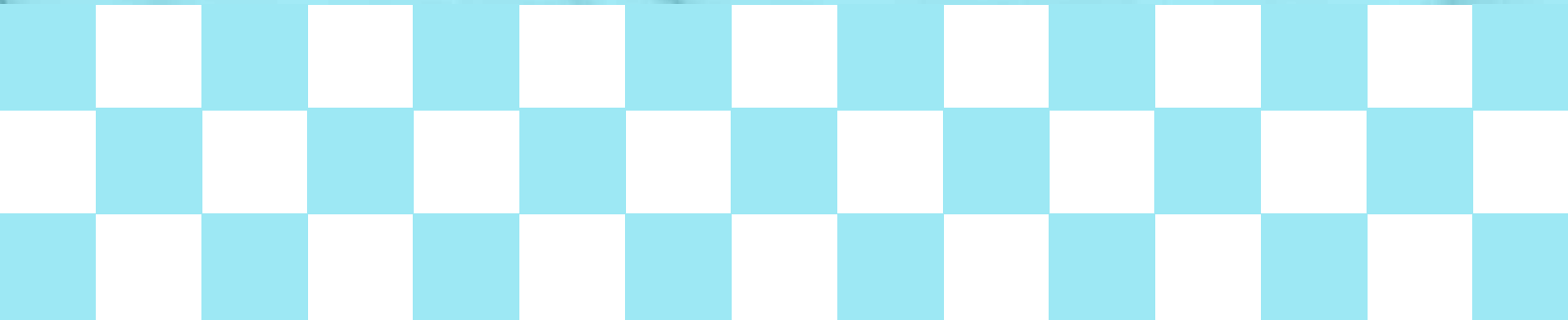




**STUDENTS'
UNION X
ELECTIONS
BE THE CHANGE**



By-Laws of the Students' Union

Democratic Procedures Document

Version 5.0 - Approved at Union Meeting on 26th November 2020

Contents

Part One: Changes to this Document	3
Part Two: Big Ideas	4
Part Three: Executive Committee Terms of Reference	6
Part Four: Student Council Terms of Reference	7
Part Five: Equality and Diversity Networks Terms of Reference	8
Part Six: Assemblies Terms of Reference	9
Part Seven: Brackenhurst Campus Committee Terms of Reference	10
Part Eight: Union Meetings	11
Part Nine: Annual Meetings	12
Part Ten: Referenda	13
Part Eleven: Standing Orders	14
Part Twelve: Elections Committee Terms of Reference	16
Part Thirteen: Election Rules	18
Part Fourteen: Student Council Job Descriptions	22
Part Fifteen: Removal of Elected Officers from Office	26
Part Sixteen: Trustee Board	27

Part One: Changes To This Document

Section One: Changes to this Document

1.1 Changes to this document may be carried out by a two thirds majority vote at a Union Meeting or via a referendum. (Rules and procedures relating to Union Meetings can be found in Part Eight, and those relating to referenda can be found in Part Ten.) Any changes will be subject to ratification by the Board of Trustees.

Part Two: Big Ideas

Section One: Purpose

1.1 Big Ideas are policy proposals that are submitted by students. These policy proposals can include anything which could help to improve the student experience at NTU.

Section Two: Implementation

2.1 Big Ideas are proposed through an online submission tool that is available on the Students' Union website which is open to all students.

2.2 When a Big Idea is proposed using the method outlined in 2.1, these must be immediately sent on to the President for acknowledgment who will make arrangements for that Big Idea to be voted on at the next Student Council meeting.

2.3 When a Big Idea is proposed using the method outlined in 2.1, the proposal will become eligible to be voted on at a meeting of the Student Council.

2.3.1 If the next meeting of the Student Council is further than 48 hours away from the date the proposal was submitted online, then that proposal will be discussed and voted upon at the next meeting of the Student Council.

2.3.2 If the next meeting is within 48 hours of the date the proposal was submitted online, then that proposal will be carried over to the meeting after the upcoming meeting of the Student Council.

2.4 Any vote taken at the Student Council on a Big Idea will pass with a 75% majority as long as the meeting is quorate.

2.4.1 Notification of the decision will be forwarded for ratification at the next meeting of the Board of Trustees. Provided the Big Idea is ratified at the Board of Trustees, it will immediately become Union Policy and be implemented by the Union.

2.4.2 If the Big Idea fails to be ratified at the Board of Trustees, for example because of it conflicting with the Objects of the Charity, then it will be returned to the next Student Council with proposed amendments (pending decisions taken under Section 2.4.4).

2.4.3 The member who submitted the original proposal must be notified of the Trustee's objections to the proposal and the subsequent amendments that they have proposed.

2.4.4 If the member then decides to reject the amendment proposals they have the right to automatically withdraw their Big Idea proposal indefinitely.

2.4.5 If the proposed amendments are accepted by the member who proposed the Big Idea, the Student Council then must vote on it in the same way and be re-submitted to the Board of Trustees under the amended version.

2.5 Any vote taken at the Student Council on a Big Idea that receives a majority of between 50% and 74% will be forwarded to the next Union Meeting for a further vote to be taken, as long as the meeting is quorate.

2.5.1 Any vote taken at the Union Meeting on a Big Idea will pass with a simple majority as long as the meeting is quorate.

2.5.2 If the vote passes at Union Meeting, notification of the decision will be forwarded for ratification at the next meeting of the Board of Trustees as per the procedure set out in 2.4.1-2.4.5.

2.6 Any vote taken at the Student Council on a Big Idea that receives 49% of the vote or less will fail and will be taken no further. The proposer will be informed of the outcome and the reasons behind it.

2.7 Any member of the Student Council may submit a motion to immediately forward any Big Idea that has been submitted to the Student Council on to the next Union Meeting for a vote to be taken according to the procedure set out in 2.5.1 and 2.5.2. In this instance, the procedure for a vote to be taken at the Student Council as outlined in 2.4 and 2.5 will be bypassed.

2.7.1 Any vote taken at the Student Council on whether to immediately forward any Big Idea on to the next Union Meeting for a vote to be taken will pass with a simple majority as long as the meeting is quorate.

Section Three: Policy Lapse

3.1 Any policy passed will lapse after two years of the date of ratification by the Board of Trustees unless implemented in its entirety when a record shall be kept of all implemented policies.

Part Three: Executive Committee

Section One: Purpose

1.1 The purpose of the Executive Committee meetings is to serve as a vehicle for effective work on issues pertaining to students at Nottingham Trent University and local stakeholders. The Executive Committee will act as a sub-committee of the Students' Union's Board of Trustees, and will carry out this purpose through:

- 1.1.1** Carrying out delegated responsibilities from the Board of Trustees;
- 1.1.2** Devise and implement priority campaigns;
- 1.1.3** Holding each member of the Executive Committee to account;
- 1.1.4** Providing relevant feedback on all Union services;
- 1.1.5** Discussing policy implementation;
- 1.1.6** Discussing and voting upon policies due to lapse;
- 1.1.7** Reviewing and updating individual action points;
- 1.1.8** Supporting one another.

Section Two: Membership

2.1 The Executive Team (who all have voting rights) which comprises of:

- 2.1.1** President (full time sabbatical, paid);
- 2.1.2** Vice President Education (full time sabbatical, paid);
- 2.1.3** Vice President Postgraduate (full time sabbatical, paid);
- 2.1.4** Vice President Sport (full time sabbatical, paid);
- 2.1.5** Vice President Opportunities (full time sabbatical, paid);
- 2.1.6** Vice President Community and Welfare (full time sabbatical, paid);
- 2.1.7** Brackenhurst Officer (part time, unpaid).

Section Three: Chair

3.1 The chair of the Executive Committee will be the President of the Students' Union.

3.2 The Vice Chair of the committee will operate on a rotating basis between the remaining members.

Section Four: Meeting Arrangements

4.1 The meeting will only be open to members specified in Section 2, with the addition of the Chief Executive Officer, who shall attend meetings and shall have speaking rights only. Other relevant staff may also attend when invited and shall have speaking rights only.

4.2 The meeting will have the following standard agenda items:

- 4.2.1** Apologies for absence;
- 4.2.2** Notification of any other business;
- 4.2.3** Conflicts of interest;
- 4.2.4** Accuracy of previous minutes of meetings;
- 4.2.5** Matters arising from previous minutes of meetings;
- 4.2.6** Union policy implementation and lapse;
- 4.2.7** Business of the meeting;
- 4.2.8** Any other business;
- 4.2.9** Date of next meeting.

4.3 The Executive Team may also request additional time at the end of the standard agenda for Reserved Business to discuss confidential matters. Details of these matters will not necessarily be made available to the membership.

4.4 The meetings will usually take place on a two-week cycle.

4.5 No business can take place at the Executive Committee meeting unless five members of the voting membership are present.

Part Four: Student Council Terms of Reference

Section One: Purpose

1.1 The purpose of the Student Council meetings will be to act a forum for all elected officers to come together to:

- 1.1.1** Inform strategy;
- 1.1.2** Hold one another to account;
- 1.1.3** Inform and review union targets;
- 1.1.4** Support one another;
- 1.1.5** Mentor one another;
- 1.1.6** Vote on Big Ideas.

Section Two: Membership

2.1 The membership of the Student Council will be as follows:

- 2.1.1** The Executive Team as outlined in Part Three, Section 2.1;
- 2.1.2** Chairs of the Equality and Diversity Networks as detailed in the Networks' Code of Practice;
- 2.1.3** Two additional Student Councillors, including the officers for:
 - 2.1.3.1** Mansfield;
 - 2.1.3.2** Confetti.

2.2 Combined, the Executive Team, Equality and Diversity Network Chairs, and Confetti and Mansfield Officers will be referred to as the 'Student Council'.

Section Three: Chair

3.1 The Chair of the Student Council will be the President of the Students' Union.

3.2 The Vice Chair of Student Council will operate on a rotating basis between the members of the Student Council.

4.1 The meeting will be exclusively attended by the Student Council; no other members may attend. A staff member may attend the meeting in a non-voting capacity to take minutes and provide advice and support if requested. Other staff may attend as observers/advisors at the discretion of the President.

4.2 The meeting will have the following standard agenda items (when the time limit for each item is near its end, the committee will vote to either move on or agree a new time limit for discussion):

- 4.2.1** Apologies for absence;
- 4.2.2** Accepting the agenda / declarations;
- 4.2.3** Minutes from previous meeting;
- 4.2.4** Matters arising not covered elsewhere on the agenda;
- 4.2.6** Accountability and questions;
- 4.2.7** Big Ideas discussion and voting;
- 4.2.8** Any other business;
- 4.2.9** Notices;
- 4.2.10** Date and time of next meeting.

4.3 The Student Council will meet a minimum of once per term.

4.4 No business can take place at the Student Council meeting unless 50% plus one of all voting members are present.

4.5 All votes not relating to Big Ideas shall require a simple majority to pass. All Big Ideas shall be voted upon as specified in Part Two.

Part Five: Equality And Diversity Networks Terms Of Reference

Section One: Purpose

1.1 The Equality and Diversity Networks will be set out by Student Council, as detailed in the Networks' Code of Practice, with no more than ten Networks in operation at any time.

1.2 The purpose of the Networks will be to act as forums for student members to work as part of NTSU:

1.2.1 To improve the university and wider experience of students in their specific demographics;

1.2.2 To discuss policy, practice and campaigns which affects the lives of students in their demographic;

1.2.3 To ensure there are events that cater for their specific demographic;

1.2.4 To run awareness campaigns on issues affecting students from their Network;

1.2.5 To keep the Vice President Community and Welfare informed on issues affecting students from their demographic;

1.2.6 To work with NTSU Societies and other Union-affiliated organisations to identify areas where University or Union activities or facilities could be implemented or improved to enhance the experience for students in their demographic.

Section Two: Membership

2.1 Any student member who self-identifies as a member of the demographic for one or more of the Equality and Diversity Networks may join as a member of that Network:

2.1.1 Any Network member may leave at any time;

2.1.2 Supporters or allies who do not self-define within the specific demographic cannot be a member of or take part in the formal governance of the Networks or attend closed events, however, they may attend open events.

2.2 Membership shall be free and accessed through the NTSU Website.

2.3 Relevant Staff or Student Councillors (who are not eligible for Network membership) may also attend closed meetings when invited and shall have speaking rights only.

2.3.1 A member of the Executive Committee or their nominee has the right to attend any meeting to fulfil statutory duties.

Section Three: Meeting Arrangements

3.1 Each Network will meet a minimum of twice per term.

3.2 Networks may restrict attendance to certain meetings or activities to members of the Network or those attending as observers as specified in Section 2.

3.3 In the absence of the Chair or Vice Chair, a Network meeting may be chaired by another member of Student Council.

3.4 The Equality and Diversity Networks' Code of Practice shall specify further details on meeting arrangements as required.

Part Six: Assemblies Terms Of Reference

Section One: Purpose

- 1.1** The Assemblies of the Union are:
 - 1.1.1** Societies' Assembly;
 - 1.1.2** Sports' Assembly;
 - 1.1.3** Undergraduate Course Reps' Assembly;
 - 1.1.4** Postgraduate Course Reps' Assembly.
- 1.2** The purpose of the Assemblies will be to act as forums for students and officers to come together:
 - 1.2.1** To discuss issues and problems;
 - 1.2.2** To create Big Ideas for consideration and approval at Student Council meetings;
 - 1.2.3** To pass information between each other;
 - 1.2.4** For officers to feedback on any successes they have earned for their members;
 - 1.2.5** Scrutinising the running of NTU and the Union to ensure high-quality and accessible services are provided to students within each Assembly area;
 - 1.2.6** Devising ideas to engage students and to ensure that these students are actively included in all areas of the Union.
- 1.3** Assembly-specific purposes in addition to the above shall be outlined in the Code of Practice for each Assembly.

Section Two: Meeting Arrangements

- 2.1** Each Assembly will meet a minimum of once per term.
- 2.2** Attendance at each Assembly shall be specified in each Assembly's Code of Practice.
- 2.3** The Chair of each Assembly will be as follows:
 - 2.3.1** Societies' Assembly – VP Opportunities;
 - 2.3.2** Sports' Assembly – VP Sports;
 - 2.3.3** Undergraduate Course Reps' Assembly – VP Education;
 - 2.3.4** Postgraduate Course Reps' Assembly – VP Postgraduate.
- 2.4** The Vice Chair of each Assembly will be nominated on the day if deemed necessary.

Part Seven: Brackenhurst Campus Committee Terms Of Reference

Section One: Purpose

1.1 There shall be a Campus Committee for NTU Brackenhurst Campus, which shall be responsible for arranging campus-based activities/campaigns and communicating campus-related issues to the Student Council.

Section Two: Chair

2.1 The Chair of the Brackenhurst Campus Committee shall be the Brackenhurst Officer.

Section Three: Code of Practice

3.1 On an annual basis, before the start of the first academic term, the Brackenhurst Officer shall produce a Code of Practice for their Campus Committee, which shall be agreed upon via a simple majority vote by the Executive Committee.

3.1.1 If the Executive Committee votes against the Code of Practice as submitted by the Brackenhurst Officer, the Code of Practice will be returned to the Brackenhurst Officer with suggested amendments from the Executive Committee. The Code of Practice should then be re-submitted after appropriate amendments have been made, for approval from the Executive Committee at the earliest convenience.

3.2 The Brackenhurst Campus Committee Code of Practice must include, at the very least, the following:

- 3.2.1** Membership of the Committee;
- 3.2.2** Method of appointment to Committee;
- 3.2.3** Meeting frequency;
- 3.2.4** Meeting arrangements;
- 3.2.5** Remit of the Committee;
- 3.2.6** Powers of the Committee;
- 3.2.7** Procedures for removal from the Committee;
- 3.2.8** Method for amending the Code of Practice.

3.3 The Brackenhurst Committee Code of Practice may not contradict anything outlined within this document or the Memorandum and Articles of Association of the Union.

Part Eight: Union Meetings

Section One: Purpose

1.1 To act as a forum where students can raise issues and concerns through elected representatives and vote upon relevant Big Ideas. It is also the decision making body that has the authority to change the governance of the Students' Union (pending approval by the Board of Trustees thereafter).

Section Two: Aims and Objectives

2.1 The main tasks of the Union Meeting (UM) will be:

2.1.1 To report on any successes the Union has achieved for its members;

2.1.2 To debate, suggest amendments and vote upon any proposed changes to the governance of the Students' Union as required by the Memorandum and Articles;

2.1.3 To debate, suggest amendments and vote upon any proposed changes to this document as outlined in Part One;

2.1.4 For members to hold the Student Council to account;

2.1.5 To receive information on and ask questions about the Students' Union's financial position;

2.1.6 To update the members on the work of the Equality and Diversity Networks;

2.1.7 To update the members on the work of the Executive Officers;

2.1.8 To update members on the status of the implementation of Big Ideas.

Section Three: Attendance

3.1 Attendance at the Union Meeting shall consist of:

3.1.1 Any full member of the Union;

3.1.2 Staff members may attend in a non-voting capacity to take minutes and provide advice and support if requested.

Section Four: Quorum of Meetings

4.1 No business shall take place at the Union Meeting unless 50 voting members are present.

Section Five: Chair

5.1 The meeting shall be chaired by the President of the Students' Union.

5.2 The Vice Chair shall be appointed on the day of the meeting.

Section Six: Frequency of Meetings

6.1 Union Meetings shall occur a maximum of once per academic term, and a minimum of twice per academic year.

Part Nine: Annual Meetings

Section One: Purpose

1.1 The Annual Meeting of the Students' Union is an opportunity for the members and partners of the Union to receive copies of the Union's accounts as well as reviewing information about the Union's activities for the past year, and also to ask any questions regarding the direction the Union will take in the future.

Section Two: Aims and Objectives

2.1 The main tasks of the Annual Meeting (AM) will be:

2.1.1 To report on any successes the Union has achieved for its members over the year;

2.1.2 For the elected officers to give a report about their activities since being elected into their roles;

2.1.3 To receive the report of the Trustees on the Union's activities since the previous Annual Meeting;

2.1.4 To note the affiliation of the Union to the National Union of Students;

2.1.5 To approve other affiliations of the Union;

2.1.6 To receive the financial accounts of the Union;

2.1.7 To give an opportunity for the members to openly question the Trustees on any aspect of the running of the Union.

Section Three: Attendance

3.1 All Union members are invited to attend.

3.2 Staff members may attend in a non-voting capacity to take minutes and provide advice and support if requested.

Section Four: Quorum of Meetings

4.1 No business shall take place at the Annual Meeting unless 50 voting members are present. This must be achieved within 30 minutes of the advertised start of the meeting or the meeting must be postponed.

Section Five: Chair

5.1 The meeting shall be chaired by the President of the Students' Union.

5.2 The Vice Chair shall be appointed on the day of the meeting.

Section Six: Frequency of Meetings

6.1 An Annual Meeting shall take place once per academic year.

Part Ten: Referenda

Section One: Purpose

1.1 A referendum is the principle or practice of referring measures proposed by members or the Board of Trustees to the vote of the electorate for approval or rejection.

1.2 A referendum should consist of a question that is put to the membership which requires a 'yes' or 'no' answer.

1.3 Policy approved by any referendum overrides any decisions taken at any other democratic forums.

1.4 All proposals which involve a Union-wide disaffiliation will be decided by a referendum.

1.5 All referenda that pass are subject to ratification by the Board of Trustees, who reserve the right to overturn the result of a referendum.

Section Two: Procedure

2.1 A referendum may be called on an issue via the following methods:

2.1.1 A resolution of the Trustees;

2.1.2 By three sabbatical members of the Executive Team;

2.1.3 A simple majority vote at a Union Meeting;

2.1.4 A petition that is signed by one hundred members and submitted to the President (or, if the petition is concerning the President such as in the case of a Motion of No Confidence in the President, then submitted to another member of the Executive Team).

2.2 Once a referendum has been called via any method listed above, the referendum must be voted upon within 14 days of its submission.

2.3 Any referendum to be voted upon will be conducted using an online secret ballot.

2.4 A resolution may only be passed by referendum if at least 300 members cast a vote in the referendum with a simple majority.

2.4.1 The exception to this rule will be in the case of a referendum related to changes to this document in which case the resolution may only be passed by a two thirds majority when at least 500 members cast a vote.

Part Eleven: Standing Orders

Section One: Purpose

- 1.1** This part of the document outlines the standing orders that apply to all Meetings of the Union (both Union Meeting and Annual Meeting).
- 1.2** Where the Standing Orders are not clearly stated within the Terms of Reference for any given properly constituted Union meeting, a simple majority vote may be taken to formally adopt these Standing Orders into the proceedings of said meeting.

Section Two: Discussion of Big Ideas

- 2.1** The Chairperson will invite members present to speak in favour of the Big Idea.
- 2.2** The Chairperson will then call for a speech against the Big Idea.
- 2.3** The “for/against” procedure will continue until there are no further speeches forthcoming for the Big Idea. This continuation of the debate is subject to Procedural Motions (PMs) under Section 5.

Section Three: Amendments to Big Ideas

- 3.1** An amendment to a Big Idea can be called by any member present who will be invited to speak in favour of the amendment. Such an amendment shall not substantially alter the spirit of the original Big Idea.
- 3.2** The Chairperson shall then invite people to speak against the amendment.
- 3.3** The “for/against” procedure will continue until there are no further speeches forthcoming for the Big Idea. This continuation of the debate is subject to Procedural Motions under Section 5.
- 3.4** A vote will be taken on the amendment, requiring a simple majority to pass.
- 3.5** In the event that an amendment is passed, a vote will not be immediately taken on the Big Idea: the Big Idea with amendments shall be referred back to the proposer of the Big Idea who can decide either to accept the amendment or withdraw the Big Idea.
- 3.5.1** Should the proposer accept the amendment, the amended Big Idea will be referred to the next Student Council meeting as per the process described in Part Two.
- 3.6** In the event that an amendment falls, the Big Idea will be voted on in its original form as per the process in Part Two.

Section Four: Points of Order

- 4.1** A point of order shall be either:
- 4.1.1** A Procedural Motion (PM) under Section 5;
 - 4.1.2** A question to the Chairperson relating to the conduct of the debate (such questions must contain no argument and must not refer to the subject matter under debate);
 - 4.1.3** No point of order may be raised during the act of voting unless it refers to the matters of opinion;
 - 4.1.4** A point of information shall be an offer of information, which must not refer to matters of opinion.

Section Five: Procedural Motions

- 5.1** The following Procedural Motions may be used at all properly constituted Union meetings (during meetings, these may be referred to as Procedural Motion 1, Procedural Motion 2, etc.):
- 5.1.1** That the question now be put;
 - 5.1.2** That the question not be put;
 - 5.1.3** Referral of the matter or matters under discussion back to a specified body or specified elected Union representative;
 - 5.1.4** That the Big Idea be amended;
 - 5.1.5** That the operation of specified Standing Orders be suspended for a definite period;
 - 5.1.6** That the meeting be adjourned or closed;
 - 5.1.7** Request for Chairperson’s ruling;

- 5.1.8** That the Chairperson's ruling be overturned;
 - 5.1.9** That the meeting has no confidence in the Chair;
 - 5.1.10** That the agenda be varied;
 - 5.1.11** That the meeting move into Closed Session;
 - 5.1.12** Request for a quorum count;
 - 5.1.13** Request for a re-vote;
 - 5.1.14** A motion of Censure on specified elected Union representatives;
 - 5.1.15** Request for a secret ballot;
 - 5.1.16** A specified body or persons be removed from the floor.
- 5.2** All Procedural motions except motions 5.1.11, 5.1.12, and 5.1.13 are accepted at the Chairperson's discretion. The Chairperson's ruling on such procedural motions may be challenged using Procedural Motion 5.1.8.
- 5.3** For all cases of Procedural Motions, except motions 5.1.4 and 5.1.11, there shall be one speech for and one against the Procedural Motion.
- 5.4** During discussions on Procedural Motions, the Chairperson shall vacate the Chair. In the case of Procedural Motion 5.1.8 and 5.1.9, the Vice Chair shall act as Chair.
- 5.5** All Procedural Motions must be seconded.

Section Six: Policy Lapse

- 6.1** If a Big Idea is passed, it will be subject to ratification by the Board of Trustees and, if ratified, will remain policy of the Union for two years.
- 6.2** Shortly before policy lapse, a vote will be taken at the Executive Committee to extend the policy by either one or two years, or allow the policy to lapse.

Section Seven: Closed Session

- 7.1** During Closed Session, only those members entitled to vote at that meeting may remain. A member of staff or adviser invited by the Chair and agreed by those present may attend in a non-voting capacity.
- 7.2** Closed sessions can be called at the discretion of the Chairperson and should be reserved for confidential and commercially sensitive matters.
- 7.3** No vote is taken during such session.

Section Eight: Minutes

- 8.1** Draft minutes for all Union and Annual Meetings shall be published online with the documentation for the subsequent meeting.

Section Nine: Compilation of Agendas

- 9.1** The order of business on the agenda shall be drawn up by the Chairperson. The Chairperson may at their discretion delegate this to a member of Union staff.
- 9.2** Items for inclusion on agendas should be submitted prior to the meeting; otherwise items are accepted at the discretion of the Chairperson.
- 9.3** Items of business on the agenda may only be withdrawn with the permission of the meeting.
- 9.4** The order of business may be varied either:
- 9.4.1** By the Chairperson;
 - 9.4.2** By a relevant procedural motion.

Part Twelve: Elections Committee Terms Of Reference

Section One: Purpose

- 1.1** The purpose of the Elections Committee shall be to:
- 1.1.1** Decide upon the regulations of the election;
 - 1.1.2** Ensure that all candidates adhere to the rules and regulations of the election;
 - 1.1.3** Consider complaints;
 - 1.1.4** Taking action to investigate and, if required, reprimand candidates where a complaint has been submitted;
 - 1.1.5** To open investigations into any detected form of election irregularity, even if a complaint has not been received in advance;
 - 1.1.6** Promotion of the election and process, both before and during the elections, as well as acting in a neutral manner to raise election turnout and engagement;
 - 1.1.7** Ratifying the timetable of elections and referenda which have been decided by the Executive Team in the prior summer recess and to ensure that the dates set are within the parameters of the Memorandum and Articles and the Democratic Procedures Document;
 - 1.1.8** Overseeing the procedure and running of hustings within the period of the election and ensuring candidates have equal representation as far as reasonably possible.
- 1.2** The Elections Committee will produce additional regulations to the election rules set out in Part Thirteen of this document. These regulations will govern such aspects of elections as the conduct of hustings, publicity design, distribution and display, election expenses, campaigning and candidates' meetings, along with any other aspects of elections as the Committee deems necessary to regulate.
- 1.3** The regulations must be decided at least 21 days before nominations open and will be published on the NTSU website with a link adjacent to the notice of elections.

Section Two: Composition

- 2.1** An Elections Committee will be appointed at the beginning of the academic year, which shall be comprised of the following members:
- 2.1.1** President of the Students' Union, who will act as Chair of the Elections Committee and shall have a casting vote only. (or in the case of the President re-running in the elections, or due to another unspecified conflict of interest, a nominee of the Board of Trustees);
 - 2.1.2** Two members of the Student Council, who will act as Vice Chairs for the Elections Committee and shall have voting rights and will chair any meetings they are called on to deputise on a rotational basis (if there are not any members of the Student Council available to appoint to the Elections Committee, due to re-running in the elections or due to another conflict of interest, the Chair of the Elections Committee, in consultation with the Board of Trustees shall appoint two members of the Students' Union in their place, who will act as Vice Chairs);
 - 2.1.3** Two ordinary members of the Students' Union who shall have voting rights and who are not a candidate in the elections or a part of any candidate's campaign team, or who have had a role in planning the elections;
 - 2.1.4** A staff member nominated by the Chief Executive who shall act as an advisor to the committee;
 - 2.1.5** The lead staff member who deals with the democratic affairs of the Union, who shall act as the secretary, minute taker and as an advisor to the committee.

Section Three: Removal of Elections Committee Members

- 3.1** A member of the Elections Committee may be removed via a Vote of No Confidence from any voting member of the Elections Committee; this requires a simple majority of voting members to approve in order to

be enacted.

3.2 A Vote of No Confidence in a member of the Elections Committee can be triggered when one or a combination of the following occurs:

3.2.1 If that member leaks information to a candidate and/or campaigners about any decisions being made which give that candidate and/or campaigners an unfair advantage;

3.2.2 If a voting member of the committee fails to turn up to three successive meetings without giving a reasonable apology.

3.3 In the case of a Vote of No Confidence against a member of the Elections Committee, at least one member of Students' Union staff or the Deputy Returning Officer must be present to observe the vote. The member upon whom the Vote of No Confidence has been called against has a right to defend themselves to the committee before the vote is taken.

3.3.1 The committee member upon whom the Vote of No Confidence has been called against must be informed by the Chair of the Elections Committee at least 24 hours before the vote is to be taken, informing them of the reasons why the Vote of No Confidence has been called against them.

3.4 If the Chair of the Elections Committee has had a Vote of No Confidence called against them for the reasons detailed in Section 3.2 or due to a lack of confidence in their ability to successfully chair a meeting of the Elections Committee, then using the methods outlined in Section 3.1 a Vote of No Confidence can be called against the chair.

3.4.1 In this instance, the Deputy Returning Officer will be informed by a member of the Elections Committee (not the Chair) that a Vote of No Confidence in the Chair is due to take place, who will subsequently inform the Chair of the Elections Committee 24 hours before the Vote is due to take place, informing them of the reasons why the Vote of No Confidence has been called against them.

3.5 In the instance of a Vote of No Confidence being passed against a voting member of the Elections Committee or the Chair, an appeal can be lodged to the Deputy Returning Officer within 24 hours. In this instance, the Returning Officer will make a ruling within 24 hours of receiving the appeal, and whose decision will be final.

Section Four: Meeting Arrangements

4.1 The Elections Committee shall meet no later than the final week of Term 1 to decide upon the regulations for the election of the Executive Officers, Equality and Diversity Network Chairs, and Confetti and Mansfield Officers.

4.2 The Elections Committee shall meet no later than the final week of Term 1 to ratify the dates of the election itself which will be decided by the Executive Team, in consultation with the Deputy Returning Officer, during the summer period prior to the start of the academic year.

4.3 The Elections Committee will, after meeting to decide upon the regulations of the election, meet once per week after the start of Term 2 to receive updates and continue planning the election. This shall continue until the date of when campaigning begins.

4.4 When voting opens, the Elections Committee shall meet once per day; this shall then subsequently continue until the election has ended.

4.5 No business can take place at the Elections Committee unless 50% plus one of all voting members of the committee are present.

4.6 All votes shall be a simple majority vote.

4.7 Any candidate may request a copy of the minutes of an Elections Committee meeting.

Part Thirteen: Election Rules

Section One: Purpose

1.1 These rules are to be used for any election which involves electing Executive Officers, Equality and Diversity Network Chairs, Confetti or Mansfield Officers or NUS Delegates.

1.2 Elections for Executive Officers, Confetti and Mansfield Officers and NUS Delegates will be carried out by cross-campus secret ballots

1.3 Elections for the Chair and Vice Chair of each Equality and Diversity Network will be carried out by secret ballot within their respective Networks:

1.3.1 The Elections Committee has discretion to determine if a Network is insufficient to carry out elections and will rule on an appropriate alternative.

Section Two: Returning Officer

2.1 The Returning Officer will be a nominee of the National Union of Students. They will be presented with a copy of the Election Regulations as devised by the Elections Committee, the Memorandum and Articles, and the Democratic Procedures Document.

2.2 The Election Regulations can be amended by the Returning Officer in liaison with the Elections Committee if it is deemed necessary.

2.3 The lead staff member with responsibility for democratic affairs within the Union shall serve as the Deputy Returning Officer, and shall assist the Returning Officer in advising and ruling on all elections-related matters.

Section Three: Election Rules

3.1 A copy of the rules and regulations will be issued to all candidates who will sign to say they have received them.

3.2 A formal notice of elections should be issued no later than 14 days before the start of voting and 7 days before the opening of nominations.

3.3 The notice of elections should include:

3.3.1 Date and time when nominations open and close;

3.3.2 Procedure for nomination;

3.3.3 Date and location of hustings;

3.3.4 Rules and regulations for elections;

3.3.5 Date and time when voting opens and closes;

3.3.6 Date and time when the results will be announced;

3.3.7 Contact details for election queries;

3.3.8 The voting mechanism to be used for the election.

3.4 Nominations shall open no later than 14 days before the start of voting.

3.5 Nominations shall close no later than 7 days before the start of voting.

3.6 Members eligible to stand for election must submit an official online nomination form, before the close of nominations, which includes:

3.6.1 The candidate's full name (and their name as they would like it to appear on the ballot paper) and university student ID number (N number or equivalent).

3.6.2 A recent passport-style photograph of the candidate that will be used on the ballot paper.

3.6.3 A 150-word statement that will be placed on the ballot paper.

3.6.4 Candidate's current contact details, including but not limited to; telephone number and email address.

3.7 If any of the information in Section 3.6 is missing from the candidate's nomination, the nomination may become invalid and the candidate will be asked to resubmit the nomination where reasonably practicable. If the nomination is not submitted in full by the nomination deadline, the candidate will be excluded from the

election.

3.8 Any member who is eligible to stand for election may only stand for one position on the Student Council at any given time.

Section Four: Breaches of Rules and Regulations

4.1 All suspected rule breaches must be made in writing to the Elections Committee and emailed to elections@su.ntu.ac.uk no later than 24 hours after the incident has occurred or the concern has been realised.

4.2 The Elections Committee will communicate with all parties involved in any dispute electronically via email.

4.3 For a complaint to be considered, clear evidence must be attached which warrants the Deputy Returning Officer making a judgement. Acceptable forms of evidence include but are not limited to:

4.3.1 Photographs and videos;

4.3.2 Screen shots of web pages;

4.3.3 Copies of emails;

4.3.4 Staff witnesses (who are considered neutral).

4.4 The Elections Committee will investigate any reported rule breaches and make a decision on potential punishment within 24 hours. The Elections Committee have the power to choose a range of punishments at their discretion, ranging from limited campaigning bans to exclusion from the election.

4.5 Candidates can appeal the decision of the Elections Committee via the Returning Officer, who will return a final decision within 24 hours of the appeal being submitted.

4.6 For issues of gross misconduct concerning candidates and/or their campaigners, the Students' Union reserves the right to use the 'Code of Conduct for NTSU Members' guidelines in addition to these Election Rules.

4.7 The absolute deadline for receiving complaints will be one hour after voting has closed.

Section Five: Appeal Process

5.1 Candidates, in which a penalty has been imposed upon them or their campaigners, have the right to appeal to the Returning Officer. The Deputy Returning Officer will submit the appeal to the Returning Officer on behalf of the candidate.

5.2 The Returning Officer will hear any complaint made against a candidate or their supporters and will take action if they feel a rule has been broken.

5.3 The Returning Officer can rule that there is insufficient evidence that a rule has been broken, and can overrule the original decision of the Elections Committee.

5.4 If the Returning Officer reaches the decision that the complaint should be upheld, they can either agree with the original decision of the Elections Committee or decide to increase or decrease the original penalty imposed.

5.5 If a candidate submits an appeal to a punishment levied by the Elections Committee, the punishment in question is suspended until the Returning Officer rules on the appeal.

5.5.1 In the event that the Returning Officer rejects the Appeal and chooses to uphold the Elections Committee's punishment (or increase the severity of said punishment), and there is insufficient time to carry out the punishment, the candidate will be excluded from the election.

5.6 The Elections Committee will inform the candidate of the Returning Officer's ruling within 24 hours of the ruling being taken.

5.7 The Returning Officer's ruling is final.

Section Six: Election Results

6.1 The results for the elections will be calculated within 24 working hours after the close of the voting period, subject to the following:

6.1.1 Calculation of the voting taking place within the presence of the Deputy Returning Officer, and Chair of the Elections Committee. Counting cannot take place until the aforementioned are present. Any counting of the votes without the aforementioned present will invalidate that result, and a recount will take place;

6.1.2 Calculation of the voting taking place where there are no candidates or campaigners present;

6.1.3 All complaints being settled as per Section 4.7.

6.2 The results will be announced by the Elections Committee, and will take place no later than 72 working

hours after the counting of the elections has finished.

Section Seven: Executive Team Elections Arrangements

7.1 Executive Team positions will be elected in the second term of the academic year. The positions available are:

- 7.1.1** President (full time sabbatical, paid);
- 7.1.2** Vice President Education (full time sabbatical, paid);
- 7.1.3** Vice President Postgraduate (full time sabbatical, paid);
- 7.1.4** Vice President Sport (full time sabbatical, paid);
- 7.1.5** Vice President Opportunities (full time sabbatical, paid);
- 7.1.6** Vice President Community and Welfare (full time sabbatical, paid);
- 7.1.7** Brackenhurst Officer (part time non-sabbatical, unpaid).

7.2 The Executive Team will serve for a period of one calendar year from the first working day of July until the last working day of June of the next calendar year.

7.3 To stand for an Executive Team position the individual must be a fully enrolled student at Nottingham Trent University at the time of nomination. An incumbent Executive Officer can seek re-election only once as stipulated by the Education Act 1994:

7.3.1 To stand for Vice President Postgraduate the individual must be a fully enrolled postgraduate student at Nottingham Trent University at the time of nomination;

7.3.2 To stand for Brackenhurst Officer the individual must be a fully enrolled student studying at Brackenhurst Campus at the time of nomination and throughout their term in office.

7.4 An incoming member of the Executive Team will not be able to take up their role and the position will be considered vacant if, prior to the commencement of their term in office:

7.4.1 They cease to be a member of the Union;

7.4.2 Their student status is revoked or materially affected;

7.4.3 The University refuses to recognise the individual as a representative, in line with the Education Act 1994.

7.5 If, in line with the Memorandum and Articles of Association of the Union, it is required to fill a vacant Executive Team position, the arrangements for the by-election will be decided by the Elections Committee.

Section Eight: NUS Delegate Elections Arrangements

8.1 NUS Delegate positions will be elected in the first term of the academic year. The number of positions available is decided by the National Union of Students using a formula based on how many students study at the institution.

8.2 If a NUS Delegate position becomes vacant, the election results will be recalculated after withdrawing applicable candidate(s), and the unfulfilled position will be offered to the next highest polling candidate. In the event where there are no surplus candidates, the Deputy Returning Officer will agree an appropriate course of action with the Elections Committee.

Section Nine: Equality and Diversity Network Chair Elections Arrangements

9.1 Equality and Diversity Network Chairs are unpaid voluntary roles which do not fall under the role of the Executive Team. There will be a chair of each Equality and Diversity Network as set out in the Networks' Code of Practice.

9.1.1 Each Network will also elect a Vice Chair using the same arrangements as for the Chair.

9.2 Equality and Diversity Network Chair positions will be elected in the second term of the academic year.

9.3 The Equality and Diversity Network Chairs will serve for a period of one calendar year from the first working day of July to the final working day of June of the following calendar year.

9.4 To stand for an Equality and Diversity Network Chair position, the individual must be a fully enrolled student at Nottingham Trent University at the time of nomination and throughout their term in office, and a member of the relevant Equality and Diversity Network.

9.5 If an Equality and Diversity Network Chair position becomes vacant, a by-election will take place during a time and place decided by the Executive Team in consultation with the Deputy Returning Officer.

Section Ten: Confetti and Mansfield Officers Election Arrangements

10.1 Confetti and Mansfield Officers are unpaid voluntary roles which do not fall under the role of the Executive Team.

10.2 Confetti and Mansfield Officer positions will be elected in the second term of the academic year.

10.3 The Confetti and Mansfield Officers will serve for a period of one calendar year from the first working day of July to the final working day of June of the following calendar year.

10.4 To stand for either Confetti or Mansfield Officer, the individual must be a fully enrolled student at Nottingham Trent University at the time of nomination and throughout their term in office, and must be studying at the relevant campus.

10.5 If a Confetti or Mansfield Officer position becomes vacant, a by-election will take place during a time and place decided by the Executive Team in consultation with the Elections Committee.

Part Fourteen: Student Council Job Descriptions

Section One: Executive Team Job Descriptions

1.1 The term of office for the Executive Team is from the first working day in July, until the last working day, the following June. The length of the term of office is one year.

1.2 President:

- 1.2.1** Chair the Trustee Board and relevant committees;
- 1.2.2** Plan governance business and agendas alongside CEO;
- 1.2.3** Act as NTU Governor on request of NTU;
- 1.2.4** Ensure the Union has an effective strategy and KPIs;
- 1.2.5** Assume joint responsibility for strategic staffing decisions;
- 1.2.6** Manage the relationship between CEO and the Trustee Board;
- 1.2.7** To maintain a regular dialogue with the membership to understand and represent the views of students to stakeholders;
- 1.2.8** To organise and implement a programme to actively seek the views of students;
- 1.2.9** Lead liaison with senior University academics and managers;
- 1.2.10** Articulate the views of students in meetings and forums to effect positive changes for students;
- 1.2.11** Ensure that the Executive Team has a consistent approach to the representation of members;
- 1.2.12** Manage the tone of the Union's relationship with NTU;
- 1.2.13** Lead the Executive Team;
- 1.2.14** Delegate tasks within the team as appropriate;
- 1.2.15** Be a member of the Union's Senior Management Group;
- 1.2.16** Be a figurehead for the Students' Union and act as leading spokesperson on public relations matters;
- 1.2.17** Oversee the Union's democratic procedures, ensuring they are fit for purpose and effective;
- 1.2.18** To be the lead Executive Officer for the management of Freshers Team;
- 1.2.19** To work as an Executive Committee to implement policy and campaigns as determined by the democratic structures of the Union;
- 1.2.20** Be the primary liaison with NUS and other Unions;
- 1.2.21** Be aware of major trends within the HE sector;
- 1.2.22** Prioritise campaigns in consultation with other Exec members and ensure resources are available to support them.

1.3 Vice President Education:

- 1.3.1** Be an active member of the Union's Trustee Board and relevant committees;
- 1.3.2** To maintain regular dialogue with the membership to understand and represent the views of students to stakeholders;
- 1.3.3** Be visible across all campuses and approachable with students;
- 1.3.4** Work closely with course reps and school officers to represent the voice of all NTU students regarding all academic matters;
- 1.3.5** Collect termly feedback from students on the academic matters and produce termly reports;
- 1.3.6** Inform students on any policy changes on national or institutional level and seek the view of our members;
- 1.3.7** Represent the voice of students on academic matters at all relevant meetings with NTU and on the national level;
- 1.3.8** Campaign towards positive changes;
- 1.3.9** Be an effective Union member of ASQC and Academic Board;
- 1.3.10** Represent the voice of NTU students regarding all academic matters and seek positive changes;
- 1.3.11** Be responsible for ensuring an effective academic representation system and its continuous development;

- 1.3.12** Liaise with IAS and Student Voice on academic support issues;
- 1.3.13** Work alongside School Officers on organising Course Rep Assemblies and school related campaigns;
- 1.3.14** Chair Course Rep assemblies across all campuses;
- 1.3.15** Chair and take a lead in the NTU / NTSU StEAR meeting;
- 1.3.16** To work as an Executive Committee to implement policy and campaigns as determined by the democratic structures of the Union;
- 1.3.17** Work together with the VP Postgraduate towards accessible, value for money education for all students;
- 1.3.18** Work alongside others to actively campaign on any HE issues at local and national levels as agreed with NTSU membership.
- 1.4 Vice President Opportunities:**
 - 1.4.1** Be an active member of the Union's Trustee Board and relevant committees;
 - 1.4.2** To maintain regular dialogue with the membership to understand and represent the views of students to stakeholders;
 - 1.4.3** Ensure that student views on relevant extra-curricular activity are represented to NTU e.g. room bookings, faith spaces;
 - 1.4.4** Ensure policies affecting societies are fair and facilitative e.g. external speakers, sponsorship;
 - 1.4.5** Ensure that societies retain student leadership;
 - 1.4.6** Promote the role of student groups in enhancing members' experience at NTU;
 - 1.4.7** Represent NTSU at National Student Fundraising events;
 - 1.4.8** Ensure that the Union's Student Opportunities work meets the expectations of members;
 - 1.4.9** Chair Societies' Assembly;
 - 1.4.10** Support societies with matters of finance, health and safety, democracy and governance;
 - 1.4.11** Sit on Student Council and help complete Big Ideas;
 - 1.4.12** Help run and promote society events;
 - 1.4.13** Ensure annual delivery of effective society committee training;
 - 1.4.14** Encourage the establishment of new student groups;
 - 1.4.15** Help mediate any society/committee conflicts;
 - 1.4.16** Allocate funding to societies in accordance with Education Act;
 - 1.4.17** Liaise with NTU on matters affecting student groups (e.g. course based societies, cultural strategy etc.);
 - 1.4.18** To work as an Executive Committee to implement policy and campaigns as determined by the democratic structures of the Union;
 - 1.4.19** Be aware of national initiatives relating to student groups;
 - 1.4.20** Manage competing campaigning activities and demands of student groups.
- 1.5 Vice President Sports:**
 - 1.5.1** Be an active member of the Union's Trustee Board and relevant committees;
 - 1.5.2** To maintain regular dialogue with the membership to understand and represent the views of students to stakeholders;
 - 1.5.3** Be a member of the NTU Sport Management Team - including the various sub-groups;
 - 1.5.4** Facilitate Sports' Assembly meetings termly;
 - 1.5.5** Chair Sports Exec meetings;
 - 1.5.6** Be a member, and co-chair of the Varsity Strategic Committee;
 - 1.5.7** Work alongside NTU Sport to deliver sports team committee member training;
 - 1.5.8** Support all student led sports teams on social media;
 - 1.5.9** Representing and supporting students with campaigns related to sport they wish to pursue;
 - 1.5.10** Be a figurehead for the Students' Union, specifically student sport;
 - 1.5.11** Proactively secure students' views and convey these to NTU Sport to create positive change;
 - 1.5.12** Be the Lead Executive Officer for the annual Varsity Series;
 - 1.5.13** Lead on reward and recognition initiatives for sports individuals and groups;
 - 1.5.14** Lead relevant student well-being initiatives;
 - 1.5.15** To work as an Executive Committee to implement policy and campaigns as determined by the democratic structures of the Union;
 - 1.5.16** Represent NTSU within BUCS and liaise with other Students' Unions on sports matters;
 - 1.5.17** Positively influence the behaviour of sports club members through relevant campaigns.

1.6 Vice President Postgraduate:

- 1.6.1** Be an active member of the Union's Trustee Board and relevant committees;
- 1.6.2** To maintain regular dialogue with the membership to understand and represent the views of students to stakeholders;
- 1.6.3** To represent the views of PGR and PGT students at relevant boards and committees;
- 1.6.4** To convene regular forums for postgraduate students;
- 1.6.5** To represent the employability needs of our members;
- 1.6.6** To represent the enterprise needs of our members;
- 1.6.7** To represent the information systems needs of our members;
- 1.6.8** To understand the views of PGR and PGT students;
- 1.6.9** To ensure the services of the Union better suit the needs of postgraduate students;
- 1.6.10** To ensure the employability, enterprise and Information systems services at NTU deliver what students want;
- 1.6.11** To lead on the Unions enterprise activities;
- 1.6.12** To work as an Executive Committee to implement policy and campaigns as determined by the democratic structures of the Union;
- 1.6.13** To campaign on local and national issues effecting postgraduate students and employability;
- 1.6.14** To use research and insight to develop relevant policy;
- 1.6.15** To lead on the academic representation system for postgraduate students.

1.7 Vice President Community and Welfare:

- 1.7.1** Be and active member of the Union's Trustee Board and relevant committees;
- 1.7.2** To maintain regular dialogue with the membership to understand and represent the views of students to stakeholders;
- 1.7.3** Be the lead member of relevant University Sustainability Boards;
- 1.7.4** Chair Green Impact Team meetings supported by NTSU's Green Champion;
- 1.7.5** Lead on all 'Respect and Consent' initiatives;
- 1.7.6** Be the lead officer for interactions with Nottingham City Council and other local forums throughout the city;
- 1.7.7** Represent the Union at community meetings to respond to residents (using staff support as appropriate);
- 1.7.8** Lead on issues related to SCoB including revisions to the Code;
- 1.7.9** Meet regularly with IAS staff to ensure the service meets membership expectations;
- 1.7.10** To lead on campus specific feedback;
- 1.7.11** Be the lead for students living in residences and the local community;
- 1.7.12** Lead health and well-being campaigns;
- 1.7.13** Lead on Equality and Diversity matters;
- 1.7.14** Deliver annual green impact campaigns e.g. Green Leaders programme;
- 1.7.15** Take a lead in ensuring NTU SCoB and other policies are fair for members and reflect Union policy (e.g. Union Drug Policy);
- 1.7.16** Actively support student fundraising activities;
- 1.7.17** To work as an Executive Committee to implement policy and campaigns as determined by the democratic structures of the Union;
- 1.7.18** Proactively campaign and promote initiatives which address inequality and encourage anti-discriminatory practice;
- 1.7.19** To ensure relevant awareness events are delivered.

1.8 Brackenhurst Officer:

- 1.8.1** Be an active member of the Union's Trustee Board and relevant committees;
- 1.8.2** Convene and Chair Brackenhurst representative forums as outlined in NTSU documents;
- 1.8.3** Attend NTU meetings on Brackenhurst issues when requested;
- 1.8.4** Act as the primary channel of communication between Brackenhurst students and the Exec Team and Union staff;
- 1.8.5** Actively seek the views of students at Brackenhurst and articulate them to relevant managers and forums;
- 1.8.6** Seek opportunities for the Union to develop activities, services and improve representation at the campus;

- 1.8.7** Identify and campaign on issues which are of particular or unique importance to Brackenhurst students;
- 1.8.8** Implement wider Union campaigns at the Brackenhurst campus;
- 1.8.9** Ensure that campaigning activity at Brackenhurst is joined up with wider Union campaigning activity.

Section Two: Equality and Diversity Network Chairs' Job Descriptions

2.1 The term of office for the Equality and Diversity Network Chairs is from the first working day in July, until the last working day, the following June. The length of the term of office is one year.

2.2 Joint responsibilities of all Equality and Diversity Network Chairs shall, in addition to any individual duties outlined in the Networks Code of Practice, include:

- 2.2.1** Act as the representative of their Network, including fulfilling all purposes in Part Five Section 1 as required;
- 2.2.2** Attending any internal training, NUS training, or NUS conferences as required and that are appropriate;
- 2.2.3** Attending Student Council meetings, Union Meetings, and Annual Meetings as mandatory;
- 2.2.4** Chairing respective Networks;
- 2.2.5** Seeking student opinion and voicing students' views at relevant meetings;
- 2.2.6** Actively promoting any democratic event to their respective portfolio;
- 2.2.7** Working closely with relevant staff to run events, trips and activities relating to their specific demographic.

2.3 The Vice Chair of each Equality and Diversity Network may act on behalf of the chair in the event that they are unable or ineligible to fulfil their role.

Section Three: Confetti and Mansfield Officers' Job Descriptions

3.1 The term of office for the Confetti and Mansfield Officers is from the first working day in July, until the last working day, the following June. The length of the term of office is one year.

3.2 Responsibilities of Confetti and Mansfield Officers shall include:

- 3.2.1** Working during Freshers' Week to ensure there are events that cater for their specific campus;
- 3.2.2** Attending any internal training, NUS training, or NUS conferences as required and that are appropriate;
- 3.2.3** Attending Student Council meetings, Union Meetings, and Annual Meetings as mandatory;
- 3.2.4** Attend NTU meetings on issues affecting their campus when requested;
- 3.2.5** Act as the primary channel of communication between students on their campus, Student Council, the Exec Team and Union staff;
- 3.2.6** Seek opportunities for the Union to develop activities, services and improve representation at their campus;
- 3.2.7** Identify and campaign on issues which are of particular or unique importance to students on their campus;
- 3.2.8** Implement wider Union campaigns at their campus;
- 3.2.9** Actively promoting any democratic event on their campus;
- 3.2.10** Working closely with relevant staff to run events, trips and activities relating to their specific campus.

Part Fifteen: Removal Of Elected

Section One: Procedure

1.1 A motion of 'No Confidence' will be the mechanism by which the student body may indicate that an officer has lost the confidence of the membership in their ability to undertake the responsibilities of their post.

1.1.1 In the instance of a member wishing to submit a Motion of No Confidence in a member of Executive Committee, an Equality and Diversity Network Chair, the Confetti Officer or the Mansfield Officer, the motion must be submitted using the method outlined in Part Ten, Section 2.1.4.

1.2 If the No Confidence vote is successful in the referendum, the officer in question will immediately be removed from their elected position. The Union will follow current best practice in regards of their employment status.

1.3 If the No Confidence vote does not pass, the officer in question is permitted to continue in that post until the end of their term in office with no investigation taking place.

1.4 All elected officers are subject to the rules and regulations laid down in the 'Members Code of Conduct' document. In the case of an elected officer breaching the disciplinary code or committing an act of gross misconduct, they will automatically be referred to the 'Members Code of Conduct', bypassing the need for a Vote of No Confidence referendum.

Part Sixteen: Trustee Board

Section One: Roles and Responsibilities

1.1 All matters pertaining to the governance and duties of the Trustee Board are outlined in the Memorandum and Articles except for matters relating to the Appeals Panel composition and process.

Section Two: Appeals Panel for the Removal of Trustees

2.1 The Appeals Panel shall consist of the members stated in the Memorandum and Articles, and will be appointed by the Supervising Trustee (or their nominated representative):

- 2.1.1** one nominee of Nottingham Trent University;
- 2.1.2** one independent student member who is not a Trustee;
- 2.1.3** one Chief Executive of another Students' Union;
- 2.1.4** one student officer of another Students' Union.

2.2 The Supervising Trustee (or their nominated representative) will appoint a chair from the members listed in Section 2.1.

2.3 The Students' Union will approach the Head of Legal Services for a nominee from Nottingham Trent University as in 2.1.1.

2.3.1 In the absence of the Head of Legal Services, the Students' Union will approach the University Executive Team or body of equal status.

2.4 The Students' Union will approach the Elections Committee to nominate an independent student as in 2.1.2.

2.5 The Students' Union will approach the National Union of Students or relevant specialist staff group for nominees as in 2.1.3 and 2.1.4.

2.6 The Appeals Panel will follow the current appeals process as stated in the Students' Union's employment processes except where it conflicts with the Memorandum and Articles or this document.



NTSU

NOTTINGHAM TRENT STUDENTS' UNION

 TRENTSTUDENTS  TRENTSU