv) Keeping the Rag Store organised.

i) MARKETING AND RECRUITMENT OFFICER responsibilities include:

i) Promotion of all Rag events to all students, particularly targeting under-represented audiences including community students, societies and international students.

ii) Major recruitment drives, such as Choose a Challenge.

iii) Acting as the main point of contact for externally run events.

iv) Procurement of a title sponsor, as well as individual event sponsors.

v) Press releases, including, but not limited to, the creation of the bi-weekly, term-time, newsletter.

j) WEBMASTER responsibilities include:

i) Administration and maintenance of Rag internal email system (for committee and reps), providing technical assistance as required.

ii) Maintenance of the bi-weekly, term-time, external newsletter. This involves the consolidation of news from Committee and the distribution. Creation should be done in conjunction with the Marketing and Recruitment Officer.

iii) Creation, maintenance and development of both content and functionality of all rag websites, currently lufbra.net/rag and lsrag.co.uk, to cater for all online audiences both internal and external to the union. This includes the accuracy of any information.

iv) Liaison with the Marketing and Recruitment Officer to fully utilise social media for the promotion of all rag events and activities to internal and external partners.

k) MEDIA CO-ORDINATOR responsibilities include:

i) Maintaining close links with LSU media and other external media outlets.

ii) Liaison with the Editor-in-Chief to utilise LSUTV, Label and LCR to the fullest extent, and ensure rag events are given adequate media coverage, with an appropriate output e.g. video or photos, where required.

iii) Contribution of material for press releases and posters.

iv) Sourcing and formatting material for recruitment and promotion drives e.g. choose a challenge.

l) ALUMNI OFFICER (2 Positions) is a non-voting member of Rag Committee, who is not expected to attend meetings, but will be invited at the discretion of the chair. Similarly they are not expected to attend rag events, but are always welcome to support either in person, or with advice and encouragement. Responsibilities include:

i) Maintaining good communication links with as many rag alumni as possible through all communication channels, i.e. social media, with particular efforts

directed to previous rag committee members. It is also expected that the Alumni Officer will maintain communication with the Alumni Representative of the Union.

ii) Organising, in conjunction with the Rag Chair, for these alumni to take part in rag, both events and raids, where possible and in particular Beerfest and Bonfire Night. Whilst not limited just to Beerfest and Bonfire Night, these are the events which benefit the most from a strong Alumni representation, and also provide the ideal situation for the Alumni to give the wisdom of experience to the new committee and reps.

m) REMOVAL OF COMMITTEE MEMBER

i) Should Rag Committee deem another member of committee unfit to continue in their post they may call a vote of no confidence.

ii) Removal will require a unanimous vote of committee (the member in question does not receive a vote).

iii) If Committee are not unanimous then the matter will pass to Rag Council, where a 2/3rd majority is required for a successful vote of no confidence. It will then be recommended to Union Council that the member is removed, and upon Union Council ratification this decision shall be final. Whilst awaiting Union Council ratification, the Committee member in question loses all voting, listening, and speaking rights at any meeting of Rag Committee, Rag Council, or Rag Finance Committee, but retains the title of their position.

4. RAG COUNCIL

ROLE

a) To direct the work of the Rag Committee.
b) To elect the elected members of the Rag Committee.
c) Co-ordinate Rag activity in Halls.
d) At as a channel of communication for Rag.
e) To agree policies for Rag's operation and to refer these to Union Council and Trustee Board for approval.

COMPOSITION

a) 2 reps nominated by each Hall committee that opts to be in the Hall Incentive scheme
b) 1 rep from the College
c) 1 rep from the RNIB

d) Rag Committee

5. FINANCES

All money raised by Rag is held in trust by the LSU Trustees for the charitable purpose for which they were raised less an agreed amount towards to costs of fundraising and administration not normally more than 10%.

b) Certain events support the charitable objectives of Rag as part of Loughborough Students' Union, and as such are not expected to make a profit, but merely to encourage student involvement.

c) Rag will designate, and make clear to donors, which charitable funds are being supported by any donation.

d) Bank Account signatories will be Rag Chair, Rag Treasurer, Rag Administrator and the Union Finance Manager. Each cheque shall be signed by one student and one staff member.

e) In the event of any discrepancies regarding the Rag finances, an investigation will be carried out by the VP Finance and Commercial Services.

f) The Rag total of funds raised will be calculated and declared each year. The manner of this declaration will be periodically agreed at Union Council.

g) Funds claimed by LS Rag as a result of Marshalling shall not exceed £400,000. Marshalling events which take place on campus are exempt from this cap, and instead the amount raised will be claimed centrally, but not distributed to halls. Marshalling events run externally will be claimed on a per head basis, where each volunteer will accrue a monetary value for their hall total. This value will be decided at the discretion of Rag Committee.

RAG FINANCE COMMITTEE

There shall be a Rag Finance Sub-Committee which shall be responsible to the LSU Trustees for over-seeing the finances of LS Rag.

Specific Responsibilities include:-

a) To consider and draft Rag's financial budgets subject to approval by LSU Trustees and rag council and in accordance with Union financial procedures.
b) To monitor Rag's financial control systems and practices to ensure that all charitable money is properly accounted for and allocated in line with systems approved by LSU Trustees.
c) To consider and comment on Rag's annual financial accounts prior to approval by LSU Trustees.
d) To set out guide-lines for the management of Rag projects and to consider reports on the financial outcome of such projects subject to policies and reporting to LSU Trustees.

Composition

a) Rag Chair (who will Chair and convene meetings)
b) VP Finance and Commercial Services
c) Rag Treasurer
d) Rag Vice Chair
e) The Union Permanent Secretary will ensure appropriate staff support for the committee.

6. RAG STANDING ORDERS

Except where otherwise stated general Union standing orders apply.

COUNCIL

There shall be at least 20 Rag Council meetings each year.

Representatives that fail to attend three consecutive Rag Council meetings without written apologies shall automatically lose their position as a council representative. Any member that misses 3 without written apologies, are subject to dismissal at the committee's discretion.

The quorum for Rag Council is half of elected members.

iv) The Agenda will follow the typical structure as laid out in the Union Constitution, but will include a section for Committee Questions. This is to allow reps the chance to question the activities of committee.

v) Procedural motions shall be the same as those adopted within the Union Council section, but may be suspended with a simple majority vote of Rag Council.

POLICY AND REPORTING

i) All Rag committees and officers should operate in accordance with policies approved by Rag Council. Where appropriate these policies will be endorsed by Union Council and or The Board of Trustees.

ii) The Chair of council will rule on whether such endorsement should come in the form of approval of a report, or a specific motion to Union Council. This will be dependent on the policy's importance.

iii) Once approved by both Rag Council and Union council, polices will be binding and may not be changed or abandoned without following the process laid out above.

iv) Changes to this constitution will require a 2/3rds majority vote at Rag Council, and will need to be ratified at the next possible Union Council.

v) Any policy concerning finance will be approved by the Rag Finance Committee and endorsed by the Board of Trustees.

vi) All Committee members, including the Chair, will report to Council each week.

vii) The Chair's report will also be made available to Union Council, through whatever means is required by Council Mandate.

d) COMMITTEE AND ELECTIONS

i) One meeting in the spring term will be designated (at least 4 weeks in advance) as the AGM and at this meeting elections for the following year's Committee will take place.

ii) Written notice of at least 14 days must be given to both old and new reps. Any motions must be sent out 7 days before the date of the AGM.

iii) The elections of Rag Committee members will be in accordance with Standing Order D except that the posts of Webmaster and Media coordinator.

iv) Webmaster and Media Coordinator will be appointed following a suitable selection procedure by a panel that consists of Chair, Chair Elect and one other member of committee that ensures a mixture of gender on the panel.

v) This selection procedure must be conducted prior to the AGM, and a decision made ready for announcement at the AGM.

vi) Ratification of the Webmaster Elect and Media Coordinator Elect will be the first item on the agenda at the AGM.

vii) Current Rag Committee must be fair and impartial to all potential candidates, and in line with this Rag Committee cannot propose or second.

viii) The Election of all other members of Rag Committee will take place according to the Union Constitution (Single or Alternate Transferable Voting as appropriate).

ix) Eligible voters will be Rag Committee and any hall rep to have served in the current academic year, who have not stepped down or been removed from their position. This vote can be reinstated by a simple majority vote of Rag Council.

x) Any person elected to Rag Committee, who still holds the position of Rag Rep on a Hall Committee, will be given 6 weeks in which to find a replacement for their position on Hall Committee. During this period the person in question will be expected to undertake the responsibilities of both roles, and as such is encouraged to find a replacement as soon as possible. If after 6 weeks a replacement is not found, it will become an agenda item for Rag Committee who will work to resolve the situation in the best interests of the section.

d) RAG PRESENTATION EVENING

i) This will be the forum for the disclosure of the final total of funds collected by LS Rag.

ii) On this evening, a variety of awards will be distributed to recognise the outstanding contribution of individuals to rag and the halls which have raised the most money. The awards to be distributed are detailed below:

(1) Best Hall – To be won by the Hall with the highest total come the end of the year.

(2) Best Hall Per Head – To be won by the Hall with the highest total per bed in their Hall at the end of the year.

(3) Most Improved Hall - To be won by the Hall that has the largest percentage improvement on their previous year's total at the end of the year.

(4) Raids League - To be won by the Hall that has the highest amount of points at the end of the year.

(5) Don Buccanhan – Awarded to a leaving volunteer who has made an outstanding contribution to LSRag over their time at the University. Awarded by the new committee, the Rag administrator, Chair Elect and Chair.

(6) Rag Chair's Award – Awarded to the volunteer that has made the best contribution to the Chair's year. Decided by the Chair.

(7) Peter Oakes Hands on Award – Awarded to the volunteer that has just gotten on with things without complaining and has a really hands on attitude to fundraising. Decided by the Current and Previous Committee.

8) Best Old Rep – Awarded to the most outstanding rep in the previous academic year YY to January of the current year. Decided by the old committee.

(9) Best New Rep - Awarded to the most outstanding rep in the current academic year YY to present. Decided by the new committee.

(10) Best Collector of Rag Week – Awarded to the volunteer whom has collected the most funds during Rag week.

(11) Best Tour Collector - Awarded to the volunteer whom has collected the most funds during any Rag Tour.

(12) Starfundraiser – Awarded to the Volunteer that has raised the most from bucket collections over the course of the current year.

(13) Best Fresher Collector - Awarded to the individual fresher that has raised the most from bucket collections over the course of the current year.

(14) Driver of the Year – Awarded to the driver that has contributed the most in miles and time that year.

(15) Largest Fresher's Raid - Awarded to the Hall that had the largest percentage of freshers in attendance on their fresher raid.

(16) Best Fresher's Raid - Awarded to the Hall that raised the largest amount money on their fresher raid.

(17) Best Raid in Rag Week – Awarded to the hall whom raised the most on a single raid in Rag Week per head in attendance to a minimum of 20 individuals.

(18) Mayor's Parade – Awarded by the Mayor to the Hall that he deems to have the best float.

(19) Garcia – Awarded to the hall that has made the most significant contribution to Rag week decided on by the committee in power during Rag Week.

e) DISTRIBUTION OF UNALLOCATED CENTRAL FUNDS

i) During the course of the year funds may be collected for central LS Rag budget to allow other events to take place.

ii) Should this budget be in surplus at the end of the year, LS Rag shall invite local charities and organisations (within Loughborough or the immediate local area) to bid for some of this surplus.

iii) An extra Rag Council will be called, and all members of LS Rag invited for the sole purpose of deciding the most worthy bids. For this meeting, and this meeting only, all members of LS Rag shall have an equal vote. It is discouraged that bids from organisations with National Support be granted during this process, and instead focus be given to organisations operating only within the local area.

iv) Two weeks' notice shall be given before the date of this meeting, and bid applications circulated one week before.

v) The Rag Finance Committee will decide what proportion of the remaining budget surplus is allocated for distribution, so that an operational budget is kept for the next academic year.

AMENDMENTS TO THIS SCHEDULE

Any amendments to this schedule may be made by a simple majority vote at a Rag Council in the first instance. It will then be passed to Union council for approval which will require a two thirds majority before it comes into force. This overrides any other mention of change to schedules in this document.

SCHEDULE XII ACADEMIC CONGRESS

1. DEFINITIONS

i) The term 'faculty' refers to a faculty of Loughborough University

2. OBJECTIVES

i) To advise the LSU Executive on the Union's academic policy in relation to Loughborough University.
ii) To assist the VP Education in the direction of surveys and research .
iii) To review all annual survey data and agree directives from this including formation of mini projects as required.
iv) To discuss ongoing academic issues within the University.
v) To advise on strategy for election of programme reps and the election of reps to the voice policy groups.
vi) To review the strategy recommended by the voice policy groups .
vii) To make recommendations on the roles of each policy group and remove or create new groups.

3. MEMBERSHIP

i) Vice President: Education – who shall chair.
ii) Vice Chair of the Department Chairs Committee – who shall provide administration.
iii) Faculty Representatives (1 from each of the University Faculties) - who shall represent the views of the students within their respective faculty.
iv) Postgrad Development Officer of the LSU Executive .
v) Postgraduate Rep - who shall represent the views of the views of the postgraduate students.
vi) 3 Department Chairs - who shall represent the views of the Department Chairs Committee.
vii) 3 Programme Reps (1 from each of the University Faculties) - who shall represent the views of the programme rep community.
viii) 2 Diversity Reps - who shall provide input and represent the views of the diverse Loughborough community.
ix) Project Rep - who shall aid in the production of reports into any issues decided relevant by Academic Congress.

4. MEETINGS

i) Academic Congress will meet once per term and requires a two week notice period.
ii) The chair, supported by at least other full member may convene additional, emergency meetings if required. At least 5 working days notice must be given for an emergency meeting.
iii) The meeting will require a quoracy of 40%

SCHEDULE XVI
DEPARTMENT CHAIRS COMMITTEE

5. DEFINITIONS

i) The term 'students' refers to all registered students at the University.
ii) The term 'department' refers to a department within the University.

6. OBJECTIVES

i) To provide a forum for discussion of problems related to the academic affairs of the University.
ii) Act as a channel of communication between students of each University department and the Executive.

7. MEMBERSHIP

i) Each department chair
ii) The Vice President: Education, who shall have no voting rights
iii) The Postgraduate Development Officer who shall have no voting rights
iv) The Vice Chair, who shall have no voting rights
v) The Faculty reps

8. OFFICERS OF THE DCC

i) The Vice Chair who shall act as secretary to the committee and shall deputise for the chair where required. They shall also be responsible for ensuring the social cohesion of the group

9. MEETINGS

i) There shall be no less than three meetings of the DCC per term, written notice of the meetings must be
ii) given no less than five working days in advance of the meeting.
iii) The agenda shall be made available no later than 48 hours prior to the meeting.
iv) The quorum shall be 40% of the voting members.
v) Minutes of meetings must be made available no later than five working days after a meeting.

10. FUNDING

i) The DCC shall be funded by the union in accordance with the financial budgets approved by Council.
ii) This budget shall be controlled by the Vice President: Education
iii) The DCC shall be funded by the union in accordance with the financial budgets approved by Council.

11. ELECTIONS AND TERMS OF OFFICE

i) The Department Chair shall be elected by the students in that department in term one, but no earlier than week 5.
ii) The office of a department chair shall be from the first day of Semester two until the corresponding date the following year. However once elections have passed, new department chairs shall be invited to the DCC as non-voting members.
iii) If any member resigns before the end of the stipulated term of office, or a position is vacant for any
iv) reason, the vacancy shall be filled by the relevant constituent body, in line with the department
v) committees constitution.
vi) The vice chair shall be elected from within the retiring chairs to serve the committee. If the vice chair resigns during their term in office then a replacement will be elected from within the DCC at the next available meeting.

12. REMOVAL OF COMMITTEE MEMBERS

i) Any elected member of the DCC who fails to attend three consecutive meetings without offering an explanation to the chair and accepted by the meeting shall normally be deemed to have resigned and result in a casual vacancy.

SCHEDULE XVII
EXECUTIVE PROJECT TEAMS

1. THE ROLE

a) Executive Project Teams shall be created to assist a member of the Executive with project.
b) The Executive Committee will clearly state the role for each Project Team.

2. STRUCTURE

a) The relevant positions with be created in these teams as designated by the Executive Committee.
b) The meeting shall be called and chaired by the member of Executive who is mainly responsible for the particular project area.
c) The chair of a Project Team must ensure that its meetings are minuted and that these minutes are passed to the Executive Committee.
d) Each Project Team shall meet as often as the Executive deem is necessary to do so.
e) If a position on a Project Team is to be elected, the election shall be carried out in accordance with Standing Order D

STANDING ORDER A
UNION COUNCIL MEETINGS

THE MEETING

a) Union Council shall meet in accordance with Paragraph 8 and Schedule I of the Constitution.

THE QUORUM

a) The quorum shall be 50% of those Union Council members currently elected, excluding Executive Committee Members.
b) The quorum may be challenged through the Chair at any point during the meeting.

THE AGENDA

The agenda of the meeting shall be as follows:

a) Apologies for absence - where apologies from those not present shall be noted.
b) Minutes of the last meeting - where the minutes of the previous meeting shall be corrected and approved.
c) Matters arising from the minutes of the previous meeting - progress reports shall be given by any member with outstanding actions from previous meetings of council.
d) Chairs Comments - the chair shall make any comments they deem necessary for the Union Council meeting.
e) Select Committees – Council shall break for 15 minutes maximum for the Select Committee reviews.
f) Executive Questions – Feedback from the select committees shall be given, and any questions can be asked of the executive committee.
g) Items for Discussion. - Formal motions and items of information shall be discussed here.
h) Emergency motions – Emergency motions as outlined in paragraph g) of this standing order will be discussed here.
i) Formal Starred Items.
j) Summary or reports.
k) Elections.
l) Any Other Business.
m) Date of Next Meeting.

AGENDA ITEMS

a) All agenda items should be submitted in writing 7 days before the Scheduled meeting, and should be sent to members of Council, 5 days before the Scheduled meeting.
b) All amendments should be submitted 2 days before the Scheduled meeting.
c) Items of Any Other Business must be of a non-substantial nature, and the Chair of Union Council will decide if items are of a non-substantial nature.
d) No item on the agenda can be deemed as a decision of Council until a two-thirds majority of those voting accepts the decision.

e) All motions and amendments except those submitted by Committees or sub-committees of Council must be proposed and seconded before they can be discussed.

SELECT COMMITTEES

a) Select committees shall be formed at the beginning of each council year, following the union council councillor elections.
b) The committees shall comprise of a maximum of two members of the executive paired by common lines of work, and a minimum of 6 union councillors, chosen by the Chair of Union Council.
c) Each committee shall elect a chair who is responsible for reporting the findings of the committee to union council and the board after every meeting.
d) The role of the select committees is to discus and examine the executive officers progress in their role against their strategic plan presented to union council.
e) Each council a minimum of two committees, chosen on a rotary basis shall be required to verbally report on its findings.
f) The committees shall meet for a minimum of 10 minutes at each meeting of union council.

GUILLOTINE

a) A guillotine, or time limit, may be set at the start of the meeting for the length of the meeting.
b) The reasons for setting a guillotine must be explained, and the guillotine must be supported by a two-thirds majority vote to be valid.

EMERGENCY MOTIONS

Emergency Motions must:

a) not involve changes to the Constitution, its Schedules or Standing Orders.
b) be produced in writing and handed to the Chair before the meeting starts
c) be ruled, by the Chair, as vital to the interests of the Union and impractical to have put the motion on the agenda by the deadline.

EMERGENCY MEETINGS

a) Emergency meetings may be called by the Executive Committee or by 50 students by request in writing to the Permanent Secretary; the business of the meeting must be clearly stated in the request.
b) Notice of such meetings should be posted 48 hours before the meeting is to take place.
c) Such meetings shall not discuss the Constitution, Schedules or Standing Orders of the Union.

THE CHAIR

a) The Chair shall be responsible for preserving order, for ensuring that proceedings are conducted in a proper manner and for seeing that the minutes of the preceding meeting are signed.
b) All other persons at the meeting will address the meeting through the Chair.
c) With the permission of the meeting, the Chair may offer points of information to the meeting.
d) In the event of a tied vote on a procedural motion the Chair shall have a casting vote.
e) The Chair will act as the teller of all results when a vote is taken on motions, amendments and elections at the meeting.

f) In the absence of the Chair, the meeting shall elect a temporary Chair, who shall undertake the duties of the Chair for the duration of that meeting.

DEBATING PROCEDURE

a) After an initial proposing speech for the main motion, each amendment will be debated in turn.
b) Speeches for both the substantive motion and the amendments will be taken for and against in turn.
c) The Proposer and Seconder of the substantive motion and amendments will be the first and second speakers respectively for their motion.
d) Each speech may last up to two minutes.
e) Each speaker may ask the meeting for a 30 seconds extension, and use that 30 seconds with the permission of the meeting.
f) Members, except the Proposer and Opposer, may speak once only during any one debate, except at the discretion of the Chair.
g) The Proposer and Opposer have one minute each to give a summary for and against the motion.

PROCEDURAL MOTIONS

a) The following motions may be put to Council:
    i) 10.1 That the question be put to the vote immediately - if carried by a single majority the current round of speeches will be completed and a summary allowed before the vote is taken, if not carried by a simple majority the discussion shall continue.
    ii) 10.2 That the question not be put to the vote, and if carried by a simple majority the discussion will end, but may be brought to a subsequent meeting.
    iii) 10.3 That specified officer(s) or Committee(s) of the Union be censured.
    iv) 10.4 That there be a temporary adjournment of the meeting for not longer than 30 minutes and with a period of 90 minutes between any two adjournments.
    v) 10.5 That the matter be postponed to a later specified meeting.
    vi) 10.6 That the matter be referred to a committee or sub-committee.
    vii) 10.7 That the matter be referred back to a Union body for re-examination.
    viii) 10.8 That a motion be taken in parts.
    ix) 10.9 That a matter be taken to a referendum in accordance with the Standing Orders for referendum.
    x) 10.10 That the vote be taken by secret ballot.
    xi) 10.11 That a presentation should be given for a period of no more than 20 minutes.
    xii) 10.12 To suspend Standing Order D, for the duration of a vote, so it may take place by a show of hands.
b) All procedural motions must be passed by a simple majority to come in to effect except motion 10.9 which shall require a two-thirds majority.
c) There shall be no order of precedence amongst procedural motions except that motion 10.2 shall take precedence over all others.

POINTS OF ORDER

a) Where a member of Council feels that the procedure of the meeting conflicts with these Standing Orders or the Constitution, they may raise a point of order. In doing so, they must cite the section of the Constitution with which they feel there is a conflict.
b) A point of order may not be raised whilst a vote is being taken unless it concerns the conduct of the vote.

POINTS OF CLARIFICATION

a) A point of clarification may only be used to make points clear to the meeting, and must be made through the Chair.
b) A point of clarification may be made at any point during the meeting.

CHALLENGES TO THE CHAIR

a) If a member wishes to challenge the Chair's ruling on any question, that member may challenge the Chair under a point of order.
b) The procedure is as follows:
    i) The Chair shall nominate immediately a temporary Chair who shall preside until the question is decided.
    ii) The Challenger may then propose the challenge.
    iii) The Challenged Chair may then reply.
    iv) The Challenger may then give a summary.
    v) No other member has the right to speak, except the temporary Chair.
    vi) The question shall immediately be put to the vote.

VOTING

a) A vote will normally be taken by a show of hands.
b) The Chair may deem the vote to be carried if no dissent is shown.

STANDING ORDER B REFERENDUM

THE REFERENDUM

a) A referendum may be called by either:-
   i) Two-thirds majority vote of those present and those voting at Council.
   ii) By petition of 600 students. The petition Shall be carried out via the Union website, requests for such a petition shall be directed to the Permanent Secretary.
b) Any petition requesting a referendum should be debated at Council before the referendum is initiated. If the petitioners are not satisfied with the decision of Council the referendum shall continue, else the decision of Council is final.
c) Any motion or petition requesting a referendum must include the text of a proposition to be put to referendum. It must also include the names of two full members of the Union who will act as the formal Proposer and Seconder of the motion.
d) Being informed that a referendum has been requested in accordance with the clauses above, Elections Committee shall be charged with the responsibility of organising the referendum.
e) Elections Committee will set a date for the referendum not more than four weeks and not less than three weeks from the date on which they receive the request.
f) On the day before a referendum, a General Meeting of all members will take place in order for debate to take place on the motion.

THE GENERAL MEETING

a) The agenda of the meeting will contain only the formal motion to be decided by referendum.
b) The notice of the General Meeting shall be widely publicised through the normal channels of communication at least 5 days before the meeting is due to take place. The notice shall contain the full text of the motion.
c) Order of speakers:
   i) The Proposer of the motion will speak for up to 3 minutes.
   ii) The Opposer of the motion will speak for up to 3 minutes.
   iii) The Seconder of the motion will speak for up to 2 minutes.
   iv) The Seconder speaker opposing the substantive will speak for up to 2 minutes.
d) The debate will then be opened to the floor for debate. The Chair should attempt to ensure that speeches are balanced between those opposing and those supporting the motion.
e) When the Chair considers that matter has been fully debated a final speaker opposing the motion may be called to give a summary. Finally the Proposer of the motion will be called to give a summation for the proposition. Each person has a maximum speaking time of 2 minutes.

PROCEDURAL MOTIONS

a) A motion that the debate end, summaries take place, and the referendum takes place immediately.
b) A motion that the debate does not end and is continued until the meeting wishes otherwise.
c) A motion for a temporary Chair.

THE CHAIR

a) The meeting shall normally be chaired by the Chair of Council, unless absent when a temporary Chair will be elected from the meeting.
b) The duties of the Chair are to preserve order, to ensure that proceedings are conducted in a proper manner, to adjourn the meeting whenever necessary, and to declare the meeting closed.
c) All speakers should address the meeting through the Chair.
d) The Chair may offer points of information with permission from the General Meeting.
e) The Chair may order the removal of any member at the meeting who persistently disrupts proceedings.

CHALLENGES TO THE CHAIR

The Chair may be challenged under a point of order with the following procedure:

a) The Chair shall immediately nominate a temporary Chair who shall preside until the challenge has been settled.
b) The challenger may then say why the challenge has been made.
c) The challenged Chair may then reply.
d) The challenger may then sum up.
e) No other member has the right to speak.
f) The question shall immediately be put to a simple majority vote.

POINTS OF ORDER

A point of order may only be used to point out that the meeting is not proceeding in accordance with this standing order.

POINT OF CLARIFICATION

A point of clarification may only be used to make points clear to the meeting, and must be done through the Chair.

THE PROCEDURE FOR THE REFERENDUM

a) At the close of the General Meeting a ballot box shall be opened for the referendum for a period of one hour to allow those present at the meeting to cast their vote should they wish.
b) The ballot form for the referendum will state the question and boxes for YES or NO or REFER BACK TO UNION COUNCIL
c) A secret cross-campus ballot will take place the following day in each of the wards/constituencies and is to follow procedures laid out in Standing Order C. Where there is contradiction, Standing Order B will take precedence.
d) Elections Committee will be responsible for collecting and counting the vote.
e) The quorum for the referendum shall be 35% of full time students. Where the quorum is not met, the matter will be decided by Council.
f) A simple majority is needed to make a decision.
g) The result will be announced by the Chair as soon as possible, and will widely publicised through the usual channels of communications.

h) Where there are more votes for REFER BACK TO UNION COUNCIL than YES or NO, the matter will be referred back to Council.

STATUS OF REFERENDUM POLICY

a) The result of the referendum is binding and will have the effect of becoming Union policy as from the time at which the result is announced.
b) Policy made by a referendum may not be changed by Council until one year after the date on which it is passed. Such policy shall automatically take on the status of ordinary Council policy after one year.

STANDING ORDER C
GENERAL ELECTIONS

1. ELECTION PROCEDURES

DEFFINITIONS

a) 'General Election' means any campus-wide election of Union Officers as defined in Paragraph 9 of the Constitution, and of the delegation to NUS conference, with the exception of the Union President who shall be an ex-officio member of the delegation, and the annual ballot on affiliations. General Elections will normally be held in the second term of each year.
b) The term 'days' refers to "working days".

ELECTIONS COMMITTEE

a) The overall responsibility for the conduct of general elections is delegated by Council to the Elections Committee of the Union.
b) The Elections Committee of the Union shall be chaired by the Returning Officer of the Union.
c) The Elections Committee of the Union shall ensure that general elections are conducted in accordance with the Constitution, Standing Orders and rules, and shall assist the Returning Officer in their duties.

PRECEDURE PRIOR TO ELECTION

a) Not less than 14 days before a general election is due to be held, there shall be a meeting of Council at which Council shall appoint three student members of the Union from each ward to be Electoral Officers. The Electoral Officer must not be a member of the said ward. Council may delegate the selection of electoral officers to the Returning Officer.
b) Elections Committee shall fix the dates, times of the day of voting, the hustings and the copy date of the publishing of manifestos and these shall be minuted for ratification by a meeting of Council not less than fourteen days before a General Election.
c) The Election dates shall be set with regard to the term dates of the constituent colleges, Public Holidays and major Union events e.g. Rag Week.
d) Each Electoral Officer shall be responsible for the conduct of the ballot within his or her constituency in accordance with the Constitution, Schedules and Standing Orders.
e) The Returning Officer will, at the Council Meeting at which Electoral Officers are appointed, issue each Electoral Officer with a copy of this Standing Order and instructions as to how to conduct the ballot.
f) The Returning Officer shall also instruct the Electoral Officers and Secretary to publicise the place, date and times of the voting and hustings, copy date for manifestos, closure date of nominations and shall inform the Electoral Officers of the voting number in use.

DISPUTES

a) Elections Committee shall have the power to recommend to Procedures Committee any candidate if they are deemed to have breached these Standing Orders or the relevant section of the Constitution or Candidates pack or furtherinstructions issued by the Returning Officer or Acting Returning Officer in accordance with paragraph e) viii) of this Standing Order.

b) Breaches of these Standing Orders or the relevant sections of the Constitution or Candidates pack Issued may render a candidate liable to disqualification by the Procedures Committee subject to appeal by Council. The decision of Council will be final.

c) Any dispute arising from the interpretation of this Standing Order, Candidates Pack or Further instructions(not relating to the ballot or count) shall be referred to the Elections Committee and hence to the Procedures Committee who shall resolve the matter, subject to appeal to Council. The decision of Council shall be final.

d) Procedures Committee should seek legal advice where considered necessary and must accept representation on behalf of any candidate or complainant who so desires it.

e) Breaches of these Standing Orders or Candidates pack or further instructions issued by the Returning Officer or Acting Returning Officer in accordance with paragraph e) viii) of this Standing Order, may render a member who is not a candidate liable to referral to Discipline Committee.

f) **All information in the Candidates Pack are not further instructions.**

NOMINATIONS AND CANDIDACY

a) Nominations:-
   i) Nominations for each position to be filled at an election, must be in writing, signed by the Nominee, Proposer and Seconder each of whom is entitled to vote in the election.
   ii) A Nominee, Proposer or Seconder may not be involved in any other nomination for the same position.
   iii) No Student Officer is allowed to be a Proposer or Seconder of any candidate.

b) All nominations must be lodged at the office of the Permanent Secretary of the Union by 9am not less than seven days before an election and unless so lodged shall be void.

c) Elections Committee shall ratify all nominations following the close of all nominations.

d) Once the Elections Committee has ratified the nominations there shall be a meeting of all candidates. After the close of this meeting candidates can begin their campaigns.

e) Notice of the list of all nominations of candidates shall be posted at least six days before any election.

f) In the event that by the time nominations close insufficient nominations are forthcoming to fill all the vacancies, the elections shall proceed (except for those posts for which no nominations have been received) until the results have been declared. The procedure for unfilled vacancies shall then be as for casual vacancies, as defined in Paragraph 18 of the Constitution.

g) Upon entering their nomination, candidates shall receive from the office of the Permanent Secretary, copies of this Standing Order, and notice of the date, time and place of voting and husting, the copy date for publishing election manifestos, and of the upper limit of funds which may be spent on their campaign.

h) The Returning Officer or Acting Returning Officer may issue candidates with further instructions as deemed appropriate. This notwithstanding, a candidate shall not be liable for disqualification for a breach of those instructions.

i) These instructions must be ratified by the Procedures Committee or Elections Committee

j) Upon entering their nomination, candidates shall also register the name of their appointed observers to the count, if they wish one to be present, with the Permanent Secretary. All observers must be members of the Union.

k) Withdrawal of nominations shall be submitted to the office of the Permanent Secretary to the Union, in writing, three days before the election.
l) Candidates for election must be full members of the Union at the date of election.
m) Candidates may not stand for election to more than one of the positions of Student Officers or Executive Committee positions. Candidates may however additionally stand for the position of Delegate to N.U.S. Conference.
n) Candidates for election may not, between the time their nominations are entered and the time the final result is declared, remain members of the Elections Committee, or the Procedures Committee, or the Discipline Committee, and are automatically suspended from membership of those Committees. For the duration of the General Election, Council may co-opt further members to meet the quoracy levels of the sub-committees.
o) All publicity used to promote candidates shall be financed by the Union.
p) Candidates for any post (and any member or group of members running a 'No Candidate' campaign) may spend up to a certain limit on their campaign. This limit shall be fixed from time to time by the Council.
q) Candidates shall publish accounts of their campaign expenditure (including a nil return if applicable) which shall be submitted to the Elections Committee. The day will be decided upon by the Elections Committee.
r) All student officers shall remain neutral during the period of campaigning and are not allowed to support any candidate. In particular, no election candidates will use any quotes or any form of media associated with any existing Student Officer.

HUSTINGS

a) Between the date of closure of nominations and the date of the elections there shall be a series of public meetings, of which all candidates shall be informed, where they will state their policies and answer questions from those present. The amount, dates and times of the Hustings is up to the discretion of the Elections Committee.
b) Candidates may not take part in Hustings not arranged by the Elections Committee.

THE BALLOT ON AFFILIATIONS

At the General Election each year to elect Student Officers, the list of affiliations mentioned in Paragraph 26 of the Constitution will be posted by each ballot box. At this election, the ballot paper will include for each affiliation, boxes for FOR, AGAINST and ABSTAIN. The result will be decided by simple majority. In the event of an equal number of votes being cast for FOR and for AGAINST, the Returning Officer shall decide the ballot by the toss of a coin, which shall be allowed to fall to the ground. A head shall represent a vote for FOR, and a tail, a vote for AGAINST.

THE BALLOT

a) Elections Committee shall set dates, time and places when ballot boxes for members of Loughborough Students' Union to vote. These must allow convenient places and times for every member of the Union to cast their vote.
b) Voting shall open and close at times specified by the Returning Officer or Acting Returning officer
c) Voting shall take place by the alternative transferable vote for the election of the NUS Conference delegation and Executive Officers, and by the single transferable vote for the election of Officers of the Union.

d) The ballot paper shall clearly describe the method by which the voter may express their vote. In order that candidates do not receive advantage or disadvantage from their position on the ballot paper, the Returning officer shall ensure:
    i) Each Candidate's name appears first on an equal number of ballot papers to each of the other candidates.
    ii) That the different ballot papers are mixed and distributed in equal numbers to each polling station.
e) A person may only vote**once logged into the Union Website**. The MSL Website Election Software will then ensure
    i) That the person is entitled to vote in that particular Constituency by checking the name against a relevant list or by compiling a list of those voting.
    ii) That the voting number in use at that election has not been struck out.

THAT PERSON SHALL THEN BE ISSUED WITH AN ELECTRONIC BALLOT PAPER REGULATIONS AS TO SECRECY AND FAIRNESS OF THE BALLOT

a) No posters or publicity material for the candidates may be displayed or distributed until the Returning Officer has certified the candidates' nomination, after the close of nominations.
b) All publicity shall be at all times bona fide.
c) No canvassing, intimidation, distribution or publicity is permitted in the same room as the ballot box. The Electoral Officer and assistants shall ensure that any publicity material posted or situated in the vicinity of the ballot box is removed and destroyed immediately prior to the commencement of voting. The term "vicinity" will be elaborated in the Instructions Issued.
d) It is not permitted for anyone to deliberately attempt against a person's will to ascertain how that person has voted.
e) It is not permissible to wilfully deface, remove, or obscure election publicity except under point c) above.
f) Any complaints or allegations of irregularities in the ballot shall be lodged in writing to the Permanent Secretary of the Union within fifteen days of the close of the ballot and should be resolved by Procedures Committee, subject to appeal to Council. The decision of Council shall be final.
g) A poster shall be displayed at the ballot box, declaring that the ballot is secret and any violation of regulations may lead to the disqualification of votes.

THE COUNT

a) There shall be a meeting prior to the count of Elections Committee on the evening of the Election.
b) Elections Committee at any time may co-opt any number of people to assist with the count.
c) Candidates may not attend the count at any point, but their appointed observer may observe the whole count.
d) The Returning Officer or Acting Reurning Officer shall supervise the count.
e) The count shall proceed until a result is reached. The Acting Returning Officer shall then publish the result on the evening of the count, and declare the number of votes in favour of each candidate.
f) A challenge to the vote may be made only by a candidate or appointed observer. It must be lodged in writing, bearing the signature of the candidate or appointed observer and ten supporting signatures to the Permanent Secretary and resolved by the Elections Committee.
g) All complaints of irregularity must be made before the results are ratified by Council, or else they will not be valid. All irregularities should be dealt with by Elections Committee.

NO CANDIDATE BOX

a) The "No Candidate" box is provided on the ballot paper for a voter to register the fact that he has no confidence in any of the candidates.
b) During the count, "No candidate" is treated as if it were a candidate and votes for it must be counted.
c) In the event of the "No Candidate" vote attaining at least 50% plus 1 of the total valid vote cast the election for the post in question shall be declared void, and a new election shall be called.
d) The "No Candidate" box shall not be included on the NUS delegation voting paper.

NO CANDIDATE CAMPAIGN

Any full member wishing to run a no-candidate campaign against any post should be registered at the office of the Permanent Secretary within 3 days from the publication of the nominations. Only one no-candidate campaign will be allowed for each post. If more than one full member registers to run a no-candidate campaign against a post, the Returning Officer will call a meeting and instruct all these members to form a group to run the campaign.

PUBLICITY MATERIAL

a) Any printing done outside the Union must be claimed for at the current LSU rate (where facilities exist) or at full cost, whichever is greater. Facilities which are not available to all candidates may be used, but expenses for this must be declared at the equivalent generally available commercial rate. (A commercial quote must be submitted for the work even if it has been done on a free of charge or subsidised basis). Material which makes no reference to the election in question or to particular candidates is not subject to the foregoing, and the expenses for such material need not be declared at a commercial rate subject to ratification by the Elections Committee.
b) A3, A4 and A5 material may be printed by Union staff. This shall be done in strict confidence. Artwork for material shall be on white paper with black print. This artwork shall not be made up by Union staff.
c) On any occasion that printing is required to be done, candidates shall produce their printing eligibility certificate.
d) All printing shall be carried out in the order in which it is submitted.
e) All posters may be affixed to walls (Union property) only by Blu-tack (or similar proprietary product). Drawing pins may only be used on fibre notice boards. Publicity material may not be placed in the following areas of the Union building:
    i) Anywhere within the union building
    ii) The exterior of the building. This includes brickwork, windows, doors and the shop fronts of the Union's tenants.
f) No person may campaign whilst engaged in their duties for the Union
g) No publicity material shall appear on or in:
    i) The Union Office in the colleges common room.
    ii) Any Union shop.
    iii) Any Union commercial service servery, store area or office.
h) Personal cars may be used to help with distribution of posters, to show posters, etc. Petrol need not be declared. LSU or Rag vehicles may not be used. This also includes any vehicles leased by the union for usage.
i) Posters may not be put up where they obscure existing signs, or cause fire risk.
j) Student Union media may only feature a vacancy if all candidates for that post are given an equal opportunity to take part. Student Union media should strive to be impartial and should seek advice from Elections Committee if necessary.

k) Candidates may purchase advertising space in the various student media and the Student Union film society at the appropriate commercial rate.
l) Subject to (h) no material or facilities may be used which are not available to all candidates. The Returning Officer shall have the power to rule on particular cases of dispute.
m) The Elections Committee shall ensure that all campaign funds are used appropriately. However, candidates may get together to run a joint campaign and the cost will be equally divided between candidates. Posters that promote a number of candidates should promote them roughly equal.
n) Publicity may not be placed in areas of the Union Building deemed 'out of bounds' at the discretion of the Council. All candidates to be informed of such places prior to any election.

TRANSFER OF CAMPAIGN FUNDS

Candidates may not transfer monies to other candidates' campaign funds. However, candidates may get together to run a joint campaign, as outlined by m) above.

2. COUNTING METHOD: THE ALTERNATIVE TRANSFERABLE VOTE

This system is used to elect a number of positions of the same post in the same election

FIRST STAGE

a) Sort the voting papers according to first preferences, setting aside any invalid papers. Determine the number of invalid papers.
b) Determine the first preference vote for each candidate.
c) Determine the Quota. Divide the total valid vote by one more than the number of places to be filled. If the result is more than 100, and is not exact, ignore the remainder, and add one. If the result is less than 100, continue the division to two decimal places, and if the result is not exact, ignore the remainder, and add 0.01.
d) Deem to be elected any candidate whose vote equals or exceeds the Quota, provided that the number of candidates deemed elected does not exceed the number of places to be filled.
e) This completes the first stage of the Count.

SUBSEQUENT STAGES

a) If one or more candidates have surpluses above the Quota, and the total of such surpluses together with a vote in suspense does not exceed the differences between:
    i) The vote of the candidate credited with the least votes and the vote of the candidate next above, or
    ii) The total vote of the two or more candidates with the least votes and the vote of the candidate next above.
b) The transfers of such surpluses are deferred.
c) Otherwise, if one or more candidates have surpluses, transfer the largest surplus. If the surpluses of two or more candidates are equal, transfer the surplus of the candidate who had the greatest vote at the earliest stage at which they had unequal votes. If the votes of the two or more such candidates have been equal at all stages of the Count, the Returning Officer shall decide which surplus to transfer, by drawing lots.
d) If after all surpluses have been transferred or deferred, one or more places remain to be filled, exclude the candidate or candidates with the least votes.

e) Exclude together the two or more candidates with the least votes if the total vote of such two or more candidates, together with the total of any deferred surpluses and any vote in suspense, does not exceed the vote of the candidate next above.
f) Otherwise exclude the candidate with the least vote when that vote, together with the total of any deferred surpluses and any vote in suspense, does not exceed the vote of the candidate next above. If the votes of two or more candidates are equal least, exclude the candidate who had the least vote at the earliest stage at which they had unequal votes. If the votes of the two or more such candidates have been equal at all stages of the Count, the Returning Officer shall decide which candidate to exclude, by drawing lots.

TRANSFER OF SURPLUS

a) In the case of a surplus arising at the first stage, examine all the papers which candidate received.
b) In the case of a surplus arising at a later stage consequential on the transfer of another surplus or from the exclusion of a candidate or candidates, examine only the last batch of papers, all of one value, which gave rise to the surplus.
c) Sort the voting papers to be examined according to next available preferences for continuing candidates. Set aside those papers on which no next available preference is expressed.
d) Determine the number of papers for each candidate.
e) Determine the present total value of the transferable papers. If this exceeds the surplus, determine the transfer value of each paper by dividing the surplus by the number of transferable papers to two decimal places, ignoring the remainder. Otherwise the transfer value of each paper is its present value.
f) Determine the values to be credited to each candidate and reconcile the total.
g) Deem to be elected any candidate whose vote now equals or exceeds:
    i) The quota, or
    ii) The sum, divided by one more than the number of places to be filled, of the votes credited to continuing candidates, the vote in suspense, and un-transferred surpluses, provided that the number of candidates elected does not exceed the number of places to be filled.
h) The transfer of a surplus constitutes a further stage in the Count.

EXCLUSION OF A CANDIDATE OR CANDIDATES

a) Arrange the papers of the excluded candidate or candidates, together with any papers held in suspense, in batches in descending order of transfer value. Ascertain the number and total value of the papers in each batch and reconcile with the total vote of the excluded candidate(s) and the vote in suspense.
b) Transfer the batch of papers of highest transfer value. Sort the papers according to next available preferences for continuing candidates, and set aside as non-transferable those papers on which no next available preference is expressed.
c) Determine the number of papers for each candidate, and the number of non-transferable papers.
d) Except in the cases of papers of full value, determine the value of the papers for each candidate and of the non-transferable papers, reconcile the total.
e) Place the voting papers for each candidate with those previously received.
f) Deem to be elected any candidate whose vote now equals or exceeds
    i) The quota, or
    ii) The sum, divided by one more than the number of places remaining to be filled, or the votes credited to continuing candidates, the value of batches of papers not yet transferred, and

surpluses provided that the number of candidates deemed elected does not exceed the number of places to be filled.

g) In the same way sort and transfer each batch of papers in turn in descending order of transfer value.

h) After the transfer of a batch of papers of any one value, if the total value of the papers of lower value together with any un-transferred surpluses does not exceed the difference between:

   i) The vote of the candidate credited with the least vote, and the vote of the candidate next above, or

   ii) The total vote of the two or more candidates with the least votes, and the vote of the candidate next above, the transfer of such papers may be deferred, and their value held in suspense.

i) The exclusion of a candidate or candidates constitutes a further stage in the Count.

LAST VACANCIES

If at any stage, as the result of a proposed exclusion of one or more candidates, the number of continuing candidates would equal the number of places remaining unfilled, deem such continuing candidates to be elected.

TIED COUNT

a) If after all of the possible transfers have been completed, there are candidates with equal numbers of votes recorded, the candidate with the highest number of first preferences will be deemed to be elected.

b) If there are still candidates with equal numbers of first preferences recorded, then the candidate with the highest number of second preferences will be deemed to be elected. If the candidates are still equal, the third, and then the fourth preferences shall be used and so on until all possibilities are exhausted.

c) If all of the preferences are equal the Returning Officer, shall call the candidates together, and in front of independent observers, will toss a coin which shall fall to the ground, to decide the election. The Returning Officer will ask all such candidates to call the toss, and shall take the first call offered. The Returning Officer should be satisfied that all of the candidates are satisfied as to what the call is and who it was called by, before the actual toss.

d) The Count is now completed.

3. COUNTING METHOD: THE SINGLE TRANSFERABLE VOTE

This method of counting is to be used to elect one person to each post, from a number of candidates.

COUNTING PROCEDURES

a) Sort the voting papers according to first preferences, setting aside any invalid papers. Determine the number of invalid papers and hence the total valid vote.

b) Check the sorting and count the papers for each candidate into bundles inserting a counting slip in each bundle stating the stage (first) the name of the candidate, the number of papers and the transfer value of each paper 1.00.

c) Check the counting. Determine the first preference vote for each candidate and enter on a vote record form for each candidate.

d) Call the first preference votes from the vote record forms to an election result sheet, and reconcile the total of first preference votes on the result sheet with the total valid vote.

e) Determine the quota. Divide the total vote by one more than the number of places to be filled (i.e. 2). Ignore any remainder and add one to the result. Enter the quota on the result sheet and on the vote record.
f) Deem to be elected any candidate whose vote equals or exceeds the quota.
g) If no candidate has secured a number of votes equal to or in excess of the quota, exclude the candidate with the least vote to his credit. If the votes of two or more candidates are equal least, exclude the candidate who had the least vote at the earliest stage at which they had unequal votes.
h) Transfer the batch of papers according to the next available preferences for continuing candidates, and set aside as non-transferable those papers on which no next available preference is expressed.
i) Check the sorting and count the papers for each candidate and the non-transferable papers, inserting a counting slip in each bundle stating the stage, the name of the candidate to whom the papers are being transferred and the number of papers.
j) Check the counting and determine the number of papers for each candidate and the number of nontransferable papers and enter on the vote record forms.
k) Prepare an exclusion form, call the number of papers for each candidate and the number of nontransferable papers, and enter from the vote record forms to a column of the exclusion form.
l) Place the voting papers for each candidate with those previously received.
m) Deem to be elected any candidate whose vote now equals or exceeds the quota.
n) Call the new vote for each candidate and the new non-transferable vote from the vote record forms to the result sheet.
o) Reconcile the total on the result sheet with the total valid vote.
p) The process of exclusion will continue until one candidate obtains votes equal to or in excess of the quota, but if at any time during the count the vacancy is unfilled but the votes of one candidate are greater than the total vote credited to another or other continuing candidates, then that candidate shall be deemed to be elected.
q) If when a candidate has to be excluded, two or more candidates have the same number of votes and are lowest, the candidate who had least votes at the earliest stage at which they had unequal votes shall be excluded, but if two or more candidates are lowest and are each credited with the same number of votes at all stages, the Returning Officer will arrange the papers of such candidates according to the next available preferences recorded for continuing candidates, including the candidates in question and shall exclude the candidates for whom the total value of next available preferences expressed is smallest. If the total values of next available preferences for two or more candidates are then equal and smallest, the Returning Officers shall determine by lot which candidate is to be excluded.

STANDING ORDER D
ELECTIONS AT UNION MEETINGS

a) The Chair shall call for nominations of eligible candidates.
b) Candidates should be proposed and seconded by two full members of the meeting.
c) Candidates shall be invited to make a brief speech in support of their candidacy.
d) At the discretion of the meeting, questions may be addressed to candidates. Questions should be applicable to all candidates and answered by each in turn.
e) Where the election is for a single post, the Single Transferable Vote system set out in Standing Order C: Elections, shall be used.
f) Where the election is for multiple posts, the Alternative Transferable Vote system set out in Standing Order C: Elections, shall be used.
g) Where there is only two candidates more than the number of posts available, the vote may be taken by show of hands, after candidates have been asked to leave the room.
h) The vote shall be taken by secret ballot at the request of any member.
i) 'No Candidate' shall be entered in all elections held at Union meetings and should be treated as if it were another candidate.
j) Only full members of the Union are entitled to vote at meetings of the Union. The chair of the meeting may ask for members to produce a valid NUS card as proof of membership.

STANDING ORDER E
ELECTION OF A CONSTITUTENT COLLEGE EXEC COMMITTEE

GENERAL ELECTION

'General Election' means any membership-wide election of a constituent college executive committee as defined in Schedule VI and Schedule VII of the constitution.

ELECTION COMMITTEE

The overall responsibility for the conduct of the general election is delegated to the LSU Vice President: Democracy and Communications, who shall act as the Returning Officer, and the Union Council Elections Committee.

PROCEDURE PRIOR TO ELECTION

a) The Elections Committee shall fix the dates, times of the day of voting, the hustings and the submission date for their manifestos. The Leisure Activities Co-coordinator from the RNIB (if the election is to take place in the RNIB) or the Student Liaison Officer from Loughborough College (if the election is to take place in Loughborough College) shall ratify these dates no less than 10 days before the election is due to take place.
b) The election dates shall be set with regard to the term dates of the respective College.
c) The Returning Officer shall be responsible for the Ballot box and the Electoral Officers in charge of that Ballot Box. They shall be issued with a copy of this standing order and instructed as to conduct around a ballot box.
d) The Elections committee is responsible for publicising the place, date and times of voting and husting, copy dates for the manifestos, closure dates for the nominations and the final results. This shall be carried out in conjunction with the constituent college.

DISPUTES

a) Elections Committee shall have the power to disqualify any candidate if they are deemed to have breached the Constitution or any of the Standing Orders.
b) Any dispute arising from the interpretation of this Standing Order (not relating to the ballot or count) shall be referred to the elections committee who shall resolve the matter. Their decision shall be final.
c) The election committee should seek legal advice where considered necessary and must accept representation on behalf of any candidate or complainant who so desires it.
d) Breaches of these Standing Orders or the relevant sections of the Constitution or Instructions Issued by the Returning Officer may render a member who is not a candidate liable to referral to Elections Committee.

NOMINATIONS AND CANDIDACY

a) Nominations for each position to be filled at an election must be in writing, signed by the Nominee, Proposer and Seconder each of whom are entitled to vote in the election.
b) The Nominee Proposer and Seconder may not be involved in any other nomination for the same position.
c) All Proposers and Seconders must be registered members of relevant Constituent College and members of LSU.
d) All nominations must be lodged at the Constituent College reception by 2:00pm on the specified day that nomination close.
e) The Election Committee shall ratify all nominations following the close of all nominations.
f) Once the Election Committee has ratified the nominations there shall be a meeting of all candidates. After the close of this meeting candidates can begin their campaigns.
g) In the event that by the time nominations close insufficient nominations are forthcoming to fill the vacancies, the election shall proceed (except for those posts for which no nominations have been received). The positions that are unfilled shall become a casual vacancy. The election procedure for this position is shown in Standing Order C.
h) Upon entering their nominations, candidates shall receive copies of this Standing Order, and notice of the dates, time and place of voting and hustings and the dates for submitting their election manifestos.
i) The returning officer may issue candidates with further instructions as deemed appropriate. This notwithstanding, a candidate shall not be liable for disqualification for a breach of those instructions.
j) Upon entering their nominations, candidates shall also register the name of their appointed observer to the count if they wish one to be present at the constituent college Reception. All observers must be registered members of the constituent college and LSU.
k) All withdrawals of nominations shall be submitted to the Vice President: Democracy and Communications before the candidates meeting is due to start.
l) Candidates for election must be registered members of Constituent College and LSU
m) Candidates may not stand for election for more than one position on the Executive Committee.
n) Candidates for any post may spend up to a certain limit of their campaigns. The election committee, in conjunction with the Constituent College, shall review and set this limit each year.
o) Candidates shall be required to present evidence showing their exact expenditure of campaign publicity.

HUSTINGS

a) Between the dates of closure of nominations and the date of the election there shall be a public meeting, of which all candidates shall be informed, where they will state their policies and answer questions from those present. The date and time of hustings is up to the discretion of the Elections Committee in conjunction with the respective constituent college.
b) Candidates may not take part in hustings not arranged by the Elections Committee.

BALLOT

a) The Elections committee shall set dates, times and places when ballot boxes for registered members of the Constituent College to vote. This must allow convenient places and times for every member of the Constituent College to cast their vote. At the time of the ballot, the Elections Committee shall provide properly sealed ballot boxes.
b) Voting shall open and close at times specified by the Returning Officer.

c) Voting shall take place by a single transferable vote for all positions on the committee.
d) The Returning Officer shall provide ballot papers to the Electoral Officer. The ballot paper shall clearly describe the method by which the voter may express their vote. In order that candidates do not receive advantage or disadvantage from their position on the ballot paper, the Returning Officer shall ensure each candidate's name appears first on an equal number of ballot papers to each of the other candidates.
e) The electoral officer in charge of the ballot shall be given a list of registered members. This list will include every student who is entitled to vote. A person may only vote on the production of a valid NUS card. Once they have voted there name can be crossed of the list and will be unable to vote again.
f) On the production of their NUS card, and if there is not yet crossed off the list, the person shall then be issued with a ballot paper.
g) The ballot papers must at all times remain within 10 feet of the ballot box.
h) On the day of the ballot the Electoral Officer shall close the ballot at the time specified and deliver the properly sealed ballot box to the Returning Officer. Once the ballot boxes are returned they shall be stored in a secure room until they are required to be opened.

REGULATIONS AS TO SECRECY AND FAIRNESS OF THE BALLOT

a) No posters or publicity material for the candidates may be displayed or distributed until the Returning Officer has certified the candidates nominations.
b) All publicity shall be at all times bona fide
c) No canvassing, intimidation, distribution of publicity is permitted in the same area as the ballot box. The Electoral Officer shall ensure that any publicity material posted or situated in the vicinity of the ballot box is removed and destroyed immediately prior to the commencement of voting. The term vicinity will mean anything in sight of the ballot box.
d) It is not permitted for anyone to deliberately attempt against a person's will to ascertain how that person has voted.
e) It is not permissible to wilfully deface, remove, or obscure election publicity except under point c. above.
f) Any complaints or allegations of irregularities in the ballot shall be lodged in writing to the LSU Vice President: Democracy and Communications within 15 days of the close of the ballot and should be resolved by the Elections Committee.
g) A poster shall be displayed at the ballot box, declaring that the ballot is secret and any violation of regulations may lead to the disqualification of votes.

THE COUNT

a) The Elections Committee at any time may co-opt any number of people to assist with the count.
b) Candidates may not attend the count at any point, but their appointed observer may observe the whole count.
c) The Returning Officer shall supervise the count.
d) The count shall proceed until and result is reached. The Returning Officer shall publish the results on the evening of the count, and declare the number of votes in favour of each candidate. This will be done in conjunction with the Leisure Activities Co-ordinator.
e) Any complaints must be made before constituent college Council ratifies the results. Any complaint against the position of President can be made before Union Council ratifies the position.

NO CANDIDATE

a) The “No Candidate” box is provided on the ballot paper for a voter to register the fact that he has no confidence in any of the candidates.
b) During the count, “No Candidate” is treated as if it were a candidate and votes for it must be counted.
c) In the event of the “No Candidate” vote attaining at least 50% plus 1 of the total valid vote cast the election for the post in question shall be declared void, and the position will become a Casual Vacancy.

COUNTING PROCEDURE

The ballot papers are to be counted using the Single Transferable Voting method as described in Standing Order C section 3.

NO CANDIDATE CAMPAIGN

Any full member wishing to run a no-candidate campaign against any post should be registered with the Vice President: Democracy and Communications before the close of nominations. Only one no-candidate campaign will be allowed for each post. If more that one full member registers to run a no-candidate campaign against a post, the Returning Officer will call a meeting and instruct all these members to form a group to run the campaign.

PUBLICITY

a) Each candidate shall be allowed five A3 sheets of paper and fifteen A4 sheets of paper for publicity around the Constituent College. These shall be supplied by LSU and will be pre-printed with the Union Logo and times of voting on.
b) Each candidate will be allowed to send one block E-mail to all students of the RNIB Vocational College during the canvassing period.
c) Apart from a. and b. above, no other publicity shall be used during the election process. If a candidate is found to have broken this rule they will be answerable to the election committee.

STANDING ORDER F
ELECTION OF A UNION COUNCILLOR

RESPONSIBILITY

a) The running union councillor elections shall be the responsibility of the elections committee.
b) The Chair of Council shall act as returning officer for the duration of these elections, should they be unavailable, council shall elect a returning officer from within its membership.

TIMING

a) The Primary Elections shall not start in the first six weeks of term, and shall be concluded before the end of the first term.
b) Vacancies caused by graduating councillors may be filled by a Secondary Election to take place in may to fill any vacancies that may arise.
c) Vacancies resulting from any cause other than that mentioned in the above point shall be filled using the standard casual vacancy procedure outlined in Schedule V.
d) The date of the election, along with all necessary details shall be made available no less than one month before the nominations are to open.
e) The period for candidate nominations must be no less than one week.

ELIGIBILITY

a) Any Full member of the union, excluding the executive committee and chair of council shall be entitled to enter as a candidate of union councillor.
b) The number of available councillor positions shall be determined by department at the beginning of the academic year using the criteria outlined in Paragraph 8 section c.ii.a of the union constitution.

CANDIATES PACK

a) Elections Committee shall fix the dates, times of the day of voting, the hustings and the copy date of the publishing of manifestos and these shall be minuted for ratification by a meeting of Council not less than fourteen days before nominations open.

VOTING

a) Union Councillor Elections are to be conducted using the online voting mechanism on the Loughborough Students Union website.
b) The voting shall use the Alternate Transferable Voting system as described in Standing order C Section 2, and shall be run in accordance with standing order G.
c) Voting shall be setup so as to allow only members of a given department to vote for candidates from that department.

FOLLOWING ELECTION

a) Following the conclusion of the elections a Special meeting of council shall be held, no later than the third week of the second term.
b) This meeting shall be widely publicised and open to all members of the union.
c) By January 31st, all newly elected union councillors shall receive sufficient training as to allow them to carry out their duties effectively,

STANDING ORDER G
WEB VOTING

PROCEDURE PRIOR TO ELECTIONS

a) All elections to be held using the Union's online voting system must be approved by the Elections Committee no later than four weeks before the nominations period of the given election is due to begin.
b) A Candidates Pack must be produced for each online election, explaining the rules and regulations of the election, the nominations process, and key dates. This pack must be approved by the elections committee before nominations can open.
c) Elections can only take place during the term time of the constituent body involved in the election.

NOMINATION

a) There must be a nominations period of no shorter than 3 days before campaigning can commence, during which any eligible member may submit their nomination for candidacy.
    i) All nominations must be proposed and seconded by full members of the union.
    ii) All candidates in a web election must provide a manifesto of 250 words and a photo of themselves in jpeg format.
b) All candidates must be provided with a copy of the Candidates Pack, out lined in section a) ii) above.
c) Only full members of the Union are entitled to stand in elections.

CAMPAIGNING

a) At the close of nominations all candidates shall be called to a meeting where the rules of the election shall be explained to them. Campaigning shall begin at the close of this meeting.
b) There must be a campaign period of no shorter than 3 days before voting can commence.

VOTING

a) Members eligible to vote in the election shall do so though the Union website.
b) The URL of the voting website shall be placed on all campaign and elections publicity material.
c) Before voting the member shall be presented with the photos and manifesto of all the candidates.
d) Voting must be open for a minimum of 24 hours.
e) Voting shall take place using the appropriate voting system, either Alternate transferable vote, or Single Transferable vote, as outlined in Standing order C.
f) f) Council may, by means of passing an ordinary motion, resolve to elect unfilled posts by means of the procedure set out in Standing Order G for Web voting.

RATIFICATION

a) Results of the election must be ratified by Union Council no earlier than 24 hours after the election is complete

STANDING ORDER H
CONDUCT OF A UNION MEETING

DEFINITIONS

a) A Union Meeting shall be considered to be any committee, council or general meeting of a section, association, federation or project team. Defined in this constitution
b) This shall exclude union council and its subcommittees which shall be covered by governed by Standing Order A.

NOTICE

a) All members of a meeting must be notified of the date and location of the meeting no later than two weeks before it is scheduled to occur.
b) An agenda and all associated papers must be made available to all members of the meeting no later than a week before the meeting is scheduled to occur
c) If a member is unable to attend, apologies should be made to the chair no later than 24 hours before the meeting

STRUCTURE

All meetings shall require a structured agenda, which at the very least must include the following points:

a) Minutes of the last meeting - which shall be the approval of the minutes of the previous session
b) Actions of last meeting – which shall allow for reports on action from previous meetings
c) Items For Discussion – in which the business of the meeting shall be discussed
d) Elections – in which any vacancies shall be put up for election.
e) Any Other Business – in which any items of a non substantial nature may be discussed
f) Date of next meeting – where the date of the next meeting will be set if necessary

QUORUM

a) The quorum of attendance required for a meeting to be considered valid shall be 33% of those entitled to vote at the meeting

ELECTIONS

a) Elections shall be held in accordance with Standing Order D.

MINUTES

a) Minutes of a meeting must be made available to the membership of the meeting within one working week of the meeting.
b) Minutes of a meeting must be made available on the union democracy website, through the VP Democracy & Communications.

STANDING ORDER I FORMATTING AND CHANGES TO THE CONSTITUTION

a) All amendments to the Paragraphs, Schedules and Standing Orders of this constitution must follow the same format.

b) All amendments to the Paragraphs, Schedules and Standing Orders of this constitution must be noted in the attached Revision History, only amendments approved by a 2/3 majority vote of council can be made to this document and noted in the revision history.

    i) This shall exclude Schedule X where amendments to this schedule may be made by a simple majority vote at a Rag Council in the first instance. It will then be passed to Union council for approval which will require a two thirds majority before it comes into force. This overrides any other mention of change to schedules in this document.

c) It shall be a duty of the procedures committee to ensure that these rules are upheld.

STANDING ORDER J
PLANNING AND REPORTING

OFFICER STRATEGIC PLANS

a) To cover the aims and objectives of the officer over the coming year.
b) Presented to union council at the first meeting of the academic year.
c) Must be kept up to date throughout the year to reflect progress and changing goals.
d) To be made publicly available via the union website and other available media.

UNION STRATEGIC PLAN

a) Shall document the strategic aims objectives of the union in the medium to long-term.
b) Must be presented to council for review and approved by the board by the end of March.
c) Must consult students and staff.
d) Must be inline with the 3 year vision statement.
e) To be made publicly available via the union website.

THREE YEAR VISION STATEMENT

a) Shall outline the long term goals of the union.
b) Must be presented to council for review and approved by the board by the end of March.
c) Must consult students and staff.
d) To be made publicly available via the union website.

STANDING ORDER K
ELECTION TO THE BOARD OF TRUSTEES

1. STUDENT MEMBERS

RESPONSIBILITY

Election of the student members of The Board of Trustees shall be the responsibility of the Elections Committee.

ELIGIBILITY

a) Any full member of the Union shall be entitled to enter as a candidate for the Trustee elections, so long as they are over 18 and have not been legally disqualified from being a trustee.
b) Candidates must be proposed and seconded by full members of the Student's Union.
c) A member may only propose or second one candidate for Union Trustee.

TIMING

a) Elections to The Board of Trustees shall happen at the second meeting of Union Council in the first term of the academic year.
b) There shall be a nomination period of no less that a week, that must occur before the council papers are released.

MANIFESTOS

a) Candidates must submit a 250 word manifesto, a photo of themselves in jpg format, along with their nomination.
b) All manifestos shall be included in the papers for the second Union Council.

CAMPAIGNING

a) All candidates shall be given two minutes to make a speech at Union Council.
b) Questions can then be asked by council, these questions must be unbiased.
c) A vote will then be taken to determine who shall be given the position.

VOTING

a) Only full members of Union Council shall be entitled to vote.
b) Voting shall happen in accordance with Standing Order D.

2. LAY MEMBERS

RESPONSIBILITY

Election of the Lay members of The Board of Trustees shall be the responsibility of the Elections Committee

ELIGIBILITY

a) Any person who has not been a full member of Loughborough Students' Union for a minimum of three years is eligible to run for Lay member of The Board of Trustees.
b) Candidates must be proposed and seconded by full members of the Students' Union.
c) A member may only propose or second one candidate for Union Trustee, however the executive committee and Board may propose as many candidates as they see fit.

TIMING

a) Elections to The Board of trustees shall happen at the second meeting of Union Council in the first term of the academic year.
b) There shall be a nomination period of no less that a week, that must occur before the council papers are released.

MANIFESTOS

a) Candidates must submit a 250 word manifesto, a photo of themselves in jpg format, along with their nomination.
b) All manifestos shall be included in the papers for the second Union Council of the first term of the academic year.

CAMPAIGNING

a) A two minute speech shall be given by the candidate, or their nominee at Union Council.
b) A vote will then be taken to determine who shall be given the position.

VOTING

a) Only full members of Union Council shall be entitled to vote.
b) Voting shall happen in accordance with Standing Order D.

3. CASUAL VACANCIES

Casual vacancies for student or lay members of the board shall be filled at the closest meeting of Union Council that will allow the process outlined in this standing order to be followed.

REVISION HISTORY

CONSTITUTION 4.0

Author	Description	Council Paper	Date
Jamie Morgado and Nick Holland	Reformat New Schedule Structure Updated Schedules Updated Standing Orders	09/10	06.08.2010

CONSTITUTION 3.0

Author	Description	Council Paper	Date
Jamie Morgado	Reformat New Schedule Structure Updated Schedules Updated Standing Orders	09/01	06.10.2009

CONSTITUTION 2.0

Author	Description	Council Paper	Date
Oliver Folkerd	Document Created	Unknown	18.06.2008