

ARTICLES OF GOVERNANCE & RULES

**National Union of Students
(United Kingdom)**

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national union of students

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Articles of Governance

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Foreword

This constitution (the Articles of Governance and the Rules) first came into full effect from 1 July 2009.

This document is first published September 2009. Future revisions will be noted below, so please ensure you are working with the most up-to-date copy of the constitution: email democracy@nus.org.uk

To ensure that all the rules stay understandable, accessible and do not contradict themselves, the Democratic Procedures Committee keeps all the rules, and their numbering under review. If you spot any inconsistencies, spelling mistakes or faulty numbering, please email democracy@nus.org.uk and your suggestions will be brought to the attention of the Committee.

If you wish to make a substantive changes to any of the rules a motion will have to be passed at National Conference (or for Wales, Scotland or NUS-USI their Conferences and Councils). For information on how to do this, please email democracy@nus.org.uk or consult the rules for motion submissions.

In Unity
NUS Democratic Procedures Committee, August 2011

ARTICLES OF GOVERNANCE OF THE NATIONAL UNION OF STUDENTS OF THE UNITED KINGDOM
(AN UNINCORPORATED ASSOCIATION)

The National Union

1. The National Union shall be an unincorporated association in the name of "The National Union of Students of the United Kingdom" (here after called "the National Union").
2. The National Union shall be a confederal association of Students' Unions, students' associations, guilds, junior common rooms and representative councils of Students involved in post-sixteen education and training in the United Kingdom.

Mission

3. The National Union's mission shall be to:
 - 3.1 promote, defend and extend the rights of Students; and
 - 3.2 develop and champion strong Students' Unions.

Aims and Objects

4. The primary aims and objects of the National Union are to:
 - 4.1 represent Students of the United Kingdom locally, nationally and internationally;
 - 4.2 promote and maintain the educational, social, cultural and general interests of Students;
 - 4.3 arrange services, goods, facilities and other benefits for Members of the National Union, for persons and organisations associated with the National Union, and for other Students and their organisations;
 - 4.4 promote the views of Students on problems in the educational system as a whole;
 - 4.5 promote the interests of Students in economic, social, youth and mature issues which have a direct affect on education or upon the status and welfare of Students within society;
 - 4.6 promote the views of Students upon those issues which have a direct bearing on the education or social rights of students of any country;
 - 4.7 maintain and promote co-operation with students and student organisations of other countries;
 - 4.8 discuss, comment and act upon current affairs which are of interest or importance to Students;
 - 4.9 Support causes which, in the opinion of the National Conference, merit the support of Students in general;
 - 4.10 Supporting prospective, current and past Students in seeking gainful employment; and
 - 4.11 Acting as a channel of communication between Members and external bodies
5. The secondary aims and objects of the National Union are to:
 - 5.1 discuss, act upon and promote awareness of all of its primary aims and objects in their full economic and social context;
 - 5.2 promote its primary aims and objects as an organised student group and in liaison and cooperation with other organised groups in society; and
 - 5.3 do anything helpful to its primary aims and objects.

Equal Opportunities

6. In pursuance of these aims and objects the National Union will not tolerate, and shall seek to eradicate, discrimination on the basis of race, sex, sexual orientation, disability, ethnic origin, religion, age, nationality, caring responsibility status, creed or gender identity, and will be independent of any party political organisation or religious body; but positive action in favour of any disadvantaged section of society shall be allowed.

No Platform Policy

7. In pursuance of the National Union's aims and objects, any individuals or members of organisations or groups identified by the Democratic Procedures Committee as holding racist or fascist views shall not be allowed to stand for election to any National Union

office, or go to, speak or take part in National Union conferences, meetings or any other National Union events, and Officers, Committee Members and Trustees shall not share a public platform with an individual or member of an organisation or group known to hold racist or fascist views. The Democratic Procedures Committee shall develop Rules for the operation of the National Union's "no platform" policy which shall need the approval of the National Conference.

8. In addition, as part of the National Union's no platform policy:
 - 8.1 a person or organisation or group may be subject to the National Union's "no platform" policy from time to time because of a decision of the National Conference;
 - 8.2 a list of the individuals, organisations and groups subject to the National Union's "no platform" policy shall be kept on record by the National Executive Council;
 - 8.3 any Student identified as not being allowed to stand for election at the National Conference as a result of the National Union's "no platform" policy shall be removed from the relevant and any subsequent stages of the election process by the Chief Returning Officer;
 - 8.4 Any Constituent Member or member of the National Conference may complain to the Democratic Procedures Committee about the right of a person to be present at the National Conference on the basis that this person is now subject to the "no platform" policy. Such a complaint may be made at any time before or during the National Conference, and the Democratic Procedures Committee shall have the power at its absolute discretion to investigate the complaint and then withdraw the person's right to go to the National Conference where, in the opinion of the Democratic Procedures Committee, that person is now subject to the "no platform" policy;
 - 8.5 Articles 7.2 – 7.4 shall apply to all other conferences and events where the Democratic Procedures Committee shall have the power to exercise its authority in pursuance of the above.
 - 8.6 In proposing the code of conduct the Trustee Board shall implement the principles of "No Platform" at all other conferences and events not governed by the Democratic Procedures Committee

Powers

9. To further its aims and objects, but not for any ultra vires purpose, the National Union may:
 - 9.1 set up, support, promote and run a network of programmes and activities for Members;
 - 9.2 provide services and facilities directly for Students where suitable;
 - 9.3 Alone or with organisations:
 - 9.3.1 Carry out campaigning activities about the development and carrying out the suitable policies;
 - 9.3.2 Seek to influence public opinion; and
 - 9.3.3 Make representations to and seek to influence governmental and other bodies and institutions;
 - 9.4 write, make, commission, print, publish or distribute materials or assist in these activities;
 - 9.5 promote, initiate, develop and carry out education and training and arrange provide or assist with exhibitions, lectures, meetings, seminars, displays or classes;
 - 9.6 promote, encourage, carry out or commission research, surveys, studies or other work and publish the useful results;
 - 9.7 provide or appoint others to provide guidance, representation and advocacy;
 - 9.8 buy, lease, hire or receive property including land buildings and equipment and equip it for use;
 - 9.9 sell, manage, lease, mortgage, exchange, dispose of or deal with all or any of its property;
 - 9.10 borrow and raise money on terms and security as the National Union may think suitable (subject to any consent needed by law);

- 9.11 raise funds and invite and receive contributions from any person(s);
- 9.12 trade while carrying out any of its aims and objects;
- 9.13 incorporate companies to carry on any trade;
- 9.14 depending on Article 9 below, employ and pay employees and professionals or other advisors;
- 9.15 grant pensions and retirement benefits to employees of the National Union and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for employees of the
- 9.16 National Union and their dependants;
- 9.17 set up organisations or charities with identical or similar objects and/or promote, support, aid, amalgamate or co-operate with, become a member or affiliate or associate of, and act as or appoint trustees, agents, nominees or delegates to control and manage organisations or charities, subscribe, lend or guarantee money to these charities;
- 9.18 undertake and execute any trusts which may lawfully be undertaken by it;
- 9.19 invest and deal with the National Union's money not immediately needed for its aims and objects in or upon any investments, securities, or property;
- 9.20 delegate the management of investments to an suitably experienced and qualified financial expert provided that:
 - 9.20.1 The investment policy is set down in writing for the financial expert by the Trustees;
 - 9.20.2 Every transaction is reported promptly to the Trustees;
 - 9.20.3 The performance of the investment is looked at regularly by the Trustees;
 - 9.20.4 The Trustees are entitled to cancel the delegation at any time;
 - 9.20.5 The investment policy and the delegation arrangements are looked at at least once a year;
 - 9.20.6 All payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
 - 9.20.7 The financial expert may not do anything outside the powers of the Trustees;
 - 9.20.8 The financial expert is an individual who is an authorised person within the meaning of the Financial Services & Markets Act 2000; or a company or firm of high repute which is an authorized or exempt person within the meaning of the Financial Services & Markets Act 2000 except persons exempt solely by virtue of Article 44 and/or Article 45 of the Financial Services & Markets Act 2000 (Exemption) Order 2001
- 9.21 arrange for investments or other property of the National Union to be held in the Nme of a nominee (being a company or a limited liability partnership registered or having an set up place of business in England and Wales) under the control of the Trustees or a financial expert acting under their instructions and to pay any reasonable fee needed;
- 9.22 lend money and give credit to, take security for these loans or credit and guarantee or give security for the performance of contracts by any person or company;
- 9.23 open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange;
- 9.24 buy or acquire all or any of the property, assets, liabilities and engagements of any organisations or charities with objects similar to the National Union's objects;
- 9.25 incorporate and transfer all its assets to a limited liability legal entity;
- 9.26 pay out of the funds of the National Union the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they maybe guilty in relation to the National Union provided that no such insurance shall extend to any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceedings; or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a

regulatory nature (however arising); any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct; and form a charity or charities with identical or similar objects to the National Union and transfer to it or tem assets and liabilities of the National Union; and
 9.27 do all such other lawful things as shall further the National Union’s aims and objects.

Resources & Assets

- 10. The income and property of the National Union shall be applied solely towards the promotion of its aims and objects set out in these Articles of Governance. No part shall be paid or transferred directly or indirectly to the Members and no Officer, Committee Member or Trustee may receive any payment or other benefit in money or money’s worth from the National Union except for payment in good faith of:
 - 10.1 any reasonable payment to a Member, Officer, Committee Member or Trustee for any goods or services provided by the Member, Officer, Committee Member or Trustee to the National Union under a contract for those goods or services;
 - 10.2 reasonable and proper payment to any person (including a Member and a Trustee) for any services provided to the National Union (including by way of employment and in particular but without limitation the employment of Officer Trustees under Article 73, Full Time Officers under Article 97 and any other full time officers or other officers under Article 100) provided that the procedure described in Article 102 of the Articles of Governance (Conflicts of Interest) is followed in relation to the payment of any Trustee;
 - 10.3 interests on money lent to the National Union at a reasonable and proper rate per annum;
 - 10.4 Any reasonable and proper rent for premises let to the National Union;
 - 10.5 fees, payment or other benefits in money or money’s worth to any company of which a Trustee or a Member or a member of her immediate family holds one per cent of the capital;
 - 10.6 reasonable and proper out-of-pocket expenses of the Officers, Committee Members and Trustees; and
 - 10.7 reasonable and proper premiums in respect of indemnity insurance effected in line with Article 8.25 above.
- 11. If any property remains after the National Union has been wound up or dissolved and all debts and liabilities have been satisfied, it shall be paid to or distributed among the Constituent Members of the National Union.

Membership

- 12. The Members of the National Union shall be as follows:
 - 12.1 Constituent Members;
 - 12.2 Individual Members;
 - 12.3 Student Organisations in Association, Partner Organisations in Association and Individuals in Association (together the “Associate Members”); and
 - 12.4 Honorary Members.
- 13. Members’ details (other than Individual Members) shall be entered in a register of Members.

Constituent Members

- 14. Constituent Membership shall be open to:
 - 14.1 any representative organisation, Students’ Union, students’ association, guild, common room or representative council in the United Kingdom to which all the full-time students in post-sixteen education or a post-sixteen education establishment belong; and
 - 14.2 In the absence of any representative student organisation, any student body of a post-sixteen educational establishment which is approved by the National Conference.
- 15. Applications for Constituent Membership shall be sent to the Democratic Procedures Committee by a method of its determination. The Democratic Procedures Committee

shall make investigations and enquiries as it thinks fit, and shall submit the application to the next available meeting of the National Conference or the National Executive Council after the receipt of the application. The National Conference or the National Executive Council may accept or reject the application. If the organisation is accepted into membership by a meeting of the National Executive Council this decision shall need further ratification at the next meeting of the National Conference. Acceptance by the National Conference and the National Executive Council shall need a two thirds majority vote.

Individual Members

16. Individual Membership, which is defined for the purposes of determining eligibility for candidacy for elections, is automatically conferred upon:
- 16.1 The Students of a Constituent Member aged 16 or over;
 - 16.2 The Committee Members and members of the National Executive Council;
 - 16.3 The sabbatical officers of Constituent Members;
 - 16.4 The sabbatical convenors of NUS Area Organisations.

Associate Members

17. Associate Membership shall be open to:
- 17.1 national student organisations having a substantial student membership uniting students for any purpose, known as "Student Organisations in Association";
 - 17.2 non-student organisations who have general sympathy with the National Union, or who have particular areas of common interest with the National Union, known as "Partner Organisations in Association"; and
 - 17.3 individuals interested in and supporting the aims and objects of the National Union, known as "Individuals in Association".
 - 17.4 voluntary associations of students' unions defined geographically and recognised by the National Executive Council under the Rules, known as "NUS Areas"
18. Applications to become an Associate Member shall be made to the National Executive Council by a method of its determination and may be accepted or rejected by a two thirds' majority vote of the National Executive Council. The National Conference shall have the right to reverse any such decision.

Honorary Members

19. The National Conference may elect to and remove from Honorary Membership of the National Union any person and organisations as it sees fit.

Rights and Obligations of Members

20. Members shall be entitled to receive any privileges and benefits as decided by the Trustee Board from time to time.
21. Only Constituent Members and members of the National Executive Council are entitled to go to and vote at meetings of the National Conference. Constituent Members and members of the National Executive Council are also entitled to submit policy proposals to the National Conference, the Nations, the Liberation Campaigns, the Student Sections and the Zones. For the purposes of submission of proposals and participation in the National Conference, the National Executive Council and each principal committee of the Nations, the Liberation Campaigns, the Student Sections and the Zones shall act as a Constituent Member in its own right as further defined in the Rules.
22. Constituent Members and Associate Members shall be liable to pay a subscription as decided by the Trustee Board and approved by the National Conference.
23. Individual Members shall be entitled to stand for election as Officers, Committee Members and members of the National Executive Council.
24. Constituent Members and Individual Members agree to abide by these Articles of Governance and to contribute to the carrying out of any decisions of the National Conference.

Termination of Membership Withdrawal

25. A Constituent Member or an Associate Member may withdraw from membership of the National Union by giving written notice to the National Executive Council before the 1st July in the year in which it wishes to withdraw from membership, this notice to take effect on the 31st December of that year.
26. The membership of the Constituent Member or the Associate Member shall end without prejudice to any outstanding claims that the National Union may have against such Member.

Default

27. Where a Member owes any money to the National Union or is in arrears in payment of all or part of its membership subscription, the Trustee Board may withdraw from the defaulting Member all or any of its membership rights and privileges (including any rights of participation in the governance of the National Union).
28. If a membership subscription or any part of it is in arrears for more than two years, the membership of the defaulting Member (and its rights and privileges) shall automatically end without prejudice to any outstanding claim of the National Union against such Member.
29. If an Associate Member fails to pay its membership subscription within 90 days of it becoming due, its membership shall end on the expiration of that 90 day period.

Suspension

30. In accordance with the Code of Conduct, if any Member takes action which discriminates on the grounds of race, sex, sexual orientation, disability, ethnic origin, religion, age, nationality, caring responsibility status, gender identity or creed, the Member may be deprived of some or all of its rights, privileges, facilities or benefits. Suspension shall be for as long and upon such terms as may be determined in the Code of Conduct.

Expulsion

31. Any Member may be expelled by a resolution of the National Conference passed by a two thirds' majority.

National Conference

Role and powers

32. The National Conference shall be the Sovereign Policy Making Body of the National Union, subject to any exceptions stated expressly in these Articles.
33. The National Conference shall be responsible for the following:
 - 33.1 producing policy or position statements outlining the general activities that the National Union intends to undertake in order to carry out its mission and fulfil its aims and objects;
 - 33.2 carrying out a range of administrative functions in relation to the National Union; and
 - 33.3 holding elections for posts of Officers and Committee Members as further defined in these articles and the Rules
34. The National Conference shall determine the policy of the National Union either of its own motion at a meeting of the National Conference, or by adoption of policy decisions taken by the National Executive Council, the Nations, NUS-USI, the Liberation Campaigns, or the Student Sections in between meetings of the National Conference.
35. The National Conference shall have power to appoint and remove the Trustees in line with Articles 74 to 83 below.

Composition

36. The composition of the National Conference shall be as follows:
 - 36.1 specified Committee Members as decided in the National Conference Rules; and
 - 36.2 A number of representatives from each Constituent Member, as decided in line with the National Conference Rules. An entitlement to a number of delegates per "full time equivalent" student at the Constituent Member, where "full time equivalent" means the total number of full time students added to 0.6 of part

time students will be proposed by the Democratic Procedures Committee and agreed by Conference in accordance with the National Conference Rules; save that in proposing the entitlement figure the DPC shall ensure that the total number of delegates entitled to attend National Conference is calculated to not fall below 1400.

- 36.3 Representatives to National Conference from Higher Education Constituent Members shall be elected by Cross Campus Ballot in a way detailed in the National Conference Rules

Proceedings

37. The National Conference shall hold an annual general meeting before the month of May in each calendar year.
38. The National Conference may hold meetings other than annual meetings at any time and these shall be called extraordinary meetings.
39. The meetings of the National Conference shall be held in line with the Rules.
40. The procedures of the National Conference shall be further defined in the National Conference Rules.

National Ballot

41. A National Ballot may be called between meetings of the Conference to determine a matter of interim Policy or confidence in any person elected by the National Conference. Policy created by a National Ballot shall have the same status as Policy made by National Conference (or subordinate bodies) and will always be resubmitted for debate at the next meeting of the Conference.
- 41.1 Such a Ballot may be called upon request of 5% of Constituent Members in a manner further detailed in the Rules.
- 41.2 The Ballot will be conducted by the Chief Returning Officer in a manner detailed in the Rules, save that in participating in the Ballot, the position of the Constituent Member must have been approved by that Constituent Member's sovereign policy making body.
- 41.3 An application to call a National Ballot to overturn a decision made by National Conference shall automatically be ruled out of order.

National Executive Council

Role and powers

42. The National Executive Council shall be the interim policy body and its officers shall provide the Political Leadership of the National Union. The National Executive Council shall be the most senior policy body outside of the National Conference. The National Executive Council shall:
- 42.1 decide emergency policy of the National Union in between meetings of the National Conference;
- 42.2 appoint members to various committees as further defined in the Rules;
- 42.3 set up special committees of significance to the National Union whose work applies to more than one Nation, Student Section, Liberation Campaign or Zone;
- 42.4 interpret and develop policy and plans arising from it;
- 42.5 hold the Zones and their work to account; and
- 42.6 advise the Trustee Board on the meaning of policy, political priorities and allocation of resources of the National Union subject to the Trustee Board's power of overrule in Article 69.
- 42.7 in conjunction with the Trustee Board propose the Budget for the National Union to National Conference by the President
- 42.8 form a special committee of the National Executive Council to be named the Anti Racism Anti Fascism committee (ARAF). The conveners of this committee shall be selected by the National Executive Council.
- 42.9 call Ballots on matters of significance as detailed in clause 40
- 42.10 set up scrutiny committees on behalf of the National Union's membership;
- 42.11 receive, approve or refer back reports of the work of the Trustee Board

42.12 hold to account, with the power to censure, any person elected by the National Conference or of or from itself

National Executive Council Composition

43. The composition of the National Executive Council shall be as follows:

- 43.1 Fifteen Individual Members elected by the National Conference as further defined in the Rules;
- 43.2 National President, who shall be principally politically accountable for the finances of the National Union;
- 43.3 Vice President Welfare;
- 43.4 Vice President Higher Education;
- 43.5 Vice President Further Education;
- 43.6 Vice President Union Development;
- 43.7 Vice President Society and Citizenship;
- 43.8 President of NUS Scotland;
- 43.9 President of NUS Wales;
- 43.10 President of NUS-USI;
- 43.11 An officer from each of the four Liberation Campaigns;
- 43.12 Two members appointed by and from each student section; and
- 43.13 A member elected by and from each of the principal committees or conferences of the Zones, the Liberation Campaigns, Nations and NUS-USI;
- 43.14 Non-voting representatives of Organisations in Association as decided by the National Executive Council.

National Executive Council Proceedings

- 44. The National Executive Council shall hold a minimum of five meetings in each calendar year.
- 45. The procedures of the National Executive Council shall be further defined in the National Executive Council Rules.

Nations Section

46. The Nations shall be Politically Autonomous bodies that are responsible for the formation of policy and the carrying out of the policy work of the National Union that has been devolved to them by the National Conference, except that the Nations shall stay subject to the powers of the National Conference and the Trustee Board under Article 69.

46.1 They shall stay subject to the powers of the Democratic Procedures Committee unless National Conference resolves to devolve any or all of the powers of the Democratic Procedures Committee to a Nations Democratic Procedures Committee.

46.2 They shall stay subject to the powers of the Chief Returning Officer unless National Conference resolves to devolve any or all of the powers of the Chief Returning Officer to another person

47. There shall be two Nations, as follows:

47.1 NUS Scotland; and

47.2 NUS Wales.

48. Only those Constituent Members that are located in particular Nations shall be entitled to take part directly in the governance of that Nation.

49. The National Conference shall devolve to the Nations any matters as it decides by normal resolution save that it shall not be able to devolve any of the powers of the Trustee Board. The powers, composition and procedures of each Nation shall be further defined in the Nations Rules.

49.1 When devolving matters to the nations the National Conference shall use a guiding principal the powers of devolved Government in Scotland and Wales.

49. There shall also be a body in Northern Ireland called "NUS-USI" that shall be governed in line with an agreement approved by the National Conference and entered into by the Trustee Board and the relevant body of the Union of Students in Ireland. The agreement is set out in the Rules.

Liberation Campaigns

50. The Liberation Campaigns shall be Politically Autonomous bodies that are responsible for the formation of policy and the carrying out of the policy work of the National Union that has been entrusted to them by the National Conference and that is of concern to the Students represented by each Liberation Campaign, except that the Liberation Campaigns shall be subject to the powers of the National Conference and the Trustee Board under Article 69
- 50.1. They shall stay subject to the powers of the Democratic Procedures Committee unless National Conference resolves to devolve any or all of the powers of the Democratic Procedures Committee to a Liberation Campaign Democratic Procedures Committee.
51. Only those Individual Members that are defined as being a part of a particular Liberation Campaign shall be entitled to take part directly in the governance of that Liberation Campaign.
52. There shall be four Liberation Campaigns, as follows:
- 52.1 Women;
 - 52.2 Black Students;
 - 52.3 Lesbian, Gay, Bisexual and Trans Students; and
 - 52.4 Disabled Students.
53. The powers, composition and procedures of the Liberation Campaigns shall be further defined in the Liberation Campaigns Rules.

Student Sections

54. The Student Sections shall be bodies that are responsible for the formation of policy and the carrying out of the policy work of the National Union that has been allocated to them by the National Conference and that is of concern to the Students represented by each Student Section. The Student Sections shall stay subject to the powers of the National Conference, the Trustee Board, the National Executive Council, the Chief Returning Officer and the Democratic Procedures Committee.
55. Only those Individual Members that are defined as being a part of a particular Student Section shall be entitled to take part directly in the governance of that Student Section.
56. There shall be three Student Sections, as follows:
- 56.1 mature and part time students; and
 - 56.2 international students.
 - 56.3 postgraduate students
57. The powers, composition and procedures of the Student Sections shall be further defined in the Student Sections Rules.

Zones

58. The Zones shall be the five policy sections of the National Union and they shall have day-to-day responsibility for the consultation on, proposal of and carrying out of the National Union's policy in the following areas:
- 58.1 Higher Education;
 - 58.2 Further Education;
 - 58.3 Union Development;
 - 58.4 Welfare; and
 - 58.5 Society and Citizenship.
 - 58.6 The Zones shall stay subject to the powers of the National Conference, the Trustee Board, the National Executive Council, the Chief Returning Officer and the Democratic Procedures Committee.
59. The Zones shall report to the National Executive Council and be directed by it.
60. Each Zone shall have a committee that will lead the Zone and consist of a full time officer elected by the National Conference and any other members as are elected by that Zone at its conference. Each committee shall have the power to co-opt non student non voting advisors as it sees fit.
61. The definitions, composition and procedures of the Zones shall be further defined in the Zones Rules.

Democratic Procedures Committee

62. The Democratic Procedures Committee of the National Union shall be responsible for the democracy of the National Union and shall have the power to govern and interpret all matters relating to democratic procedures except elections.
- 62.1 It shall also be needed to structure and run National Conference in such a way as to guarantee the accessibility of proceedings for delegates in line with the Democratic Procedures Rules
63. The composition of the Democratic Procedures Committee shall be as follows:
- 63.1 nine Individual Members, four of which will be elected by the National Conference in even years and five in odd years. All of these will serve two year terms at its annual meeting; and
- 63.2 non voting members which it chooses to co-opt that shall not usually be Individual Members of the National Union.
64. A Full Time Officer appointed by the President shall be entitled to go to meetings of the Democratic Procedures Committee as a non- voting member.
65. The procedures of the Democratic Procedures Committee shall be further defined in the Democratic Procedures Committee Rules.

Elections and Chief Returning Officer

66. The Chief Returning Officer of the National Union shall be responsible for the good conduct and administration of elections to officer and committee positions of the National Union and shall have the power to govern and interpret all matters relating to elections in accordance with the Rules.
- 66.1 The Chief Returning Officer shall appoint three deputies to form a group to assist in their work who shall not be individual members of the National Union.
- 66.2 The Chief Returning Officer may also appoint officials to attend at and assist in the administration of elections who shall not be individual members of the National Union.
- 66.2 The Chief Returning Officer shall be appointed by the National Conference on a two year term and may be removed by it by two-thirds resolution in accordance with clause 94.1
- 66.3 If the Chief Returning Officer resigns a replacement will be appointed by the National Executive Council until the next National Conference.

Role and powers of the Trustee Board

67. The Board of Trustees shall be responsible for the management and administration of the National Union and may exercise all the powers of the National Union as set out in these Articles of Governance and the Rules. Subject to Article 69 below the Trustee Board's principal function in exercising its powers, duties and functions shall be to serve the aims, objects and wishes of the National Conference, National Executive Council and committees in line with Policy set out by those bodies.
- 67.1 No alteration of these Articles or the Rules shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made. A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.
68. The Board of Trustees' powers under Article 67 shall include but not be limited to ultimate responsibility for the:
- 68.1 management and administration of the National Union; and
- 68.2 The Detailed Internal Budgets of the National Union
- 68.3 In conjunction with the National Executive Council, the formulation and proposal to the National Conference of the Budget of the National Union as presented by the National President.
69. The Board of Trustees shall only have the power to overrule administrative implications of decisions of the National Conference, the National Executive Council, the Nations, the Liberation Campaigns, the Student Sections, the Zones and/or the Democratic Procedures Committee on the following grounds:
- 69.1 financial risk; and

- 69.2 legal requirements and the Trustee Board shall seek appropriate external advice before exercising its power to overrule and shall report every exercise of its power to overrule the National Conference in line with the Rules.
- 69.3 The Trustee Board shall not have any power to overrule or amend Policy and it shall not have the power to overrule Rule changes made by the National Conference in line with Article 101.

Composition of the Trustee Board

70. There shall be at least seven but not more than fifteen Trustees.
71. The Trustees shall be made up of the following persons:
- 71.1 Not more than five Officer Trustees, of whom one shall be the National President
 - 71.2 Not more than six Student Trustees; and
 - 71.3 Not more than four Lay Trustees.

Officer Trustees

72. The Officer Trustees shall be as follows:
- 72.1 the National President; and
 - 72.2 the four Officers appointed by the National Executive Council.
73. Officer Trustees shall remain in office for a term of one year commencing in accordance with the Rules. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end.

Student Trustees

74. Student Trustees who shall be Individual Members of the National Union elected as a block at the National Conference as further defined in the Rules. For the avoidance of doubt, an Officer or a person who was previously an Officer or a Lay Trustee shall not be eligible for appointment as a Student Trustee
75. Student Trustees shall stay in office for a term of two years. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end.
76. A Student Trustee may serve a maximum of one term.

Lay Trustees

77. Lay Trustees shall be appointed by a simple majority vote of the National Conference from such persons as have been recommended by the Nominations Committee in line with the rules. In recommending a Lay Trustee the Nominations Committee must make sure that:
- 77.1 they are not in the employ of the National Union and have not been for twelve months preceding the nomination; and
 - 77.2 they or any company or firm of which they are a paid director, partner or employee, or shareholder holding more than 1% of the capital has not received any payment from the National Union for the provision of goods and services, including professional services and they have not for at least three years before the nomination.
78. Lay Trustees shall stay in office for a term of up to three years worked out from the date of appointment.
79. A Lay Trustee may serve a maximum of two terms. For the avoidance of doubt, these terms may be either consecutive or non-consecutive.

Disqualification, Removal or Resignation of Trustees

80. The office of a Trustee shall be vacated if:
- 80.1 she becomes bankrupt;
 - 80.2 she resigns by notice to the National Union (but only if at least three Trustees will stay in office when the notice of resignation is to take effect);
 - 80.3 she becomes incapable by reason of ill-health or injury of managing and administering her own affairs; or
 - 80.4 in the case of a Trustee who is not the President, she fails to go to three consecutive meetings of the Trustees and the other Trustees resolve that she be removed for this reason.

- 80.5 she is removed from membership of the National Union or the Trustee Board under the code of conduct referred to in Article 114
81. The office of a Trustee shall be vacated if a motion of no confidence in the Trustee detailing the way in which the Trustee is failing in her duty to make sure the delivery of NUS' aims and objects and political wishes as expressed through the National Conference, National Executive Council and related bodies is passed by a two thirds majority vote of the National Conference or National Executive Council as further detailed in the Rules
82. For the avoidance of doubt, where an Officer Trustee stops being a Trustee in line with Articles 80 or 81 above, she shall not cease to be an Officer by virtue of no longer being a Trustee.

Replacement of Trustees

83. If there is a casual vacancy on the Board of Trustees the relevant appointing body will be invited to appoint a replacement Trustee meeting the relevant criteria set out here; save that between meetings of the National Conference the National Executive Council shall have the power to exercise the National Conference's power of appointment. A Trustee so appointed by the National Executive Council on behalf of the National Conference may be replaced by the National Conference at its next meeting.

Proceedings of the Trustee Board

84. Subject to the provision of these Articles and the Rules, the Trustees may regulate their proceedings as they think fit. The Rules shall set out, amongst other things, provisions in respect of notice, quorum, and approval of resolutions in written, electronic or at a virtual meeting.
85. The Trustee Board shall report in part or full subject to Article 69 the Trustee Board shall take steps to revise the work and report back at the next National Executive Council Meeting.

Delegation of Trustees' Powers

86. The Trustees may by power of attorney or otherwise appoint any person to be the agent of the National Union for such purposes and on such conditions as they decide.
87. The Trustees may delegate any of their powers or functions to any committee or the carrying out of any of their resolutions and day to day management of the affairs of the National Union to any person or committee in line with the conditions set out in these Articles.

Delegation of day to day management powers

88. In the case of delegation of the day to day management of the National Union to a Chief Executive Officer or other manager or Officer:
- 89.1 the delegated power shall be to manage the National Union in line with any requirements and within a Detailed Internal Budget approved by the Trustees and if applicable to advise the Trustees and National Executive Council about any policy, strategy and Detailed Internal Budget;
- 89.2 the Trustees shall provide the manager with a description of her role and the extent of her authority; and
- 89.3 the Chief Executive Officer shall report regularly to the Trustees through the President on the activities undertaken in managing the National Union and provide them regularly with management accounts enough to explain the financial position of the National Union.

Delegation to Committees

90. In the case of delegation to committees:
- 90.1 the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (though the resolution may allow the committee to make co-options up to a specified number);
- 90.2 the composition of any such committee shall be entirely in the discretion of the Trustees and may include as many of their number (if any) as the resolution may specify;

- 90.3 the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported at once to the Trustees and for that purpose every committee shall appoint a secretary;
- 90.4 all delegations under this Article shall be revocable at any time; and
- 90.5 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as they may from time to time think fit.
91. The Trustees shall set up the following committees (which is a non-exhaustive list) in line with their powers under Article 87:
- 91.1 Nominations Committee, as further defined in Articles 94 to 95 below;
- 91.2 Audit, Risk and Remuneration Committee.

Bank Account and Proceedings of Committees

92. For the avoidance of doubt, the Trustees may (in line with Article 87) delegate all internal financial matters to any committee and may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Trustee, provided always that no committee shall incur expenditure on behalf of the National Union except in line with a budget which has been approved by the Trustees.
93. The meetings and proceedings of any committee shall be governed by the provisions of the Articles of Governance and the Rules regulating the meetings and proceedings of the Trustees so far as the same are applicable and are not superseded by any regulations made by the Trustees.

Nominations Committee

94. A Nominations Committee shall be set up under Article 90 and it shall be responsible for identifying and recommending to the National Conference persons who are suitable for appointment to the Board of Trustees as Lay Trustees.
- 94.1 It shall also be responsible for identifying and recommending to the National Conference persons who are suitable for appointment as Chief Returning Officer
- 94.2 It shall conduct and publish a skills, knowledge and diversity needs audit to guide its recruitment process as further defined in the Rules
95. The composition of the Nominations Committee shall be
- 95.1 two members elected by and from the National Executive Council's block of fifteen Individual Members
- 95.2 a Lay Trustee appointed by the Trustee Board
- 95.3 a Student Trustee appointed by the Trustee Board
- 95.4 the National President
96. The procedures of the Nominations Committee shall be further defined in the Nominations Committee Rules.

Full Time Officers

97. The Full Time Officers of the National Union shall be responsible for the day-to-day political direction of the National Union and shall have the powers and roles further defined in the Rules. They shall receive an allowance and other benefits in line with Article 9 as from time to time as decided by the Trustee Board. Their terms and conditions shall be outlined in a contract of employment approved by the Trustee Board.
98. There shall be the following Full Time Officers:
- 98.1 National President;
- 98.2 Vice President Higher Education;
- 98.3 Vice President Further Education;
- 98.4 Vice President Welfare;
- 98.5 Vice President Union Development; and
- 98.6 Vice President Society and Citizenship.
99. The Full Time Officers shall be elected by the National Conference and removed by the National Conference in line with the Rules.

100. The Nations Rules, the Liberation Campaigns Rules and the Student Sections Rules may provide for other full time officers to be elected by the relevant Nation, Campaign or Section. These officers or other officers decided by The Nations, the Liberation Campaigns or the Student Sections to be the equivalent of full time officers shall receive an allowance and other benefits in line with Article 9 as from time to time decided by the Trustee Board. Their terms and conditions shall be outlined in a contract of employment approved by the Trustee Board. The role, powers and method of election and removal of such officers shall be further defined in the relevant Rules.

General Rules

101. Under Article 119-123, National Conference shall have the power from time to time to make, repeal or alter Rules as to the appointment and conduct of business by the Trustees, the National Conference, the National Executive Council or any committee and as to any matters or things within the powers or under the control of the Democratic Procedures Committee or Chief Returning Officer, as long as these Rules shall not be inconsistent with these Articles. The Trustees shall have the power from time to time to make, repeal or alter regulations as to the management of the National Union and its affairs, the duties of employees of the National Union, and as to any matters or things within the powers or under the control of the Trustees.

Conflicts of Interest

102. Whenever an Officer, Committee Member or Trustee has a Personal Interest in a matter to be discussed at a meeting, and whenever an Officer, Committee Member or Trustee has an interest in another organisation whose interests are reasonably likely to conflict with those of the National Union in relation to a matter to be discussed at a meeting, she must:
- 102.1 declare an interest before discussion begins on the matter;
 - 102.2 withdraw from that part of the meeting unless expressly invited to stay;
 - 102.3 in the case of Personal Interests, not be counted in the quorum for that part of the meeting; and
 - 102.4 in the case of Personal Interests withdraw during the vote and have no vote on the matter and Article 102 shall apply in particular to any matter that may directly or indirectly relate to the position of an Officer Trustee who is or is to be remunerated by the National Union as an employee of the National Union.

Minutes

103. The Democratic Procedures Committee shall keep minutes of all proceedings at the meetings of the National Conference and the National Executive Council. The Trustees shall keep minutes of all proceedings at the meetings of the Trustees, and of committees of the Trustees, including the names of the Trustees present at each of these meetings. Any minutes, if purported to be signed by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any Member or Officer, Committee Member or Trustee of the National Union, be sufficient evidence of the proceedings.
104. The minutes of the meetings referred to in Article 103 above shall be normally considered open and shall be available to Members on the National Union's website, except where those minutes relate to any reserved matters including without limitation staff-related or disciplinary matters. Copies of the minutes shall also be kept in the National Union offices.
105. The following shall be available from the National Union's website and copies shall be held at the National Union's offices:
- 105.1 a copy of these Articles of Governance and the Rules, including any amendments;
 - 105.2 a copy of the National Union's annual report; and
 - 105.3 any plan for the National Union's activities, including the budget.

Budget, Accounts and Reports

106. The Trustees shall ensure that adequate accounts and financial records are kept, and at each annual general meeting, the Board of Trustees shall present to the National Conference a statement of account and balance sheet for the financial year ending on the 30th June of the previous year
107. At each annual general meeting, the National President shall, on behalf of the National Executive Council and the Trustee Board, submit to the National Conference a budget for the National Union for the ensuing year.
108. All Members may submit questions to the Trustees about the content of the accounts and the annual report. The procedures for submitting such questions shall be set out in the Rules.

Notices

109. In line with Article 110 below, any notice to be given to or by any person in line with the Articles of Governance shall be in writing except that a notice calling a meeting of the Trustees need not be in writing.
110. The National Union may give any notice to a Member either personally or by sending it by post in a prepaid envelope addressed to the Member at her address or by leaving it at that address, or by facsimile or by electronic means to her address or by posting it on the National Union website.
111. A Member present at any meeting of the National Union shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
112. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent or in the case of a notice posted on the National Union's website at the expiration of 48 hours after it was posted.
- 112.1. An accidental failure to give notice of which the participants were unaware shall not invalidate decisions made at any meetings of the National Union.

Indemnity

- 113.** Every Officer, Committee Member, Trustee or employee or auditor of the National Union shall be indemnified out of the assets of the National Union against any liability incurred by her in defending any proceedings, whether civil or criminal, in which judgment is given in her favour or in which she is acquitted or in connection with any application in which relief is granted to her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the National Union, and against all costs, charges, losses, expenses or liabilities incurred by her in the execution and discharge of her duties or in relation thereto.

Code of Conduct

114. The Trustee Board shall produce a "code of conduct" that all Individual Members shall be needed to adhere to, including when Individual Members are on premises or at events that are administered or organised by the National Union.
115. The code of conduct may include a range of sanctions for breach of the code of conduct by an Individual Member, including the indefinite suspension of any or all of the rights and privileges of membership.

Interpretation

116. If a question as to the meaning and effect of the Articles or the Rules arises during a meeting of the National Conference, that question shall be decided by the Chair. The decision as to whether or not a question relates to the meaning and effect of the Articles or the Rules shall also be decided by the Chair. The decision of the Chair in both these cases shall be final and shall not be open to challenge.
117. All matters relating to elections including the meaning and effect of any part of the elections Rules shall be decided by the Chief Returning Officer. Whether or not a particular rule is one relating to elections shall be decided by the Chief Returning

Officer. In all such matters, the decision of the Chief Returning Officer shall be final and shall not be open to challenge.

118. Under Articles 116 and 117 above, if there is a dispute as to the interpretation of any part of The Articles or the Rules, the ruling of the President shall be sought. If there is a challenge to the President's ruling, the decision shall be referred to the National Executive Council. If there is a challenge to the National Executive Council's ruling, the decision of the National Conference shall be final.

Amendments to the Articles

119. The Democratic Procedures Committee shall review these Articles every three years, with effect from the date that these Articles of Governance come into effect, and they may review them at more frequent intervals if considered appropriate.
120. Subject to Articles 121 and 122 below, an amendment to the Articles shall need the following:
- 120.1 The circulation by a Constituent Member, the Board of Trustees or the Democratic Procedures Committee of a proposal to amend the Articles to all the Constituent Members (the "Proposal");
 - 120.2 A period of time (as set out in the Rules) during which any amendments to the Proposal may be submitted to the Democratic Procedures Committee;
 - 120.3 A resolution of the National Conference approving the Proposal (and either accepting or rejecting any amendments to the Proposal) passed by a two thirds majority vote at a meeting of the National Conference; and
 - 120.4 at the next meeting of the National Conference, ratification by the National Conference of the resolution passed under Article 120.3 above by a two thirds majority vote, as long as the proposal to ratify the resolution shall have been circulated by the Democratic Procedures Committee to all the Constituent Members along with the other proposals for that meeting of the National Conference.
 - 120.5 To make sure that the Constitution stays in plain English, the Democratic Procedures Committee alone, at its sole discretion, shall propose amendments to Constitutional amendments at the ratifications stage. These amendments shall not change the meaning or effect of the constitutional amendment.
- 120.6 The Democratic Procedures Committee may at its sole discretion renumber any part of the Rules.
121. Where a proposed amendment to the articles is an amendment to the Rules, it only needs to be passed by a two-thirds majority at one National Conference.
122. Where a proposed amendment to the Articles is a consequential amendment due to a change in the Rules (for example, the number or heading names of Articles), this amendment may be made by the Democratic Procedures Committee.
123. Where a proposed amendment to the Articles is an amendment to the Nations Rules relating to Either NUS Scotland or NUS Wales, this amendment shall need a two thirds majority vote at the sovereign policy body of NUS Scotland or NUS Wales as appropriate. The procedure for the proposal of these amendments shall be specified in the Nations Rules.

Definitions and Interpretation

124. In these Articles of Governance the following terms shall have the following meanings:

Term & Meaning

- 124.1 "Articles" or "Articles of Governance" | these Articles of Governance of the National Union;
- 124.2 "Associate Members" | the Student Organisations in Association, the Partner Organisations in Association and the Individuals in Association as further defined in Article 16;
- 124.3 "Board" or "Trustee Board" | the board of Trustees as defined in Article 70;
- 124.4 "Budget" | policy statement which describes how the National Union will allocate resources in the year ahead
- 124.5 "Chief Executive" | the Chief Executive of the National Union;

- 124.6 "Chief Returning Officer" | the person charged with the good conduct and administration of elections to elected officer bearer and committee positions
- 124.7 "clear days" | in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
- 124.8 "Committee Member(s)" | members of any of the following committees or bodies:
- (a) National Executive Council;
 - (b) Principal Committees of the Nations and NUSUSI;
 - (c) Principal Committees of the Liberation Campaigns;
 - (d) Principal Committees of the Student Sections;
 - (e) Zones;
 - (f) Democratic Procedures Committee;
 - (g) Any committee set up by the Trustee Board in line with Article 87; and
 - (h) Any committee set up by one of the bodies listed above;
- 124.9 "Cross Campus Ballots" | the process by which Constituent Members are needed to select their delegates in line with the Rules;
- 124.10 "Constituent Member(s)" | the members of the National Union defined in Article 13;
- 124.11 "Decision of" | a decision by a majority of members present and voting at any meeting of the body in question, as evidenced by an entry in the appropriate minute book.
- 124.12 "Democratic Procedures Committee" | the committee responsible for the democracy of the National Union referred to in Articles 62 to 64;
- 124.13 "Democratic Procedures Committee Rules" | the rules made by National Conference in line with Article 101 that set out the procedures for the proceedings of the Democratic Procedures Committee;
- 124.14 "Detailed Internal Budgets" | documents drawn up under the aegis of the Trustee Board to assist in the day to day management and administration of the National Union
- 124.15 "Education Act" | the Education Act 1994;
- 124.16 "Full Time Officers" | the officers referred to in Articles 97 to 100;
- 124.17 "Honorary Members" | the persons elected to honorary membership in line with Article 18;
- 124.18 "Individual Members" | the members of the National Union defined in Article 15;
- 124.19 "Individuals in Association" | as referred to in Article 16.3
- 124.20 "in writing" | means written, printed or transmitted writing including by electronic communication;
- 124.21 "Lay Trustee" | a Trustee appointed in line with Article 77;
- 124.22 "Liberation Campaigns" | the sections of the National Union defined in Articles 50 to 53;
- 124.23 "Liberation Campaigns Rules" | the rules made by National Conference in line with Article 101 that set out the procedures for the proceedings of the Liberation Campaigns;
- 124.24 "Members" | the members of the National Union, being the Constituent Members, the Individual Members, the Associate Members and the Honorary Members;
- 124.25 "National Conference" | the body referred to in Articles 31 to 39;
- 124.26 "National Conference Rules" | the rules made by National Conference under Article 101 that set out the procedures for the proceedings of the National Conference;
- 124.27 "National Executive Council" | the body referred to in Articles 41 to 44;
- 124.28 "National Executive Council Rules" | the rules made by National Conference under Article 101 that set out the procedures for the proceedings of the National Executive Council;
- 124.29 "National President" | the national president of the National Union as elected from time to time;

- 124.30 "Nations" | NUS Scotland and NUS Wales, as referred to in Articles 45 to 49;
- 124.31 "Nations Rules" | the rules made by the National Conference under Article 101 that set out the procedures for the proceedings of the Nations;
- 124.32 "Nominations Committee" | the committee referred to in Articles 94 to 96;
- 124.33 "Nominations Committee Rules" | the rules made by National Conference under Article 101 that set out the procedures for the proceedings of the Nominations Committee;
- 124.34 "NUS-USI" | the Nation Union of Students - Union of Students in Ireland;
- 124.35 "Officer" | a Full Time Officer or any other officer elected in line with Article 100;
- 124.36 "Officer Trustee" | a Trustee appointed in line with Article 72;
- 124.37 "Partner Organisations in Association" | as referred to in Article 16.2
- 124.38 "Personal Interest(s)" | as referred to in Article 102 shall mean a financial interest or an interest that does not arise in the ordinary course of being a Member;
- 124.39 "Policy" | statements which describe what is in the best interests of Students and Students' Unions;
- 124.40 "Politically Autonomous" | bodies within the governance of NUS which are free to democratically determine their own views about the interests of their section or group and have support from NUS (subject to the Trustee Board's powers under Article 69) in implementing activity in pursuit of such policy;
- 124.41 "Political Leadership" | those officers who from time to time have been elected as leaders of the organisation and who speak for Students and Students' Unions on matters relating to the objects;
- 124.42 "Rules" | the rules made by National Conference setting out the working practices of the National Union made from time to time in line with Article 101;
- 124.43 "Sovereign Policy Making Body" | the body with the highest authority (subject to the Trustee Board's powers under Article 69) about the democratic determination of policy statements which describe what is in the best interests of Students and Students' Unions;
- 124.44 "Student(s)" | any individual(s) who is an ordinary member of a Constituent Member;
- 124.45 "Student Sections" | the sections of the National Union defined in Articles 54 to 57;
- 124.46 "Student Sections Rules" | the rules made by National Conference under Article 101 that set out the procedures for the proceedings of the Student Sections;
- 124.47 "Student Trustee" | a Trustee elected in line with Article 74 who is a Student;
- 124.48 "Students' Unions" | those associations and representative bodies defined as "Students' Unions" under section 17 of the Education Act 1994;
- 124.49 "Trustee" and "Trustees" | the Officer Trustees, the Student Trustees and the Lay Trustees;
- 124.50 "Two-thirds majority" | twice as many votes recorded as cast in the needed direction than recorded as cast opposite them.
- 124.51 "Zones" | the sections of the National Union defined in Articles 58 to 61; and
- 124.52 "Zones Rules" | the rules made by National Conference under Article 101 that set out the procedures for the proceedings of the Zones.
125. Words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and vice versa, and words that are pronouns importing one gender shall include all genders, unless expressly stated otherwise
126. Any reference to a statute, statutory provision or subordinate legislation ("legislation") shall (except where the context otherwise requires) be construed as

referring to such legislation as amended and in force from time to time and to any legislation which (either with or without modification) re-enacts, consolidates or enacts in rewritten form any such legislation.

127. A rule or any part of one may be suspended without notice by a two-thirds majority of a meeting of National Conference, provided that the suspension is not for the purpose of making a statement. A motion to suspend shall specify the business for which suspension is desired. The rule shall regain effect at the close of such business without further decision by National Conference. No suspension of any part of the Rules affecting elections or amendments to these shall have retrospective effect.
128. This constitution and its schedules supersede all other constitutions of the National Union of Students of the United Kingdom. It shall only come into force and replace previous provisions in accordance with a transitional arrangements schedule approved by the sovereign policy making body.
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NUS RULES | NATIONAL EXECUTIVE COUNCIL**100 Membership**

101 Article 42 lays down the membership of the National Executive Council, in addition the following rules are in operation:

102 The National President, Vice-President Higher Education, Vice-President Further Education, Vice-President Welfare, Vice-President Union Development, and Vice-President Society and Citizenship shall all be appointed as ex-officio members of the National Executive Council when they take office.

103 The fifteen individual members shall be elected in a block STV ballot at National Conference, at least five of whom must be members designated as further education members counted in accordance with the election rules.

104 Each of the five zones shall elect one member of the National Executive Council according to a procedure that they shall themselves agree for the purpose of making the appointment.

105 Each of the principal committees of:

- a. The Women's Campaign
- b. The LGBT Campaign
- c. The Black Students Campaign
- d. The Disabled Students Campaign
- e. NUS Scotland
- f. NUS Wales
- g. NUS-USI

shall appoint two members of the National Executive Council, of whom at least one shall be an officer of the campaign or nation, and they shall do so according to a procedure that they shall themselves agree for the purpose of making the appointments.

106 The part-time and mature students' section shall appoint one part time student member and one mature student member of the National Executive Council according to the section's own procedures.

107 The international students' section shall appoint one EU member and one non-EU member of the National Executive Council according to the section's own procedures.

108 Any postgraduate students' section shall appoint one taught postgraduate member and one research postgraduate member of the National Executive Council according to the section's own procedures.

109 All members of the National Executive Council shall have a general duty to uphold the constitution of the National Union and abide by its provisions, and to abide by any code of conduct issued in accordance with the constitution.

110 Observers and Staff

111 Each student organisation in association of the National Union shall be entitled to nominate an observer of the National Executive Council with speaking rights only, provided that the members of the National Executive Council shall be empowered to remove this entitlement in any instance.

112 Any other person may request to be an accredited observer (without speaking or voting rights) at meetings of the National Executive Council by writing to the National President, who shall be empowered to give such accreditation, which shall not be unreasonably withheld. No person without prior accreditation shall be entitled to observe meetings of the National Executive Council.

113 It shall be possible for the National Executive Council to require those in either or both categories of observer described above to withdraw from any meeting, and/or to require any individual observer to withdraw from any meeting.

114 Staff of the National Union shall attend meetings of the National Executive Council at the sole discretion of the National President, and shall speak if requested to do so.

120 Servicing of Meetings of the National Executive Council

121 On the recommendation of the National President, the National Executive Council may appoint up to three persons to be its Clerks, and such persons appointed shall be entitled to attend meetings and speak on matters related to the procedure and conduct

of the meeting, unless such a person is also a member of the National Executive Council, in which case they may speak on any matter.

122 The Democratic Procedures Committee may appoint two of its own members to attend and advise on procedures or its own work if requested by the National President or by the Clerks of the National Executive Council.

130 Meetings

131 Articles 43-44 Govern these Rules.

132 The National Executive Council shall meet as and when it shall decide, provided always that there shall be at least five meetings of the National Executive Council in each financial year.

133 Meetings of the National Executive Council may be called by the National President at any time, and must be called by him or her on the written request of ten members of the National Executive Council within three weeks of the receipt of such a request.

134 Not less than seven clear days notice shall be given of all meetings of the National Executive Council.

135 At meetings of the National Executive Council, one third of its members with voting rights shall constitute a quorum. Each member of the National Executive Council shall have one vote, except the National President, who shall have a second and casting vote.

136 The National President shall take the chair at meetings of the National Executive Council, or may otherwise nominate a member of the National Executive Council to be chairperson for a specific meeting, meetings, or part of any meeting.

140 Voting Procedures and Confirmation of Written Resolutions

141 A resolution in writing signed or approved by letter or email by a majority of members of the National Executive Council (who have voting rights) entitled at the time to attend a meeting of the National Executive Council shall for all purposes be as effective as if such resolution had been carried at the meeting of the National Executive Council provided that all members of the council were invited to participate.

142 Such resolution may consist of several documents in the like form each signed or approved by one or more members of the National Executive Council.

143 This provision shall cover all rights of the National Executive Council to make resolutions and decisions, and includes those motions requiring simple and qualified majorities, provided correct notice has been given.

150 Business

151 At each ordinary meeting of the National Executive Council, the following items of formal business may be transacted:

- a. Notices from the National President or his or her nominee
- b. Notices from other members of the National Executive Council
- c. Reports from the Full Time Officers and related questions from members of the National Executive Council
- d. Report by a member of the Trustee Board on matters under the Trustee Board's control and related questions or motions on it from members of the National Executive Council
- e. Reports from any Scrutiny Committees or Special Committees
- f. Other reports from Zones, Liberation Campaigns, Nations and Student Sections
- g. Motions and other Items for decision, including interim Policy Proposals and Policy Statements

152 And the National Executive Council may deal with any other business at its discretion.

153 The Clerks shall draw up the agenda and shall be responsible for recording minutes of the meetings. The Clerks, in consultation with the National President or her nominee, shall allocate appropriate and reasonable time for items of business submitted.

154 In the case of any report, the National Executive Council may take a vote on whether to endorse the report if requested to do so by the person responsible for the report, or otherwise the National Executive Council may take a vote on whether to refer back a report or any part of a report, following a proposal to do by any member of the National Executive Council.

- 155 A motion on any matter relating to the affairs of the National Union may be submitted to the National Executive Council, provided that it has the support of at least three members of the National Executive Council and is submitted to the Clerks at least eight clear days before the meeting takes place. A motion that relates to matters under the control of the Trustee Board, Democratic Procedures Committee or Chief Returning Officer, when carried, shall constitute a formal recommendation to the aforementioned body.
- 156 The National Executive Council shall agree, and may at any time vary, its own Standing Orders for the conduct of its meetings, including procedures for agenda setting, the discussion of motions, amendments to motions, elections of its members to other bodies and reports.

160 Committees of the National Executive Council

- 161 Scrutiny Committees, which shall be established and dissolved by the National Executive Council at its sole discretion, shall have defined terms of reference which shall include powers to investigate and question any Full Time Officer, the Chief Executive, the Trustees and other persons as decided from time to time by the National Executive Council.
- 162 A majority of the members of a Scrutiny Committee must be members of the National Executive Council. Other Individual Members or persons suitably identified by the National Executive Council may be admitted to membership of a Scrutiny Committee by resolution of the National Executive Council.
- 163 The quorum of a Scrutiny Committee shall be three members.
- 164 Special Committees, which shall be established and dissolved by the National Executive Council at its sole discretion, shall be responsible for special work devolved to them by the National Executive Council, or shall be assigned a chief co-ordinating role by general agreement of the National President with the Zone Convenors.
- 165 All members of Special Committees shall be Individual Members, with a majority being drawn from the National Executive Council.
- 166 The quorum for any Special Committee shall be five members.
- 167 There shall be the following permanently established Special Committees:
- a. Anti-Racism & Anti-Fascism Committee

170 Powers

- 171 The National Executive Council shall be empowered to put questions to the National President and other Zone Convenors in relation to any aspect of the National Union's affairs, and reasonable time shall be allocated at each ordinary meeting of the National Executive Council for this purpose.
- 172 The National Executive Council shall be empowered to advise the Trustee Board on the meaning of policy, political priorities and allocation of resources of the National Union.
- 173 The National Executive Council shall be empowered to establish procedures for the exchange of information and advice between itself and the Trustee Board, and such procedures shall specify the items that shall, as a minimum, be included in reports by the Trustee Board to the National Executive Council, and such reports shall always include details of any use of the Trustee Board's powers of overrule on administrative implications.
- 174 The National Executive Council shall be empowered to establish special conferences, working parties, policy commissions and other systems to develop new policy for the National Union, and shall recommend the adoption of new policy through its power to submit motions to the National Conference.
- 175 The National Executive Council shall establish a special committee named the Anti Racism Anti Fascism committee (ARAF).
- 176 The National Executive Council shall have the power to censure any of its members in relation to a matter of conduct relating to their general duties as a member of the National Executive Council, but not in relation to the political performance of any aspect of a national office or other full-time office they may hold, which shall be the privilege of the National Conference or other national or campaign conference as applicable.
- 177 The National Executive Council shall have the in extremis power to remove members from the Trustee Board (except the National President) if it, by two thirds majority

where two thirds of members attend, it believes that the said Trustee(s) is failing in carrying out its duties to ensure the delivery of NUS' aims and objects and political wishes as expressed through the Conference and NEC

180 Removal of members of the National Executive Council

- 181 Any member of the National Executive Council may be removed from office according to the following; any ordinary or emergency motion debated by the National Conference or motion debated by an extraordinary National conference or by National Ballot may include an expression of 'no confidence' in any specified member of the National Executive Council.
- 182 If such a motion is passed by a simple majority, the specified person shall immediately cease to be a member of the National Executive Council.
- 183 For the avoidance of doubt, in the case of members of the National Executive Council appointed ex-officio by virtue of becoming Full Time Officers, it shall not be possible to independently remove them as a member of the National Executive Council, but if they are removed from the national office they hold, then they shall immediately cease to be a member of the National Executive Council.

NUS RULES | FULL TIME OFFICERS

200 Full Time Officers

201. The Full Time Officers elected at National Conference shall be elected by secret ballot, and in individual elections conducted by the alternative vote.
202. All members of the National Conference who have ordinary voting rights shall be entitled to vote in elections for the Full Time Officers in Clause 98 of the constitution, except that the entitlement in the case of the Vice-President Higher Education shall be restricted to higher education members of the National Conference, and in the case of the Vice-President Further Education shall be restricted to further education members of the National Conference.
203. All Full Time Officers who are elected by the National Conference shall take office on July 1st following the date of their election, and shall remain in office until June 30th in the following year.
204. A person shall be eligible for election to any of the offices named in clause 98 of the constitution if, at the close of nominations, he or she is an individual student member of the National Union, except that the following restrictions shall apply.
205. No person shall be eligible for election to the office of National President if they have been elected to that office on two previous occasions.
206. No person shall be eligible for election to any of the other offices named in Article 98 of the core constitution if they have been elected to any of those offices on two previous occasions.
207. In the case of other full-time offices established in accordance with Article 100 of the core constitution, no person shall be eligible for election to such an office on more than two occasions, and further restrictions may be defined within the relevant rules.
208. For the avoidance of doubt, carrying out the duties of any of the abovementioned offices on a temporary or acting basis (see below) shall not be regarded as service in that office for the purposes of the above three clauses.
209. A person shall not be eligible for election to any of the offices named in Article 98 or established in accordance with Article 100 of the core constitution if they have been a member of the Democratic Procedures Committee on any occasion during the five years prior to the date of the election.

210 Removal of Full Time Officers and Casual Vacancies

211. Any Full Time Officer in an office named in Article 98 of the core constitution may be removed from office according to the following any ordinary or emergency motion debated by the National Conference or motion debated by an extraordinary National Conference or National Ballot may include an expression of 'no confidence' in any specified Full-Time Officer. If such a motion is passed by a simple majority, the post of

- that Full time officer shall immediately become vacant. The post shall also become vacant if a motion to this effect is approved by a National Ballot.
212. Upon first coming into office, and at any other time as he or she sees fit, the National President shall nominate a Vice-President of the National Union to be the person who shall become acting National President in the event of a casual vacancy or illness arising in the office of National President. The nomination shall be made in the form of a letter from the National President to the members of the National Executive Council. No special provisions shall apply in any event to any nominated person, unless and until there is a casual vacancy or illness in the office of National President.
213. In the event of a casual vacancy or illness arising in the office of National President, then the nominated person shall become acting National President. A casual vacancy will cause a casual vacancy in that Vice-President's own nominal office, and that vacancy shall be subsequently filled according to the procedure below.
214. In the event of a casual vacancy arising in any other office named in Article 98 of the core constitution, then the National President shall recommend to the National Executive Council any member of the National Executive Council to carry out the duties of that office on an acting basis, provided that such a person has given their consent to be nominated, and provided that no other serving full time officer may be so nominated. The National Executive Council shall have the final decision as to whether such a person is appointed or not.
215. If any Full Time Officer resigns or is removed from office then they shall also vacate any offices they hold on an ex-officio basis, including membership of the National Executive Council, the Trustee Board if applicable, and any other committees of the National Union.
216. The procedures for removal and casual vacancies in other Full Time Offices established in accordance with Article 98 of the core constitution shall be separately defined in the relevant rules.

NUS RULES | NATIONAL CONFERENCE RULES

300 Timings

301. The annual meeting of the National Conference will be held before May each calendar year at a time which, as far as is reasonably practicable, enables the widest participation

305 Members

306. The following will be members of the National Conference:

307. Members with voting and speaking rights:

- a. Members of the National Executive Council;
- b. Delegates appointed by each Constituent Member in accordance with the correct procedure.

308. The Democratic Procedures committee shall be empowered to determine by the creation of regulations those members of the National Conference who shall be considered "Higher Education members of the National Conference" and those who shall be considered "Further Education members of the National Conference". No member of the National Conference may be considered to be in both categories.

309. Members with speaking rights:

- a. Two observers appointed by each student organisation in association;
- b. Three observers appointed by each nation of the National Union;
- c. Up to three observers appointed by and from each Constituent Member;
- d. Three members of the Liberation Campaign Committees and Student Section Committees

310. Members with limited speaking rights:

- a. Members of the Democratic Procedures Committee, who may speak on any matters relating to democratic procedures;

- b. Lay and Student members of the Trustee Board, who may speak on matters relating to the finance of the National Union or the Trustee Board's execution of any other duty placed upon it by the Rules;
- c. Candidates in elections, or where appropriate their proposers, who may speak during the course of the election in which he or she is involved;
- d. Additional observers appointed by organisations in association, who may speak at the invitation of the National Conference on matters directly affecting the organisation which appointed them;
- e. Representatives of Constituent Members who have been refused delegate credentials by virtue of the Constituent Member having failed to elect its delegates by Cross Campus ballot, when required to do so, who may speak on matters relating to their failure to fulfil those provisions;
- f. Members of ad hoc committees whose membership of those committees has been recognised by the National Executive Council or National Conference, who may speak on matters relating to the remit of those committees;
- g. The Chief Returning Officer, deputies and authorised electoral agents, who may speak on matters related to elections.

311 The following categories of person may also be present at meetings of the National Conference:

- a. Special observers invited by the National Executive Council.
- b. Representatives appointed by student media of any Constituent Member.
- c. Visitors invited by the National President.
- d. Representatives of the media who may report on any open session of the National Conference

315 Delegate Entitlement

316 For the purpose of calculating the number of delegates which each Constituent Member may appoint:

- a. The number of full-time student members of the National Union who are members of that Constituent Member, and three fifths of the number of part-time student members of the National Union (rounded upwards in the case of fractions, to the nearest integer) who are members of that Constituent Member, will be added together. This figure will be known as the number of 'full-time equivalent students'.
- b. In adopting the relevant section of the Democratic Procedures Committee report, the National Conference will annually set a figure, which each constituent member may elect one delegate for from their full time equivalent students. In proposing the figure the Democratic Procedures Committee will consult with the trustee board and pay due regard to the need to ensure wide participation, demographic change, accessibility and an event within financial means. In the event that the relevant section of the Democratic Procedures Committee report is not approved the entitlement figure will be the one last used for National Conference
- c. The delegates and observers elected or appointed by each Constituent Member will be called the delegation of that Constituent Member. One member of each delegation will be appointed by that delegation as its leader, such an appointment to be notified to the Democratic Procedures Committee. The basis of representation at meetings of the National Conference will be the delegation, except where otherwise provided in the Rules.
- d. The delegate entitlement as determined by Democratic Procedures Committee will be final and will apply to all meetings of the National Conference until the following year's entitlement is published.

320 Appointment of Delegates

321 Delegates from Higher Education Constituent Members will normally be elected by cross campus ballot.

322 Any Small or Specialist Higher Education Constituent Member required to use a Cross Campus Ballot, which believes itself to be unfairly penalised by such a requirement, will,

- in the first instance, apply to the Democratic Procedures Committee to be made exempt from this requirement.
- 323 Such application must state the reasons for the unsuitability of the Cross Campus Ballot for the election of delegates and demonstrate that any alternative method is democratic, enables any individual member to apply to attend, and is detailed in the Governing Document of the Constituent member.
- 324 Such application will be considered by Democratic Procedures Committee to relate to the National Conference in the academic year in which the application is made. Democratic Procedures Committee will rule on such applications.
- 325 Any Constituent Member whose application has failed and which objects to the ruling of Democratic Procedures Committee will have the right of appeal to the National Conference. Such appeals will be lodged with the Democratic Procedures Committee at least four weeks before the first day of the National Conference. The decision of National Conference on such appeals will be final.
- 326 Penalty Clause - If a Constituent Member fails to fulfil the correct requirements and has exhausted the appeals procedure set out above and has not received an exemption then the representatives of that Constituent Member will not be issued with delegate or observer credentials, nor will those representatives have any of the rights and privileges accorded to delegates or observers; nor will that Constituent Member be entitled to vote in any ballots or elections, but the representatives will be granted the status of members with limited speaking rights.
- 327 The Democratic Procedures Committee may recommend in exceptional circumstances that a Constituent Member and its representatives will not suffer any of the sanctions set out in the Penalty Clause despite that Constituent Member's failure to fulfil any of the above provisions. Such a recommendation will be made only by the Democratic Procedures Committee and will be made to the National Conference and will require the support of a simple majority of the National Conference and will apply only to the National Conference at which the recommendation is made.
- 328 The governing document of a Constituent Member will be entitled to provide that one of its office bearers be an ex-officio delegate to the National Conference. Such persons will be granted the same status as delegates elected by Cross Campus Ballot, but always providing that such an office bearer will not be accorded the same status as a delegate if any other members of that Constituent Member's delegation have been refused delegate's status by having failed to fulfil any of the above provisions.
- 329 The requirement for delegates to be elected by Cross Campus Ballot will not apply to an Extraordinary Meeting of the National Conference of the National Union.
- 330 NUS committee members are not entitled to attend the National Conference as a delegate or observer from a Constituent Member.
- 331 Objections relating to rulings made by Democratic Procedures Committee concerning cross campus ballots or recommendations for exemption from these requirements from Democratic Procedures Committee will take the form of one speech in favour and one speech against the appeal or recommendation. In both cases the matter will be resolved by the vote of a simple majority of National Conference. The Democratic Procedures Committee will have the right to speak against any appeal and in favour of any recommendation but where the right is not exercised, there will still be an opportunity for someone else to speak.
- 332 A cross campus ballot shall be defined as an election for the specific office of delegate to National Conference where any student member of the union is entitled to stand and vote.
- 335 Minutes, Quorum, Notice, Chair**
- 336 Minutes will be kept of all meetings of the National Conference, and will be submitted for approval to the next following annual meeting of National Conference. The minutes of any Extraordinary Meeting, held less than 21 days before the next following Annual Meeting, will be submitted to the next meeting.
- 337 At all meetings of the National Conference the quorum will be equal to 20% of registered delegates.
- 338 No matter once decided may be reopened at the same meeting of the National Conference.

- 339 No person acting as a member of the National Conference with speaking or with limited speaking rights may be excluded from the National Conference, except as indicated below.
- 340 Any Constituent Member or member of the National Conference may complain to the Democratic Procedures Committee about the entitlement of a person to be present at the National Conference or the conduct of a person at the National Conference or any other matter which is likely to disrupt the good order of the National Conference, in which event the Democratic Procedures Committee will convene. If in the opinion of Democratic Procedures Committee the matter may be one, which may lead to the exclusion of a person acting as a member of the National Conference, it may at its sole discretion report this matter to National Conference.
- 341 Democratic Procedures Committee may, at its sole discretion, recommend to the National Conference that any member of the National Conference or person entitled to be present at the National Conference be excluded on the grounds that the person's presence at the National Conference is causing, or likely to cause, fear or alarm to members of the National Conference, or that to allow the person to remain at the National Conference is causing, or is likely to cause, the National Union, through its National Conference, to be brought into serious dispute. The person may, at the discretion of the National Conference, be entitled to reply to the recommendation and there will thereafter be a vote. If there is a two-thirds majority in favour of the recommendation, then the person concerned will not be permitted to remain at the National Conference nor to enter the building in which the National Conference is taking place.
- 342 In the event of disorder during a meeting of the National Conference, the chairperson may at his or her sole discretion adjourn or close the meeting.

345 Deadlines

- 346 The Democratic Procedures Committee will set deadlines as necessary for all meetings of the National Conference where deadlines are not laid down in the Rules and these will be published with the Notice of National Conference for any meeting.

350 Credentials

- 351 The Democratic Procedures Committee will be the credentials committee of the National Conference. The Democratic Procedures Committee will, when reporting to the National Conference, list any person to whom it has refused credentials for the present meeting of National Conference.
- 352 It will be the responsibility of the Democratic Procedures Committee to determine if a quorum should be counted at a frequency of its choosing.

355 Business

- 356 The Democratic Procedures Committee will draw up an Order of Business for each meeting of the National Conference which will include six types of formal business:

- 357 Introductory Session
- a. Opening remarks from the National President or Nominee
 - b. Appeals and recommendations arising out of the cross campus ballot requirements
 - c. Minutes of the last National Conference and all Extraordinary National Conferences since that meeting
 - d. Fraternal or Sororial Greetings
 - e. Constitutional Ratifications
- 358 The NUS Annual General Meeting
- a. The NUS Trustee Board Report
 - b. The Accounts
 - c. The Budget
 - d. Appointments to the Board of Trustees
 - e. Motions to accept applications for organisational membership
 - f. Amendments to the rules

g. Democratic Procedures Committee motions and/or report

359 Zones

- a. Annual Report
- b. Policy Report
- c. Motions Debate

360 Reports and Adoption

- a. National Executive Council Report
- b. Liberation Campaigns
- c. Nations and NUS-USI
- d. Student Sections

361 Elections

- a. Full Time Officers
- b. National Executive Council
- c. Committees

362 Any Other Business

- a. Emergency Motions
- b. Any other matter resolvable by the National Conference

363 The order and priority of business shall be determined as the Democratic Procedures Committee sees fit, save that the debate on a policy report shall take place before the election of the relevant Zone Vice President.

364 The committee will ensure sufficient time is allocated to each type of business and will be empowered to vary the order of business throughout the event. It will also ensure that there is sufficient time for informal business throughout the event.

365 Guillotine

366 If any item or part of an item, except items relating to elections, estimates and the ratification of the new rules, has reached the end of the time allocated for it on the Order Paper the Democratic Procedures Committee will indicate to the Chairperson and to the National Conference that the guillotine for that matter has fallen.

367 For ordinary motions and their amendments, the Democratic Procedures Committee will ensure that there have been an equal number of speeches for and against, following the guillotine, before moving on to the summing up and vote.

368 The guillotine will be observed immediately unless objected to.

369 Such an objection will be moved formally; if it then has the support of 100 delegates, there will be one speech in favour of the objection and one speech against the objection. The objection will be sustained if it receives the support of a two-thirds majority of the National Conference.

370 The Democratic Procedures Committee will also impose limits on the lengths of all speeches; such limits may be extended with the approval of a simple majority of the National Conference.

375 Procedures

376 Points of order may be raised to ask for a quorum count, to ask for a Chairperson's ruling or interpretation, or to address any other question relating to the procedure of the Meeting to the Chairperson.

377 Points of order have precedence over all other business, but they may not be raised during a speech or vote unless relating to the conduct of that vote.

378 Points of order will have priority in the following order:

- a. A request for a quorum count.
- b. A request for a ruling or interpretation.
- c. A request for a revote.
- d. Other points of order.

- 379 Procedural motions have precedence over all other business except points of order and may not be raised during a speech or the course of a vote unless relating to the conduct of that vote.
- 380 There will be the following procedural motions, which are listed in order of priority:
- a. That the Meeting has no confidence in the Chairperson.
 - b. That the Chairperson's ruling be overturned.
 - c. That a rule or regulation be suspended for a specified length of time for a specified reason.
 - d. That a vote be by secret ballot.
 - e. That the meeting be adjourned or closed.
 - f. That the question, as specified, be now put.
 - g. That the question, as specified, be not put.
 - h. That the question, as specified, be adjourned to later in the same Meeting or to a later Meeting.
 - i. That the question, as specified, be remitted to another body or person.
- 381 All procedural motions will require the support of 100 delegates before being discussed.
- 382 All procedural motions will require a simple majority, save that a two-thirds majority shall be required for the question now be put on amendments to the rules and the suspension of a rule or rules.
- 383 The Chairperson will be entitled to make the final speech against any motion of no confidence in the Chair or any challenge to the Chairperson's ruling.

385 Voting

- 386 Voting on a question may be by show of delegates' cards or secret ballot. Voting will normally be by show of delegates' cards.
- 387 After any vote by show of delegates' cards a count may be held providing that a request for a count is made immediately and that the request is supported by 100 delegates. The request for the count will specify whether the count will be by secret ballot or by show of delegates' cards. In the case of a count by a show of delegates' cards the Chairperson may appoint tellers to assist with the vote.
- 388 Votes by secret ballot will be administered by the Democratic Procedures Committee, except that elections will be administered by persons appointed by it.
- 389 A revote can only be held after a vote by secret ballot or card vote if the Chairperson rules that there has been misconduct in the vote. Such revote will be by secret ballot or card vote.
- 390 A recount may be held on any vote secret ballot if the Chairperson rules that there has been misconduct or an error in the count.

395 Zones, National Executive Council and Other Reports

- 396 The National Executive Council will present to the National Conference a report outlining
- a. Its business and work throughout the year; and
 - b. Any emergency policy passed throughout the year for adoption.
- 397 Each Zone will present to the National Conference a report outlining:
- a. Its work throughout the year; and
 - b. Policy Recommendations about which it has consulted with students and students' unions to a maximum of 2,500 words.
- 398 Each report will outline:
- a. Whether in the view of the Zone Committee or National Executive Council a mandate or part of a mandate has been completely fulfilled; and
 - b. Include a description of work carried out by the body on other areas.
- 399 Other bodies specified in the Constitution or Rules will present to the National Conference a report outlining:
- a. Their work throughout the year.
- 400 Each report will be circulated to Constituent Members for consideration in good time prior to the National Conference.
- 401 Constituent Members will have the right to propose amendments to the Zone Reports' Policy Recommendations section in accordance with regulations laid down by the Democratic Procedures Committee.

- 402 During the “business and work carried out section” of any report constituent members will be empowered to submit the following report motions:
- b. The reference back of a specified part of the report
 - c. A motion of censure on a member of the relevant body or body as a whole
- 403 If 100 delegates wish to discuss the motion it will be moved. A member of the body will reply and the National Conference will immediately vote on the motion.
- 404 Following discussion of all Report motions or at the end of the time allocated for Report motions a member of the relevant body will sum up and the National Conference will vote on the adoption of all sections not referred back.

405 Ordinary Motions and Policy Recommendations Amendments

- 406 Before sending Policy Recommendations Reports to Constituent members, Zones shall submit to the Democratic Procedures Committee their reports and the DPC shall ensure that the content matches the Zone title.
- 407 All constituent members and the National Executive Council may submit up to 1,400 words of policy motions or amendments into the national conference by a deadline set annually by the Democratic Procedures Committee.
- 408 The Democratic Procedures Committee will rule out of order text which has not been submitted on the instructions of the governing body of the Constituent Member concerned or which have not been submitted in a way approved by its governing body.
- 409 Text will be submitted electronically in accordance with rulings from the Democratic Procedures Committee. Electronic submission will be verified by the use of a secret pass code, which will be notified by the Democratic Procedures Committee to the senior Executive Officer of Constituent Members or nominated member of a National Committee.
- 410 A form will be submitted at the same time as the copy(ies) of the text which will detail the word count, the authorising body for the text, the date of the meeting of the authorising body and contact details for at least two senior Executive members of the Constituent Member or National Committee
- 411 The Democratic Procedures Committee will take each submission of text and first determine if the text or sections of it represent an amendment to the Policy Recommendations of any of the Zone reports. In this event it will composite them where appropriate and list these as proposed amendments to the Policy Recommendations to be debated separately.
- 412 All other text will become composite motions under the appropriate Zone.
- 413 Any text not submitted in line with regulations issued by the Democratic Procedures Committee will be ruled out of order by Democratic Procedures Committee.
- 414 The Democratic Procedures Committee will send to all Constituent Members zone policy recommendation reports and motions documents which will include all text not ruled out of order.
- 415 The Trustee Board may submit text to the National Conference on matters within its remit.
- 416 Trustee Board motions will be concerned with specific issues directly related to its terms of reference or its constitutional position. They will only be composited with any other motion when it would mean otherwise the same question being discussed more than once at National Conference. In such circumstances, Trustee Board motions will be moved solely by the Trustee Board.
- 417 At all times the Democratic Procedures Committee shall arrange the debates at conference such that no matter could be resolved more than once. It shall ensure the ability for a delegate to propose that a section or sections of a policy recommendation be debated separately.

420 Estimates

- 421 Following agreement between the National Executive Council and the Trustee Board, estimates of income and expenditure in the year ahead will be presented to the National Conference by the President after being circulated to all Constituent Members and National Committees.
- 422 Constituent Members may table motions to refer back the Estimates or part of them.
- 423 Such a motion will only be in order if it is composed of two parts:

- a) The positive reference back of a specified heading within a budgetary head or heads, indicating that each specified heading should have the sum allocated to it increased by an amount specified for that heading;
- b) The negative reference back of a specific heading within a budgetary head or heads, indicating that each specified heading should have the sum allocated to it reduced by an amount specified for that heading; the total of the amounts specified in (i) being the same as the total of the amounts specified in (ii).

- 424 The President will reply in writing to all Constituent Members tabling motions of reference back of the Estimates or part of them, indicating the implications if such a reference back is passed by the National Conference
- 425 Questions on the Estimates may be asked from the floor of the National Conference. Priority on the asking of such questions will be given to Constituent Members, which have tabled motions on reference back.
- 426 If 100 delegates wish to discuss a motion of reference back it will be moved. The President will reply and the National Conference will immediately vote on the motion.
- 427 The guillotine will not apply to discussion of motions of reference back of the Estimates.

430 Emergency Motions

- 431 Not more than two emergency motions may be submitted by a Constituent Member or the National Executive Council in writing to the Democratic Procedures Committee. The Democratic Procedures Committee will rule out of order any emergency motion of more than 300 words.
- 432 An emergency motion is one whose substance concerns events occurring after the latest date for the submission of ordinary motions for discussion by the forthcoming meeting of the National Conference. No motion is an emergency motion unless the present work of NUS would be severely impaired by the failure of the forthcoming meeting of the National Conference to discuss the issue.
- 433 The Democratic Procedures Committee will rule in the first instance on whether any proposed emergency motion is in fact an emergency motion.
- 434 The Democratic Procedures Committee will draft all submissions into a composited motion and amendments to it for each subject. The Democratic Procedures Committee will publish the resultant list of policy headings to the National Conference.
- 435 A priorities ballot will then be held in accordance with regulations determined by the Democratic Procedures Committee.
- 436 Democratic Procedures Committee will convene drafting commissions using the same rules as for ordinary motions.

440 Drafting Commission & Composite Motions

- 441 The Democratic Procedures Committee will convene drafting commission meetings for motions in each zone. Copies of composited motions will be made available at the beginning of National Conference.
- 442 The drafting commission shall be run in accordance with regulations set by the Democratic Procedures Committee.
- 443 Responsibility for deciding any matter not agreed by the drafting commission will rest with the Democratic Procedures Committee after an opportunity for the members of the drafting commission to give their opinions.
- 444 Final Motions to be discussed at Annual National Conference will be ruled out of order by Democratic Procedures Committee if the word limit is more than 600 words unless the motion is an amendment to the rules. Final Amendments to motions to be discussed at Annual National Conference will not exceed 300 words unless the amendment to the motion is an amendment to the rules.
- 445 Decisions taken at drafting commission meetings will be communicated to the Chairperson of the National Conference by the Democratic Procedures Committee.
- 446 Before the start of debates in a zone, the Democratic Procedures Committee will move the adoption of the order and inter-relationship of Policy Recommendations, Motions and Amendments. A simple majority of National Conference will be required to approve this.
- 447 President's Ruling. The President will notify in writing the Democratic Procedures Committee and Constituent Member concerned of any motion, or amendment to it,

which s/he rules out of order. Such notification must be given by deadline set by the Democratic Procedures Committee.

450 The Chair

- 451 Save for during elections or report of the NEC, the Chair at all meetings of the National Conference will be taken by the President or a member of the National Executive Council or an individual member of the National Union appointed by him or her. Delegates retain the right to exercise a vote whilst in the Chair, but not a casting vote.
- 452 The Chairperson will not participate in debate; s/he will vacate the Chair for the whole of any business on which s/he wishes to speak.
- 453 If a motion of no confidence in a Chairperson is passed the Chairperson to whom the motion refers is not to resume the Chair during that National Conference.
- 454 The Chairperson will ensure that the meeting is in order, that remarks are relevant to the question under debate, that speakers are not intimidated by members of National Conference and that no defamatory remarks are made by one member of National Conference concerning another.

455 Extraordinary Meetings of the National Conference

- 456 The Democratic Procedures Committee will be empowered to establish appropriate deadlines and regulations in the spirit of these rules for all extraordinary meetings of the National Conference
- 457 The Democratic Procedures Committee will convene an Extraordinary Meeting of the National Conference on receipt of a request in writing from 25 Constituent Members, subject to the following conditions:
- a) A request for an Extraordinary Meeting of the National Conference must state the topic to be discussed at the meeting, together with the names of the Constituent Members on whose behalf the National Conference is proposed.
 - b) A request must be signed by the principal elected executive officer of each of the Constituent Members making the request. Such signatures will not be recognised unless each has been affixed on the instructions of the governing body of that Constituent Member, or following a procedure approved by that governing body and is accompanied by a copy of the relevant minutes of the body issuing the instruction.
- 458 The National Executive Council will convene the Extraordinary National Conference within seven weeks after receipt of the request and not less than two weeks after the day on which the notice of the National Conference would in the normal course of post be received by Constituent Members.
- 459 No business will be conducted at an Extraordinary National Conference except the discussion of the topic stated in the request or requests for which the meeting was convened.
- 460 Amendments to a motion to be discussed at an Extraordinary Meeting of the National Conference will be submitted to Democratic Procedures Committee at least one week before the date on which the Meeting is to begin.
- 461 Questions may be put without notice on any Report to an Extraordinary Meeting of National Conference.

465 Policy to be Updated after each National Conference

- 466 During each National Conference the Democratic Procedures Committee will table National Conference policies that have been in existence for three years or were last ratified under these rules three years earlier. These will be notified in advance by the Democratic Procedures Committee and will be prominently displayed within the National Conference Venue.
- 467 Unless an objection is raised, these policies will lapse at the end of the last National Conference session.
- 468 Objections to the lapse of any such policy will be delivered to the Democratic Procedures Committee. The content of any objection will be announced to the National Conference.
- 469 During the last session of National Conference the Chairperson will invite a speech moving each objection and a speech against. The debate will be confined to whether or

not policy should lapse. The chairperson will then move to a vote where a simple majority will retain the policy.

470 After each National Conference the Democratic Procedures Committee will update the policy of the National Union in respect of the policy adopted by National Conference.

475 Policy Adoption

476 During each Annual National Conference each of the following bodies will report to the National Conference on its work throughout the year and propose for adoption policies passed at the relevant conference of each body.

- a. Nations
- b. NUS-USI
- c. Liberation Campaigns
- d. Student Sections
- e. National Executive Council

477 Unless an objection is raised these policies will be automatically adoption at the end of the National Conference

478 Objections to the adoption of any such policies or part thereof will be delivered to the Democratic Procedures Committee

479 During the relevant session of the National Conference the Chairperson will invite at least one speech in favour of each objection, and at least one speech against. The Chairperson will then move to a vote where a simple majority will sustain the objection and the policy or part thereof will not be adopted

480 In the event that policy is adopted under these procedures which conflicts with policy passed as a result of Zone or Emergency Motion debates at National Conference the policy passed at National Conference as a result of Zone or Emergency Motion debates shall take precedence over this adopted policy as the position of the National Union.

485 Documents

486 A document or publication may only be circulated or distributed in the room in which National Conference is meeting with the written authority of the Democratic Procedures Committee. The Democratic Procedures Committee will notify its reasons in writing to any person to whom permission is refused, such person may then overturn the decision of the Democratic Procedures Committee with the support of a simple majority of the National Conference. The authority of the Democratic Procedures Committee will not be required for the circulation of any documents originating from:

487 The Democratic Procedures Committee itself

488 National Executive Council or Trustee Board provided that such document or publication relates to the business of the National Conference.

490 Procedure after National Conference

491 minutes, including the decisions reached, of each Annual and Extraordinary National Conference will be sent to each CM and all National Committees within 28 days after the National Conference ends.

NUS RULES | The Democratic Procedures Committee

500 Membership

501 The composition of the Democratic Procedures Committee shall be as follows

- a. Individual Members- there will be nine Individual Members, four of which will be elected by the National Conference in even years and five in odd years. All of these will serve two year terms at its annual meeting. Nominations will open and close at the event and the election will take place in a block form, elected by the Single Transferable Vote
- b. Non Student Members- The committee shall be empowered to co-opt non voting members which it chooses that shall not usually be Individual Members of the National Union.
- c. A Full Time Officer appointed by the President shall be entitled to go to meetings of the Democratic Procedures Committee as a non voting member.

502 No individual member shall be eligible for election or co-option to the Democratic Procedures Committee if they have been a Full Time Officer in the last five years

503 Reporting

504 The Democratic Procedures Committee shall produce a report on its action to National Conference and other bodies as appropriate, comment on the organisation, rules and procedure of National Conference and other bodies as appropriate, and recommend improvements to the running of National Conference and other bodies as appropriate.

505 It shall also annually report on endeavours designed to meet its duty to structure and run National Conference in such a way as to guarantee the accessibility of proceedings for delegates

506 The Democratic Procedures Committee shall also report annually to the National Conference on formal National Conference Procedures under the auspices of these rules. They will keep under review measures to enable and maximise participation in National Conference and associated procedures and measures to ensure fairness in debate at National Conference and make recommendations to this effect in their Annual Report to the National Conference.

510 Chairperson

511 The Democratic Procedures Committee shall elect from their own number a chairperson

515 Changes to the Constitution or Rules

516 Democratic Procedures Committee may submit motions or amendments, which shall relate to the constitution or rules. Such motions shall be included in the motions document.

520 Terms of Office and Removal from Office

521 Individual Members may be removed from membership of the committee by a simple majority vote on a motion of no-confidence, passed by the National Conference or by a majority vote in the National Ballot.

522 No member may serve more than two elected terms of office on the DPC, either consecutive or non-consecutive. A term may be shorter than two years as a result of transitional arrangements or a mid-term by election."

NUS RULES | ELECTIONS

600 Application

601 These rules will apply for all elections to positions in NUS except where these rules are varied in the schedules for Nations, Liberation Campaigns or Student Sections. These rules may also be further defined in schedules for Nations, Liberation Campaigns or Student Sections. Variations or further definitions shall require approval of the Chief Returning Officer.

605 Chief Returning Officer

606 The Chief Returning Officer will report annually to the National Conference on elections held under the auspices of these rules. They will keep under review measures to enable and maximise participation in elections and measures to restrict activity of candidates and campaigns to ensure fairness and make recommendations to this effect in their Annual Report to the National Conference.

607 The Chief Returning Officer in conjunction with their deputies will have the power to interpret all election regulations and issue rulings and interpretations to this effect to all members and appointed election officials.

610 The Chief Returning Officer (RO)

611 The Chief Returning Officer shall, for each election or appropriate set of elections, appoint one of their deputies or any other person to act as the Returning Officer.

612 The RO will:

- a. Be the interpreter of the Elections Rules for that election, subject to any rulings from the CRO.
- b. Appoint (and dismiss if necessary) election officials to ensure the good conduct and administration of the elections.
- c. Ensure oversight of the count and declare the results of the elections.
- d. Set rules, regulations and guidelines other than these election rules to govern the conduct of the election.
- e. Seek legal advice by referring the matter to the Board if he/she believes that statements made or the contents of publicity could leave NUS open to legal action.
- f. Rule out of order any statement or the content of any publicity, which in their view is in breach of the constitution, the law or any other appropriate rules and guidelines.
- g. Be empowered to issue warnings to candidates or remove candidates from the election at any point in accordance with these election rules and any rules and regulations issued under the above provision
- h. Be empowered to order recounts, or declare election processes null and void.
- i. Deliver, or ensure the delivery of, appropriate support and guidance to all election candidates.
- j. Make available information to potential candidates for each election outlining relevant rules and procedures.

615 Complaints

- 616 For each election the CRO is the ultimate official competent to deal with complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of elections.
- 617 Complaints regarding the conduct of an RO must be sent to the CRO and cannot affect the outcome of an election unless National Conference rules that it should using the removal from office procedures

620 The Process of Elections

- 621 For each election or set of elections the RO will produce an election timetable, which will outline:
- a. The process for nomination
 - b. Arrangements for the publication of accepted nominations
 - c. Arrangements for objections to the eligibility of candidates
 - d. Details for the submission of manifestos (if appropriate)
 - e. Details of a question time (if appropriate)
 - f. Arrangements for the ballot
 - g. Arrangements for the count
- 622 The RO will produce details of the arrangements for balloting and for complaints procedures, and ensure that they are publicised to all constituent members or delegates as appropriate.
- 623 The RO will ensure that any additional details, or amendments to the arrangements, are publicised to all constituent members or delegates as appropriate in a timely fashion.

625 Nominations

- 626 Nomination forms will be available to all constituent members or delegates as appropriate.
- 627 It will be the responsibility of nominees to ensure that nomination forms are completed accurately and submitted before the deadline.
- 628 All nomination forms will require a minimum number of individual member proposers from minimum number of different constituent members as outlined in the annual schedule of elections published by the CRO each September. In setting the numbers, the CRO will pay due regard to the need to balance ease of involvement demonstrating support; and consistency on the previous year.
- 629 The RO will have the sole responsibility for declaring a submitted nomination form valid.

- 630 In the event of two or more candidates having the same proposer in an election for a single position, the RO may allow up to twenty-four (24) hours for the candidates to find fresh proposers.
- 631 When the RO is satisfied, all valid nominations will be confirmed with the candidates and published.
- 632 Any candidate completing as nomination form for Full Time Office will also be required sign to accept any terms and conditions of employment relating to the post at the point of nomination

635 Manifestos

- 636 Where appropriate manifestos must be submitted by the date laid down in the election timetable and must comply with any format requirements stipulated by the RO.
- 637 The RO will ensure that manifestos are made available to voters.

640 Campaign Publicity

- 641 Where appropriate the RO may stipulate an amount that candidates may spend on their own election campaign.
- 642 The RO may draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification from the election.

645 Question Time

- 646 The RO may arrange a question time for the candidates in an election.

650 Withdrawal

- 651 Any candidate may withdraw from an election at any point before the start of the count by informing the RO.
- 652 If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the RO will ensure that voters' next preferences are counted.

655 Voting

- 656 The RO will ensure that eligible delegates at a given event are enabled to vote.
- 657 The RO will decide the method of voting and publicise it appropriately.
- 658 The voters will be able to express preferences for as few or as many candidates as they wish in any election.
- 659 Ballots will bear the chosen name of each candidate, the position being contested, and any declared affiliations of each candidate
- 660 The order of names on the ballot will be decided alphabetically by surname.
- 661 There will be a facility for voting for "Re Open Nominations". For the purpose of counting the votes, 're-open nominations' box shall be treated as if a candidate. This means that re-open nomination may be excluded and the votes transferred in accordance with the rules. Voters can express a preference for a candidate after re-open nominations. In elections with one vacancy to be filled, the counting shall be alternative vote system. If the 're-opens nominations' candidate is elected, the returning officer shall declare the vacancy unfilled. In elections with more than one vacancy the counting shall be by the single transferable vote system. If at any stage of the count 're-open nominations' candidate gains the required number of votes to be elected, it shall be deemed to have been elected and any surplus and any further votes, transferred to a further 're-open nominations' candidate. This stage shall be repeated as often as required. The returning officer shall declare unfilled the number of vacancies equal to the number of 're-open nominations' candidates deemed to have been elected, if any.
- 662 Voting will be by secret ballot.

665 The Count

- 666 Candidates or their appointed representative may, if they wish, attend the counting of the votes, as observers only.
- 667 The count will commence only after the RO is satisfied that all complaints relating to the conduct and administration of the election have been resolved.

- 668 The count will be conducted in accordance with rules outlined by the Electoral Reform Society for running elections by Single Transferable Vote.
- 669 Any candidate may request a recount within five (5) calendar days by writing to the Returning Officer. The Returning Officer's decision is final in this regard.
- 670 NATIONAL EXECUTIVE COUNCIL: There shall be 2 counts for this election.
- a. In the first count, for the specified number of places reserved for Further Education candidates, all preferences for HE candidates will be ignored.
 - b. In the second count, for the number of National Executive Council members in total minus the specified number of places reserved for Further Education candidates, candidates elected in the first count will be deemed to have withdrawn for the purposes of counting.

675 Declaration

- 676 Results of the election will be declared by the RO in an appropriate manner when the count for each post has been successfully completed.
- 677 A list of successful candidates will be made available within one (1) week of the declaration of the results.

NUS RULES | TRUSTEE BOARD PROCEEDINGS

700 Calling a Meeting

- 701 Subject to the provisions of the Articles and these rules, the Trustees may regulate their proceedings as they think fit.
- 702 Four Trustees may, and the Chief Executive at the request of four Trustees shall, call a meeting of the Trustees. Notice of every meeting of the Trustees stating business to be considered at such meeting shall be sent by post or by electronic communication to each Trustee at least seven clear days before such meeting unless urgent circumstances require shorter notice, but the proceedings of any meeting shall not be invalidated by any minor irregularity in respect of such notice or by reason of any business being considered which is not specified in such general particulars.
- 703 The Trustees shall hold a minimum of four meetings in each calendar year.

710 Chair

- 711 The National President shall be the Chair of the Trustees unless another Officer Trustee is appointed as chair by the National President. The Trustees may at any time remove her from the office of chair.
- 712 The Trustees may appoint a Trustee to be Vice-Chair of the Trustees and may at any time remove her from office. The role of the Vice-Chair will be to support the Chair.
- 713 Unless she is unwilling to do so, the Chair shall preside at every meeting of Trustees at which she is present. If there is no Trustee holding that office, or if the Trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to be chair of the meeting.

720 Procedure

- 721 Questions arising at a meeting of the Board shall be decided by a majority of votes.
- 722 The quorum for the transaction of the business of the Trustees shall be seven (such quorum must include at least three Officer Trustees). Guests or observers can attend meetings of the Trustees at the discretion of the Chair.
- 723 The continuing Trustees or a sole continuing Trustee may act notwithstanding any vacancies in their number. However, if and so long as the number of Trustees is less than the number fixed as a quorum, the Trustees may take steps to increase the number of Trustees so that there is a quorum.
- 724 All acts done by a meeting of Trustees, or of a committee of Trustees, or by a person acting in good faith as a Trustee shall, even if afterwards discovered that there was a defect in the appointment of any Trustee (excluding the election and selection process) or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Trustee and had been entitled to vote.

725 The Trustees shall invite the Chief Executive of the National Union to attend and speak at meetings of the Board of Trustees. The Chief Executive shall not be entitled to vote or count in the quorum upon any business transacted at such meetings, and the Board shall have the power to require the Chief Executive to withdraw from any meeting.

730 Written and email approval of resolutions

731 Save where a Trustee is not entitled to vote on the resolution due to a conflict or otherwise, a resolution in writing signed by all the Trustees (excluding any conflicted Trustee) entitled to receive notice of a meeting of Trustees or of a committee of Trustees shall be as valid and effectual as if it had been passed at a meeting of Trustees or (as the case may be) a committee of Trustees duly convened and held, provided the conditions set out below are complied with.

732 If the Trustees wish to validly pass a written resolution:

- a. all of the Trustees (save any that are conflicted) must signify their approval of the written resolution;
- b. a written resolution may consist of several instruments in like form each signed by one or more Trustees and/or approval from a Trustee sent by electronic means; and
- c. the date of a written resolution shall be the date on which the last Trustee signifies their approval.

733 A Trustees' resolution which is approved by email shall be as valid and effectual as if it had been passed at a meeting of the Trustees, provided the following conditions are complied with:

- a. such a resolution must be approved by email by all of the Trustees, except for any Trustee who would not have been entitled to vote upon the resolution if it had been proposed at a meeting at which she was present (whether as a result of a conflict of interest or otherwise);
- b. if approval of a resolution is not received within twenty four hours from all of the Trustees, it must be received from at least as many Trustees as would have been needed to form a quorum if the resolution had been put to a meeting;
- c. notice of all proposed resolutions must be given to all of the Trustees;
- d. approval from each Trustee entitled to give her or her approval must be received by such person as all the Trustees shall have nominated in advance for that purpose ("the Recipient"), which person may, for the avoidance of doubt, be one of the Trustees;
- e. approval from a Trustee must be sent from an email address previously notified by that Trustee by post, fax or in person to the Chief Executive as intended for use by that Trustee for the purpose of sending such email confirmations;
- f. following receipt of a response on any resolution from each of the Trustees entitled to give her approval, the Recipient shall circulate a further email to all of the Trustees confirming whether the resolution has been formally approved by the Trustees in accordance with the terms of this rule; and
- g. the date of a resolution shall be the date of the email from the Recipient confirming formal approval.

740 Virtual Meetings

741 A meeting may be held by telephone or by televisual or other electronic or virtual means agreed by resolution of the Trustees in which all participants may communicate simultaneously with all other participants.

NUS RULES | ZONES

800 Zone Committees

801 Each zone will have a coordinating committee consisting of the following members:

- a. The Vice President (Full Time Officer) for that Zone who will act as the Chairperson
- b. The National President (Ex Officio)
- c. Five individual members elected by and at the Zone Conference, where except for the FE Zone Committee and the HE Zone Committee at least two of which

must be from the FE Sector. In the case of the FE and HE committees all of the individual members must be from the relevant sector.

- d. Non voting representatives of Nations, NUS-USI, Social Policy Campaigns and Liberation Campaigns as the Zone committee sees fit. One individual member elected by and at Zone Conference, who shall also act as the NEC member for that zone.
- e. Up to three co-opted members at the invitation of the committee who will be non voting and may not be individual student members of the National Union.

802 Zone committees will regulate their proceedings as they see fit save that they must meet at least 4 (four) times per year. They will report their work to the National Executive Council.

810 Zone Conferences

811 Each zone will hold an Annual Conference, in a period before December further determined by the Democratic Procedures Committee, which will elect the individual members of the zone's committee.

812 The Delegate entitlement to the zone conference for the purposes of elections will be one delegate per constituent member.

813 Only HE Constituent Members shall be entitled to send delegates to the HE Conference. Only FE Constituent Members shall be entitled to send delegates to the FE Conference.

814 The election of the individual members of the committee will be conducted in a manner approved by the Chief Returning Officer. They will take office at the close of the conference and remain in office until the end of the next conference.

815 Any person will be eligible for election to the post of individual committee member, if at close of nominations that person is an individual student member of the National Union, subject to Rule 801.

816 Members elected to the Committee will take office at the end of the Conference at which elected, and remain in office until the end of the next Conference.

820 Policy Development

821 Zone committees are charged with detailed policy development for their zone. They are required to consult with members and stakeholders and obtain or commission research pertaining to their zone for consideration by constituent members. They are also charged with the day to day monitoring and implementation of policy passed.

822 The Zone Committee will invite suggestions from constituent members as to the workshops or sessions that should be run at the event. The Zone Committee will then determine the agenda for the event based on these suggestions.

823 The Zone committee will also ensure that during the event a "student only" session is run that discusses potential policy recommendations and the potential content of a Zone policy report.

824 After the conference the Zone committee will compile policy recommendations based on its deliberations.

830 Accountability

831 During the Zone Conference the Zone Vice President and the National President will report on ongoing work.

832 At this time the Zone Conference delegates members may move the following motions:

- a. The reference back of a specified part of the relevant Report.
- b. A motion of censure on the Zone Vice President, Zone Committee or National President
- c. A motion to commend the Zone Vice President, Zone Committee or National President for a specific area of work.

840 No Confidence

841 The Committee will convene a Conference, to discuss a motion of 'no confidence' in the individual committee member(s) on receipt of a request in writing from 25 names Constituent Members.

842 The Committee will convene the Extraordinary Zone Conference within seven weeks after receipt of the request, and not less than two weeks after the day on which the

notice of the Extraordinary Zone Conference would in the normal course of post be received by Constituent Members.

- 843 No business other than the motion of 'no confidence' in the individual committee member(s) will be discussed at an Extraordinary Zone Conference, and if such a motion is passed by a simple majority, the individual committee member(s) post will become vacant and will be filled by a method determined by the Democratic Procedures Committee

NUS RULES | STUDENT SECTIONS

900 Autonomy

- 901 The work of each student section shall come directly under the remit of and control of the Convenor of a Zone, which shall be allocated by the President. Each student section shall report regularly to its Zone Committee. The student section shall have the right to report directly to the National Conference, as required in these Rules and as required by resolution of its own committee and conference.

910 Conference

- 911 There shall be a Conference annually for each of the Student Sections, which shall elect the Committee and shall discuss matter of concern to that section of students.
- 912 The Conference shall be open to that section's students, and only that section's students shall be eligible for election as delegates to the conference.
- 913 The definition of who constitutes a student in each section for the purposes of entitlement to attend the conference or stand in elections shall be approved by National Conference.
- 914 The Conference shall be governed by such standing orders and delegate entitlement, as it shall itself propose and National Conference shall decide.
- 915 The following shall be members of the Section Conference:
- 916 Members with voting and speaking rights:
- a. Members of the Section Committee; and
 - b. Delegates appointed by Constituent Members
- 917 Members with speaking rights:
- a. Members of the National Executive Council, or Liberation or Nations Committees and Area Organisations
- 918 Members with limited speaking rights:
- a. Members of Democratic Procedures Committee or the Trustee Board; and
 - b. Candidates for election to the Section Committee or Officer who may speak on matters relating to their election.

920 Committee

- 921 There shall be a Section Committee which shall consist of:
- 922 A number of members (a maximum of 8) elected by the relevant Conference in a manner decided by the Conference, and approved by the Chief Returning Officer.
- 923 In the case of the International Students Committee, the International Students officer.
- 924 In the case of the Mature and Part Time Students committee, the National Executive Council Mature Students' Rep and the National Executive Council Part Time Students' Rep
- 925 Any related representatives or officers of NUS Scotland and UCMU/NUS Wales and the Northern Ireland's region of NUS /USI with voting rights.
- 926 The International Students' Officer shall be a Full Time Officer.

930 Committee Election

- 931 The election of the Section Committee shall be conducted in a manner decided by the Conference and approved by the Chief Returning Officer.

- 932 A person shall be eligible for election to the Section Committee if at the close of nominations they are individual student members of the National Union, and if, they are a student of that section
- 933 The International Students Conference shall annually elect an International Students' Officer whose terms of office shall be approved by National Conference and the committee shall then select from its own number an additional member of the National Executive Council. In the event that the Officer is an EU student the additional National Executive Council member must be non-EU and vice-versa
- 934 The Mature and Part Time Students Conference shall annually elect a Mature Students' Member of the National Executive Council and a Part Time Students' Member of the National Executive Council
- 935 The Postgraduate students' section shall annually elect a taught postgraduate rep to the National Executive Council and a research postgraduate rep to the National Executive Council

NUS RULES | NOMINATIONS COMMITTEE

- 1000 The Nominations Committee shall regulate and conduct its business as it sees fit, save that:
- 1001 It will conduct annually a skills, knowledge and diversity audit highlighting key areas for recruitment and will publish this to Constituent Members by October 1st each year.
- 1002 It shall then invite applications and test them against the stated needs, finalising a shortlist of candidates of which some will be formally recommended to National Conference.
- 1003 An appropriately edited Curriculum Vitae of the those shortlisted will be distributed to delegates.
- 1004 Each candidate will be voted on in turn and will require a simple majority by National Conference to be approved.
- 1005 In the event that National Conference rejects any of the proposed candidates the Nominations Committee will meet to determine who should be presented from the shortlist as alternatives later on during Conference.

NUS RULES | NATIONAL BALLOT

1100 General

- 1101 The Chief Returning Officer shall convene a National ballot on receipt of a request in writing from 5% of Constituent Members, subject to the following conditions:
- a. A request for a National ballot must state the issue to be debated to a maximum of 500 words
 - b. The issue to be debated must be new or the circumstances surrounding the issue sufficiently different to those during the previous the National Conference such that the Chief Returning Officer is satisfied that the proposal is not an attempt to re-debate a matter previously settled by National Conference; the CRO's decision shall be final
 - c. A request must detail the names of the Constituent Members on whose behalf the ballot is proposed.
 - d. A request must be signed by the principal elected executive officer of each of the Constituent Members making the request. Such signatures will not be recognised unless each has been affixed on the instructions of the governing body of that Constituent Member, or following a procedure approved by that governing body and is accompanied by a copy of the relevant minutes of the body issuing the instruction.
- 1102 A request called by two thirds resolution of the National Executive Council must conform to item a and b (above)
- 1103 The Chief Returning Officer will publicise that a ballot has been called for and details of the reasons why within three (3) working days of receipt of notice.
- 1104 The Chief Returning Officer will be responsible for the good conduct and administration of the Ballot.

1105 The Chief Officer shall be responsible for determining the wording of the question on the ballot paper, subject to open consultation of constituent members within seven (7) working days from receipt of notice.

1110 Voting

1111 Polling shall begin as soon as possible against a timetable published by the Chief Returning Officer.

1112 The ballot shall be supervised by the Chief Returning Officer.

1113 The times & methodology for voting by Constituent Members shall be publicised by the Returning Officer.

1114 Each ballot will be worth that Constituent Member's full time equivalent student number.

1115 Constituent Members may not split their vote

1116 In participating in the ballot, the position of the constituent member must have been approved by that constituent member's policy making body.

1120 Results

1121 The Chief Returning Officer will be responsible for declaring the result of the ballot once they are satisfied that the ballot has been conducted properly.

1122 The result of a ballot will take precedence over any existing policy on the same issue.

1123 The result will be binding unless and until superseded by National Conference.

NUS RULES | NUS SCOTLAND

1200 NAME AND STATUS

1201 The name of the Nation will be the National Union of Students Scotland and known as "NUS Scotland". It will be a Politically Autonomous Nation of NUS UK and as such formally adopts its aims and objects for its own purposes.

1205 POWERS, LIMITATIONS & COMPETENCIES

- 1206 NUS Scotland will form an integral part of the National Union of Students UK and will not have a legal status independent of nor separate from the National Union. All assets of NUS Scotland will be vested in the National Union.
- 1207 The Scottish Executive Committee will usually determine those matters that it considers to fall within the competence of the nation. In making this determination it will use the following principles:
- 1) NUS Scotland will prioritise areas of work that corresponds to a devolved portfolio of the Scottish Parliament. NUS Scotland will refer reserved issues to NUS UK.
 - 2) If the way that students' associations deal with an issue is broadly similar to that of associations across the UK, then it will be the competency of NUS UK regardless of whether or not it corresponds to a devolved portfolio.
 - 3) If there is a groundswell of support for NUS Scotland to deal with an issue that is either reserved or is dealt with in a broadly similar way across the UK, then it will only be taken on if external project funding is secured.
 - 4) NUS Scotland will nevertheless have the right to formulate policy on all matters, including where that policy conflicts with the policies of the National Union.
 - 5) Where the policy of NUS Scotland is exclusive to Constituent Members in Scotland, that policy will be binding on the Scottish Executive providing that it falls within the general aims, objects and powers of the National Union and subject always to the right of National Conference to amend or revoke it.

1210 MEMBERSHIP & PARTICIPATION

- 1211 All Constituent Members of the National Union whose principal address is within Scotland will be considered 'members' of NUS Scotland for the purposes of participation in processes within these rules.
- 1212 Student organisations based in Scotland which are not Constituent Members, and Constituent Members from outside of Scotland, may be afforded associate member status within NUS Scotland upon subsequent ratification at the Scottish Conference or Scottish Zone Conference.

1215 SCOTTISH CONFERENCE

- 1216 The Scottish Conference will be the Sovereign Policy Making Body of the Nation, subject to any exceptions stated expressly in these rules.
- 1217 The Scottish Conference will be responsible for the following:
- 1) producing policy or position statements outlining the general activities that the Nation intends to undertake in order to carry out its purpose;
 - 2) holding elections for posts of Officers and Committee Members as defined in these rules
 - 3) proposal of amendments to these rules for adoption by NUS National Conference and agreeing standing orders in pursuance of these rules
 - 4) facilitating informal discussion and educational activity between students' associations
- 1218 The Scottish Conference will determine the policy of the Nation either of its own motion at a meeting of the Scottish Conference, or by adoption of policy decisions taken by the Scottish Executive or the Scottish Liberation Campaigns.
- 1219 The Nation will hold a meeting of the Scottish Conference before the date of NUS National Conference in each calendar year.
- 1220 The Nation may hold additional meetings of the Scottish Conference and these will be called extraordinary meetings. They will be called by the President of NUS Scotland at

the request of Scottish Conference itself, the Scottish Executive or the sovereign policy making bodies of at least 10 constituent members within Scotland, 5 of which must be from the college sector.

- 1221 The composition of the Scottish Conference will be as follows:
1. members of the Scottish Executive Committee, as outlined in Clause 6 of the NUS Scotland Rules, who will be treated as a constituent member
 2. constituent members, who will be entitled to appoint delegates to Scottish Conference on the basis of the number of full time equivalent students (FTE students as defined in the NUS Constitution) for whom an affiliation fee is paid to the National Union according to an allocation agreed by the Scottish Procedures Committee
 3. delegates must be elected according to the relevant provisions outlined in clause 360 of the NUS UK Constitution
- 1222 A constituent member may submit up to three motions to each meeting of NUS Scotland, each of which must be submitted under a separate policy heading within one of the following policy zones; Priority, Education and Communities, and must have approval from the constituent member's sovereign policy making body.
- 1223 The debates procedure, points of order and procedural motions will be those outlined in the NUS UK Constitution.
- 1224 All other process matters related to the Scottish Conference including timings, deadlines and processes will be agreed and communicated by the Scottish Procedures Committee at their first meeting of the academic year.
- 1225 Constituent Members may appeal against any ruling by Scottish Procedures Committee or the Scottish President. Such an appeal must be supported by at least ten delegates and be upheld by a two thirds majority of those present and voting at the meeting.

1230 SCOTTISH BALLOT

- 1231 A Scottish Ballot may be called between meetings of the Scottish Conference to determine a matter of interim Policy or confidence in any person elected by the Scottish Conference. Policy created by a Scottish Ballot will have the same status as Policy made by Scottish Conference (or subordinate bodies) and will always be resubmitted for debate at the next meeting of the Conference.
- 1232 Such a Ballot may be called by Scottish Conference, the Scottish Executive, or 10 CMs within Scotland, 5 of which must be from the college sector.
- 1233 The Ballot will be conducted by the Scottish Procedures Committee and supervised by the Chief Returning Officer or their nominee, in accordance with the procedures set out in clause 1100 of the NUS UK Constitution.
- 1234 In participating in the Ballot, the position of the Constituent Member must have been approved by that Constituent Member's sovereign policy making body.
- 1235 An application to call a Scottish Ballot to overturn a decision made by Scottish Conference will automatically be ruled out of order.

1240 SCOTTISH EXECUTIVE

- 1241 The Scottish Executive will be the interim policy body and its members will provide the Political Leadership of NUS Scotland. The Scottish Executive will be the most senior policy body outside of the Scottish Conference. The Scottish Executive will:
- be the political leadership of NUS Scotland, making decisions on policy stances and how resources are used to deliver on the Plan of Work.
1. campaign on specific issues from the Plan of Work.
 2. represent NUS Scotland on national committees and at national events.
 3. be in regular contact with CMs and represent opinion to the Scottish Executive Committee
 4. hold to account, with the power to censure, any person elected by the Scottish Conference on the grounds of conduct, acting against the policy of NUS Scotland or party political impartiality when serving as an officer of the National Union.
- 1242 The composition of the Scottish Executive will be as follows:

1. The NUS Scotland President who will be a full time officer of the National Union, a full member of the National Executive ex officio, will be the Principal executive officer of the National Union of Students Scotland and will be responsible for the Priority Campaign and supporting Priority Campaign Convenors. The priority campaign will deal with the issue defined in the Plan of Work as the priority of NUS Scotland
 2. The Vice-President (Education) who will be a full time officer of the National Union, will act for the Scottish President in his/her absence under the direction of the Scottish President and will be responsible for the Education Campaign and supporting Education Campaign Convenors. The Education campaign will deal with issues defined in the Plan of Work relating to quality, learning and teaching issues
 3. The NUS Scotland Women's Officer who will be a full time officer of the National Union.
 4. The Vice-President (Communities) who will be responsible for the Communities Campaign and supporting Communities Campaign Convenors. The Communities Campaign will deal with issues defined in the Plan of Work relating to access to the education community, improving the student experience in the campus (non-education) community and supporting students' associations to engage with the local community, both politically and socially
 5. The NUS Scotland Black Students' Officer
 6. The NUS Scotland Lesbian Gay, Bisexual and Trans Officer.
 7. The NUS Scotland Disabled Students' Officer
 8. Two Priority Campaign Convenors
 9. Two Education Campaign Convenors
 10. Two Communities Campaign Convenors
 11. Officers appointed by the NUS UK Student Sections to act as Scottish specific representatives within their respective portfolios (International, Postgraduate, Mature and Part-Time). These Scottish specific representatives will assist in the facilitation of Scottish specific networks
- 1243 New members of the Scottish Executive elected at Scottish Conference will become non-voting members immediately after the Conference and will be designated by the word 'elect' after their title, until their term of office commences when they will become full members.
- 1244 The new Women's Officer, Black Students' Officer, LGBT Officer and Disabled Students' Officer will become non-voting members of the Scottish Executive immediately after the respective Conferences at which they are elected and will be designated by the word 'elect' after their titles, until their terms of office commence, when they will become full members.
- 1245 The NUS Scotland President will be responsible for the overall direction of the work of the Scottish Executive, subject to provisions below, and call at least six meetings of the Scottish Executive per year.
- 1246 Any members of the Scottish Executive who fails to attend three consecutive meetings without submitting apologies will be deemed to have resigned. Such resignations will come into effect immediately.
- 1247 A resolution in writing signed or approved by letter, fax or email by a majority of the Scottish Executive entitled at the time to vote in a meeting of the Scottish Executive will for all purposes be as effective as if such a resolution had been carried at a meeting of the Scottish Executive.
- 1248 All other process matters relating to the Scottish Executive, including timings, deadlines and processes will be agreed and communicated to constituent members by the Scottish Executive at their first meeting of the year.
- 1249 The quorum for Scottish Executive meetings shall be half the voting membership plus one.
- 1250 Meetings of the Scottish executive may also be called on receipt of a written request by half the actual voting members of the Scottish executive plus one. The President shall then call a meeting of the Scottish executive within three weeks of receipt of this request
- 1251 The Scottish executive shall ensure that proper records and minutes of all meetings and all other meetings within NUS Scotland are communicated to constituent members.

1255 LIBERATION CAMPAIGNS

- 1256 The Scottish Liberation Campaigns will be politically autonomous bodies that are responsible for the formation of policy and the carrying out of the policy work of the Nation that has been entrusted to them by Scottish Conference and that is of concern to the Students represented by each Liberation Campaign, except that the Liberation Campaigns will be subject to the powers of the Scottish Conference, the National Conference and the Trustee Board under Article 69
- 1257 They will stay subject to the powers of the Scottish Procedures Committee unless Scottish Conference resolves to devolve any or all of the powers of the Scottish Procedures Committee to a Scottish Liberation Campaigns Steering Committee.
- 1258 Only those Individual Members that are defined as being a part of a particular Liberation Campaign will be entitled to take part directly in the governance of that Liberation Campaign.
- 1259 There will be four Liberation Campaigns, as follows:
1. Women;
 2. Black Students;
 3. Lesbian, Gay, Bisexual and Trans Students; and
 4. Disabled Students.
- 1260 The powers, composition and procedures of the Scottish Liberation Campaigns will be further defined in the rules and procedures governing the Scottish Liberation campaigns.

1265 SCOTTISH ZONE CONFERENCE, POLICY DEVELOPMENT & THE PLAN OF WORK

- 1266 NUS Scotland will hold a "Zone" Conference, in a period before December further determined by the Scottish Procedures Committee.
- 1267 The event will offer training, workshops, campaigning activity and informal 'round table' type policy development, as well as formal opportunities for accountability.
- 1268 External speakers, appropriate organisations and students' association staff should be invited to speak, contribute and participate in the event.
- 1296 Discussions should be captured and distributed in a way that will inform both the following years Plan of Work and NUS UK Zone Conferences/Reports.
- 1270 The Scottish Executive is charged with detailed policy development for the Nation. It will be required to consult with members and stakeholders and obtain or commission research pertaining to the nation for consideration by constituent members.
- 1271 After Zone Conference the Scottish Executive will compile policy recommendations based on its deliberations.
- 1272 The work undertaken by NUS Scotland in an academic year will be set out through the Plan of Work which will:
1. be presented to members for debate and amendment within two months of the Scottish Executive Committee taking office and will include areas of work, intended impact, potential activity, responsible Scottish Executive Officer(s) and areas of work that will not be enacted on (particularly those mandated motions to Conference).
 2. be informed by formal motion mandates, informal policy development through Networks, Scotland Zone Conference and Scottish Executive Officer manifestos.
 3. have considered a wide range of student issues including postgraduates, part-time students, international students, mature students, subject specific students and the liberation campaigns.
 4. be scrutinised at every democratic event against performance and impact.
 5. be shared with NUS UK in a structured way so as to inform their work and avoid duplication.
- 1273 During the Zone Conference the Scottish Executive will present the Plan of Work and report on ongoing work. At this time delegates may move the following motions:
1. to amend content of the Plan of Work
 2. Reference back of a specified part of the relevant Report if progress or actions are not satisfactory.

3. A motion of censure against an officer(s) actions or decisions
 4. A motion to commend an officer(s) actions or decisions.
- 1274 All other democratic process matters related to the Scottish Zone Conference, including timings, deadlines and processes will be agreed and communicated by the Scottish Procedures Committee at their first meeting of the academic year.

1275 NETWORKS

- 1276 Networks will offer the opportunity for students' association officers, volunteers and staff with similar areas of work to train, network and share best practice.
- 1277 They will be timed to inform both NUS Scotland and NUS UK policy and be convened by their respective Campaign Convenors.
- 1278 They will open up NUS Scotland's work to student volunteers and staff, rather than continually focussing on sabbatical officers, and promote a campaigning culture throughout all students' associations.
- 1279 There will be three standing Networks; Priority Campaign, Education & Communities and student section networks as instigated by relevant Scottish specific officers
- 1280 Other Networks can be established by resolution of the Scottish Executive or Scottish Zone Conference.

1285 SCOTTISH PROCEDURES COMMITTEE

- 1286 The Scottish Procedures Committee of the National Union will be responsible for:
1. the democracy of NUS Scotland and will have the power to govern and interpret all matters relating to democratic procedures except elections.
 2. Ensuring high engagement and participation in democratic events.
 3. Ensuring elections are well promoted, have high levels of engagement, vibrant and highly contested.
- 1287 It will also be needed to structure and run Scottish Conference in such a way as to guarantee the accessibility of proceedings for delegates.
- 1288 The composition of the Scottish Procedures Committee will be as follows:
1. Four members elected by Scottish Conference who shall not serve in any other capacity whilst at Scottish Conference or Scottish Zone Conference and will serve for one year from the end of the Scottish Conference at which they are elected until the end of the next Scottish Conference.
 2. A Scottish Executive Committee Officer appointed by the President will be entitled to go to meetings of the Scottish Procedures Committee as a non- voting member.
- 1289 A member of Scottish Procedures Committee will be appointed to the Steering Committees of the Scottish Women's, Black, LGBT and Disabled Students' Campaigns. These appointees must meet the criteria for membership of the relevant committee. In the event of there not being an eligible member of the Scottish Steering Committee for any of these appointments, a liaison will be appointed from the Scottish Steering Committee subject to the provisions of the relevant clauses of the rules for that campaign.
- 1290 The Scottish Procedures Committee may propose motions to Scottish Conference only to amend the NUS Scotland Rules.

1295 ELECTIONS AND CHIEF RETURNING OFFICER

- 1296 The Chief Returning Officer of the National Union will be responsible for the good conduct and administration of elections to officer and committee positions of NUS Scotland and will have the power to govern and interpret all matters relating to elections in accordance with the Rules.
- 1297 The Chief Returning Officer may also appoint officials to attend at and assist in the administration of elections within the Nation who will not be individual members of the National Union.
- 1298 All elections in Scotland will be held in general accordance with the NUS UK elections rules, save that:
- 1299 The NUS Scotland President, Vice-President (Education) and Vice-President (Communities) will be elected in accordance with the following provisions:

1. The NUS Scotland President, Vice-President (Education) and Vice-President (Communities) will be elected individually by Alternative Vote at Scottish Conference.
 2. A person will be eligible to stand for election as President, Vice-President (Education) or Vice
 3. President (Communities), if at the close of nominations, s/he is a full or part-time student member of the National Union.
 4. Any person who has held the post of President on two occasions will be ineligible to stand for re-election to that post.
 5. Any person who has held the post of Vice-President (Education) on two occasions will be ineligible to stand for re-election to that post.
 6. Any person who has held the post of Vice-President (Communities) on two occasions will be ineligible to stand for re-election to that post.
- 1300 Campaign Convenors will be elected in accordance with the following provisions:
1. The Campaign Convenors will be elected by single transferable vote at Scottish Conference
 2. In the Campaign Convenors elections, one of the two places for each portfolio will be reserved for students from the college Sector, provided that such people stand. For the purposes of this clause re-open nominations will be considered a college candidate
 3. A person will be eligible to stand for election as Executive Officer if, during the academic year in which they will serve, s/he is a full or part-time matriculated student at an institution who is a member of the National Union in Scotland.
 4. Any person who has held the post of Campaign Convener on two occasions will be ineligible to stand for re-election to any of those posts.
- 1301 The Scottish Procedures Committee will be elected in accordance with the following provisions:
1. The four members of Scottish Procedures Committee will be elected by Single Transferable Vote at Scottish Conference.
 2. A person will be eligible to stand for election as a member of the Scottish Procedures Committee if, at the close of nominations, s/he is a full or part time student member of the National Union.
 3. A serving member of the Scottish Procedures Committee will be eligible to stand for re-election.
- 1302 Casual vacancies on the Scottish Executive will be filled in accordance with the following procedures:
1. Casual vacancies arising for whatever reason after the end of Scottish Conference and before the closing date for notice of business for Scottish Zone Conference shall be filled by election at Scottish Zone Conference. The procedure for such elections shall be the same for each appropriate post as that specified in the NUS Scotland Rules.
 2. Casual vacancies arising for whatever reason after closing date for notice of business for Scottish Zone Conference shall be filled by Scottish Ballot as laid out in article 5 of the NUS Scotland Rules.
 3. A person elected to fill a casual vacancy on the Scottish Executive shall hold office until the last day of the following June.
 4. A person elected to fill a casual vacancy on the Scottish Procedures Committee shall hold office until the end of the following Scottish Conference.
 5. A casual vacancy for a Liberation Officer shall be filled in accordance with provisions governing the respective campaign.
- 1305 SCOTTISH ADVISORY GROUP**
- 1306 An Advisory Group will be established with a range of friends of the organisation who have expertise in areas such as campaigning, lobbying, tertiary education sector, third sector management and senior staff performance management.
- 1307 The group will have no formal powers but will support and advise the Scottish Executive Committee, and the NUS UK Trustee Board and Executive Council in long-term strategic development of NUS Scotland.

1308 Nomination of individuals for the group will be taken to NUS Scotland Conference by the Scottish Executive Committee for approval or rejection.

1310 MOTIONS OF CONFIDENCE

1311 Any member of the Scottish Executive, with the exception of the NUS Scotland Liberation Officers, will be bound to resign within three days of a motion of no confidence being passed against him/her by one of the following:

1. Scottish Conference
2. The Scottish Executive, in which instance the decision must then be ratified by the following NUS Scotland Conference.
3. Scottish Ballot, as laid out in schedule 5 of the NUS Scotland Rules.

1312 in the case of 1 any such motion must be submitted in accordance with the procedure for submitting motions for discussion at Scottish Conference as specified by the Scottish Procedures Committee.

1313 Other members of the Executive may be removed from office at meetings of their own conferences in accordance with provisions governing their respective campaigns.

1314 In all cases, a motion of no confidence will require a two thirds majority of those present and voting to vote in favour in order to be passed.

1315 In all cases the person against whom the motion is proposed will be entitled to attend the meeting at which the motion is to be discussed.

1320 NEW MEMBERS OF THE NATIONAL UNION

1321 The Scottish Executive will have the right to confer full temporary delegate status to new members of the National Union for the purpose of representation at NUS Scotland Conference but the right is ultimately subject to the relevant membership approval mechanisms in the NUS UK Constitution

1322 The decision to confer such status on new members of the National Union will be subject to the agreement, by a simple majority, of delegates in attendance at the commencement of the Conference or Council.

1325 INTERPRETATION OF THE RULES AND REGULATIONS

1326 Interpretation of the Rules and Regulations of NUS Scotland will rest with the Scottish Procedures Committee.

1327 The NUS Scotland President may rule on all matters of interpretation of the Rules and any such ruling will only be subject to appeal to the National President.

1328 Whilst Scottish Conference or Council is in session, interpretation of the Regulations will rest with the Chairperson of the meeting, subject to the right of the meeting to revoke an interpretation made by the Chairperson.

1330 AMENDMENTS TO THE RULES

1331 Any amendments to the Scottish Rules will be submitted in writing by Constituent Members in accordance with procedures agreed by Scottish Procedures Committee at the start of each academic year.

1332 The Scottish Steering Committee may propose amendments to the NUS Scotland Rules.

1333 All amendments to the NUS Scotland Rules require a two-thirds majority of those present and voting to vote in favour in order to be passed. Amendment of Rules will require adoption at the next meeting of NUS UK National Conference.

1334 An amendment to rules receiving approval will take effect from the end of the National Conference at which it was approved.

1335 NUS Scotland Rules will not contribute towards any limit to policy motions which Constituent Members may submit which have been decided by Scottish Procedures Committee.

1336 Constituent Members may submit a maximum of three Rules and Scottish Standing Orders amendments at any one time.

1340 SCOTTISH WOMEN'S CAMPAIGN

- 1341 There shall be at least the following meetings of NUS Scotland each year:
- a. Scottish Women's Conference

1345 SCOTTISH WOMEN'S CONFERENCE

- 1346 A Scottish Women's Conference shall be called by the Scottish Women's Officer at the request of
- a. The Scottish Women's Campaign Committee
 - b. The Scottish Executive
 - c. Scottish Women's Conference
- 1347 All persons attending the Scottish Women's Conference in whatever capacity shall be women and shall be categorised as follows:
- 1348 Delegates who shall have full speaking and voting rights
- a. Constituent Members shall be entitled to send the same number of delegates to Scottish Women's Conference as to a Scottish Conference. Delegates must be elected by according to the relevant provisions of the Rules of the National Union of Students of the United Kingdom.
 - b. The Scottish Women's Officer and full members of the Women's Campaign Committee shall be classified as delegates.
- 1349 Observers with full speaking rights but no voting rights
- a. There shall be no limit on the number of observers that a Constituent Member may send to the Scottish Women's Conference.
 - b. Scottish Area Council Women's Officers, Scottish Area Convenors who are women and women members of the Scottish Executive shall be classified as observers.
- 1350 Members of Scottish Women's Steering Committee:
- a. Members of Scottish Women's Steering Committee shall have speaking rights on matters relating to their responsibilities only but shall have no voting rights.
- 1351 If a dispute arises as to the right of a person to attend Scottish Women's Conference it shall be referred to the Scottish Women's Steering Committee whose decision shall be final subject only to revocation by the Scottish Women's Conference.
- 1352 No session of Scottish Women's Conference excluding workshops, shall proceed to business unless fifteen Constituent members are represented.
- 1353 Scottish Women's Conference shall be regulated in accordance with the Rules and Regulations of NUS Scotland or by reference to the National Rules.
- 1354 Scottish Women's Conference shall have the following powers:
- a. To pass resolutions on matters of interest to women which shall be binding on the Scottish Women's Campaign Committee.
 - b. To receive reports and ask questions of the Scottish Women's Campaign Committee either collectively or individually.
 - c. To elect the NUS Scotland Women's Officer.
 - d. To elect four other full members of the Scottish Women's Campaign Committee.
 - e. To elect the Scottish Women's Steering Committee.

1360 THE SCOTTISH WOMEN'S CAMPAIGN COMMITTEE

- 1361 There shall be a Scottish Women's Campaign Committee of women only which shall comprise:
- a. The NUS Scotland Women's Officer who shall be full member with voting rights.
 - b. Four other full members with voting rights elected at the Scottish Women's Conference.
 - c. The Scottish Areas' Women's Officers, Area Convenors who are women, and women members of the NUS Scotland Executive, who shall be non-voting members of the Committee.
- 1362 The NUS Scotland Women's Officer shall be responsible for convening meetings of the Scottish Women's Campaign Committee.

- 1363 The quorum for the meetings will be at least one half plus one of the actual full members.
- 1364 Any full member of the Scottish Women's Campaign Committee who fails to attend three consecutive meetings without submitting apologies shall be deemed to have resigned. Such resignations shall come into effect immediately.
- 1365 The Scottish Women's Campaign Committee shall have the following powers:
- a. To effect the policy determined by the Scottish Women's Conference.
 - b. To fill any vacancy amongst the full members of the Scottish Women's Campaign Committee, with the exception of the NUS Scotland Women's Officer, with a non-voting co-optee. The Scottish Women's Campaign Committee shall ensure that notice of any vacancy to be filled by co-option is circulated to all Constituent Members in sufficient time to receive notification of proposed co-optees.
- 1366 The full members of the Scottish Women's Campaign Committee shall be accountable to the Scottish Women's Conference.
- 1367 The full members of the Scottish Women's Campaign Committee shall take office immediately after the Scottish Women's Conference at which they are elected and shall serve until the last day of June in the following year, save that the term of office of the Scottish Women's Officer shall be as that for the National Executive full-time officers.

1370 THE SCOTTISH WOMEN'S STEERING COMMITTEE

- 1371 There shall be a Scottish Women's Steering Committee who shall comprise:
- a. Two members elected at the Scottish Women's Conference.
 - b. One woman member of the Scottish Steering Committee who shall act as liaison between the two bodies and who shall have full voting rights.
 - c. In the absence of a woman member of the Scottish Steering Committee, the Scottish Women's Steering Committee shall comprise two full members only. A Liaison shall be appointed by the Scottish Steering Committee who shall attend meetings of the Scottish Women's Steering Committee by invitation only, shall have no voting rights and shall not be entitled to attend Scottish Women's Conference.
 - d. The NUS Scotland Women's Officer, who shall act as a liaison with the Scottish Executive and who shall have no voting rights.
- 1372 The Scottish Women's Steering Committee shall have the following status and duties:
- a. The duties of the Scottish Women's Steering Committee shall be as specified in the Regulations of NUS Scotland.
 - b. The Scottish Women's Steering Committee shall be the Scottish Women's Elections Committee and shall be responsible for all matters relating to elections at Scottish Women's Conference.
 - c. The Scottish Women's Steering Committee shall be the Credentials Committee of the Scottish Women's Conference and shall be responsible for carrying out the duties of that Committee as specified in the Regulations of NUS Scotland.
- 1373 The two members elected at Scottish Women's Conference shall serve from the end of the Conference at which they are elected until the end of the Conference the following year.
- 1374 The Scottish Women's Steering Committee shall meet as and when it deems fit to deal with matters relating to Scottish Women's Conference.

1375 ELECTIONS

- 1376 The NUS Scotland Women's Officer shall be elected in accordance with the following provisions:
- a. The NUS Scotland Women's Officer shall be elected by Alternative Vote at the Scottish Women's Conference.
 - b. A woman shall be eligible to stand for election as NUS Scotland Woman's Officer if, at the close of nominations, she is a full or part-time student member of the National Union in Scotland.
 - c. Any women who have held the post of Woman's Officer on two occasions shall be ineligible to stand for re-election to that post.

- d. Nominations for the post of NUS Scotland Women's Officer shall be made by at least five full or part-time women student members from five different Scottish Constituent Members.
 - e. Nominations must be received by the Scottish Women's Elections Committee, or its nominated agent, no later than 2pm, ten days before the first day of Scottish Women's Conference.
- 1377 The Scottish Women's Campaign Committee shall be elected in accordance with the following provisions:
- a. The four full members of the Scottish Women's Campaign Committee shall be elected by Single Transferable Vote at the Scottish Women's Conference.
 - b. A woman shall be eligible to stand as a member of the Scottish Women's Campaign Committee if, at the close of nominations, she is a full or part-time member of the National Union in Scotland.
 - c. Any woman who has served as a member of the Scottish Women's Campaign Committee on two occasions shall be ineligible for re-election to the Committee, except as Women's Officer.
 - d. Nominations for election to the Scottish Women's Campaign Committee shall be made by at least three full or part-time student women members of the National Union in Scotland.
 - e. Nominations must be received by the Scottish Women's Steering Committee no later than a time specified by them.
- 1378 The Scottish Women's Steering Committee shall be elected in accordance with the following provisions:
- a. The two full members of the Scottish Women's Steering Committee shall be elected by Single Transferable Vote at the Scottish Women's Conference.
 - b. A woman shall be eligible to stand as a member of the Scottish Women's Steering Committee if, at the close of nominations, she is a full or part-time member of the National Union.
 - c. A serving member of the Scottish Women's Steering Committee shall be eligible to stand for re-election.
 - d. Nominations for election to the Scottish Women's Steering Committee shall be made by at least two delegates to the Scottish Women's Conference.
 - e. Nominations must be received by the Women's Elections Committee no later than a time specified by them. When a member of the Scottish Women's Steering Committee is standing for re-election, his/her nominations must be submitted to a retiring member of the Committee. When there are no retiring members of the Committee, the Scottish Women's Elections Committee shall nominate a person to act as the Returning Officer for the election; subject to the approval of Scottish Women's Conference, and that person shall assume the duties and responsibilities of the Elections Committee for that election only.

1380 SCOTTISH WOMENS CAMPAIGN REGULATIONS

1381 PROCEDURE BEFORE SCOTTISH WOMEN'S CONFERENCE

- 1382 The Scottish Women's Steering Committee shall give written notice of the Scottish Women's Conference to all Constituent members at least eight weeks and one day before the day on which the Conference is to be held.
- 1383 Written notice of motions submitted by Constituent Members shall reach Scottish Women's Steering Committee or its nominated agent at least five weeks before the Conference.
- 1384 A Constituent Member may submit up to three ordinary motions.
- 1385 Written notice of amendments submitted by Constituent members shall reach the Scottish Women's Steering Committee or its nominated agent at least two weeks before the Conference.
- 1386 A Constituent Member may submit up to three amendments to any motions included on the Agenda for Women's Conference.
- 1387 Emergency Motions may be submitted in writing to the Scottish Women's Steering Committee or its nominated agent up to 5pm, three days before the Conference.
- 1388 An Emergency Motion must satisfy the criteria of Standing Order 11b).

- 1389 A Constituent Member may submit only one Emergency Motion.
- 1390 The Scottish Women's Steering Committee shall rule out of order any motion or amendment which has not been passed by a women-only group or meeting which all women members of the Constituent member are entitled to attend.
- 1391 The Scottish Women's Campaign Committee shall have the power to prioritise one motion for discussion at the Scottish Women's Conference.
- 1392 For the purposes of the Scottish Women's Conference the full members of the Scottish Women's Campaign Committee shall be deemed to be a delegation and referred to as a Constituent Member. However, they shall not have observer status.
- 1393 All other procedures shall follow the Regulations of NUS Scotland, as suitably amended.

1400 SCOTTISH LESBIAN, GAY, BISEXUAL AND TRANS CAMPAIGN

- 1401 There shall be at least the following meetings of NUS Scotland each year:
- a. Scottish LGBT Conference

1405 SCOTTISH LGBT CONFERENCE

- 1406 A Scottish LGBT Conference shall be called by the Scottish LGBT Officer at the request of:
- a. The Scottish LGBT Campaign Committee
 - b. The Scottish Executive
 - c. Scottish LGBT Conference
- 1407 All persons attending the Scottish LGBT Conference in whatever capacity shall be self-defined Lesbian, Gay, Bisexual student members or self-determined Trans student members and shall be categorised as follows:
- 1408 Delegates who shall have full speaking and voting rights:
- 1409 Constituent Members shall be entitled to send the same number of delegates to Scottish LGBT Conference as to a Scottish Conference. Delegates must be elected by according to the relevant provisions of the Rules of the National Union of Students of the United Kingdom.
- 1410 The Scottish LGBT Officer and full members of the LGBT Campaign Committee shall be classified as delegates.
- 1411 Observers with full speaking rights but no voting rights:
- 1412 There shall be no limit on the number of observers that a Constituent Member may send to the Scottish LGBT Conference.
- 1413 Scottish Area LGBT Officers, Area Convenors who are LGBT and LGBT members of the Scottish Executive shall be classified as observers.
- 1414 Members of Scottish LGBT Steering Committee:
- 1415 Members of Scottish LGBT Steering Committee shall have speaking rights on matters relating to their responsibilities only but shall have no voting rights.
- 1416 If a dispute arises as to the right of a person to attend Scottish LGBT Conference it shall be referred to the Scottish LGBT Steering Committee whose decision shall be final subject only to revocation by the Scottish LGBT Conference.
- 1417 No session of Scottish LGBT Conference excluding workshops, shall proceed to business unless five Constituent members are represented.
- 1418 Scottish LGBT Conference shall be regulated in accordance with the Rules and Regulations of NUS Scotland or by reference to the National Rules.
- 1419 Scottish LGBT Conference shall have the following powers:
- a. To pass resolutions on matters of interest to LGBT students which shall be binding on the Scottish LGBT Campaign Committee.
 - b. To receive reports and ask questions of the Scottish LGBT Campaign Committee either collectively or individually.
 - c. To elect the NUS Scotland LGBT Officer.
 - d. To elect four other full members of the Scottish LGBT Campaign Committee.
 - e. To elect the Scottish LGBT Steering Committee.

1420 THE SCOTTISH LGBT CAMPAIGN COMMITTEE

- a. There shall be a Scottish LGBT Campaign Committee of LGBT students only which shall comprise:
- b. The NUS Scotland LGBT Officer who shall be full member with voting rights.

- c. Four other full members with voting rights elected at the Scottish LGBT Conference.
 - d. The Scottish Areas' LGBT Officers, Scottish Area Convenors who are LGBT students, and LGBT members of the NUS Scotland Executive, who shall be non-voting members of the Committee.
- 1421 The NUS Scotland LGBT Officer shall be responsible for convening meetings of the Scottish LGBT Campaign Committee.
- 1422 The quorum for the meetings will be at least one half plus one of the actual full members.
- 1423 Any full member of the Scottish LGBT Campaign Committee who fails to attend three consecutive meetings without submitting apologies shall be deemed to have resigned. Such resignations shall come into effect immediately.
- 1424 The Scottish LGBT Campaign Committee shall have the following powers:
- a. To effect the policy determined by the Scottish LGBT Conference.
 - b. To fill any vacancy amongst the full members of the Scottish LGBT Campaign Committee, with the exception of the NUS Scotland LGBT Officer, with a non-voting co-optee. The Scottish LGBT Campaign Committee shall ensure that notice of any vacancy to be filled by co-option is circulated to all Constituent Members in sufficient time to receive notification of proposed co-optees.
- 1425 The full members of the Scottish LGBT Campaign Committee shall be accountable to the Scottish LGBT Conference.
- 1426 The full members of the Scottish LGBT Campaign Committee shall take office immediately after the Scottish LGBT Conference at which they are elected and shall serve until the last day of June in the following year, save that the term of office of the Scottish LGBT Officer shall be as that for the National Executive full-time officers.

1430 THE SCOTTISH LGBT STEERING COMMITTEE

- 1431 There shall be a Scottish LGBT Steering Committee who shall comprise:
- a. Two members elected at the Scottish LGBT Conference.
 - b. One LGBT member of the Scottish Steering Committee who shall act as liaison between the two bodies and who shall have full voting rights.
 - c. In the absence of an LGBT member of the Scottish Steering Committee, the Scottish LGBT Steering Committee shall comprise two full members only. A Liaison shall be appointed by the Scottish Steering Committee who shall attend meetings of the Scottish LGBT Steering Committee by invitation only, shall have no voting rights and shall not be entitled to attend Scottish LGBT Conference.
 - d. The NUS Scotland LGBT Officer, who shall act as a liaison with the Scottish Executive and who shall have no voting rights.
- 1431 The Scottish LGBT Steering Committee shall have the following status and duties:
- a. The duties of the Scottish LGBT Steering Committee shall be as specified in the Regulations of NUS Scotland.
 - b. One place shall be reserved for a woman student, provided that such a person stands. For the purposes of the clause re-open nominations shall be considered a women candidate.
 - c. The Scottish LGBT Steering Committee shall be the Scottish LGBT Elections Committee and shall be responsible for all matters relating to elections at Scottish LGBT Conference.
 - d. The Scottish LGBT Steering Committee shall be the Credentials Committee of the Scottish LGBT Conference and shall be responsible for carrying out the duties of that Committee as specified in the Regulations of NUS Scotland.
 - e. The two members elected at Scottish LGBT Conference shall serve for from the end of the Conference at which they are elected until the end of the Conference the following year.
 - f. The Scottish LGBT Steering Committee shall meet as and when it deems fit to deal with matters relating to Scottish LGBT Conference.

1435 ELECTIONS

- 1436 The NUS Scotland LGBT Officer shall be elected in accordance with the following provisions:

- a. The NUS Scotland LGBT Officer shall be elected by Alternative Vote at the Scottish LGBT Conference.
- b. A LGBT student shall be eligible to stand for election as NUS Scotland LGBT Officer if, at the close of nominations, s/he is a full or part-time student member of the National Union.
- c. Any LGBT student who has held the post of LGBT Officer on two occasions shall be ineligible to stand for re-election to that post.
- d. Nominations for the post of NUS Scotland LGBT Officer shall be made by at least five full or part-time LGBT student members of the National Union of Scotland from five different Constituent Members.
- e. Nominations must be received by the Scottish LGBT Elections Committee, or its nominated agent, no later than 2pm, ten days before the first day of Scottish LGBT Conference.

1437 The Scottish LGBT Campaign Committee shall be elected in accordance with the following provisions:

- a. The four full members of the Scottish LGBT Campaign Committee shall be elected by Single Transferable Vote at the Scottish LGBT Conference. One place shall be reserved for a student from the FE Sector, provided such a person stands. For the purposes of this clause, re-open nominations shall be considered an FE candidate.
- b. A LGBT student shall be eligible to stand as a member of the Scottish LGBT Campaign Committee if, at the close of nominations, s/he is a full or part-time student member of the National Union through membership of a Scottish CM or a relevant NUS Scotland committee.
- c. Any LGBT student who has served as a member of the Scottish LGBT Campaign Committee on two occasions shall be ineligible for re-election to the Committee except if standing for LGBT Officer.
- d. Nominations for election to the Scottish LGBT Campaign Committee shall be made by at least three full or part-time student members of the National Union in Scotland who must self-define as LGBT.

1438 Nominations must be received by the Scottish LGBT Steering Committee no later than a time specified by them.

1439 The Scottish LGBT Steering Committee shall be elected in accordance with the following provisions:

- a. The two full members of the Scottish LGBT Steering Committee shall be elected by Single Transferable Vote at the Scottish LGBT Conference.
- b. A LGBT student shall be eligible to stand as a member of the Scottish LGBT Steering Committee if, at the close of nominations, s/he is a full or part-time member of the National Union.
- c. A serving member of the Scottish LGBT Steering Committee shall be eligible to stand for re-election.
- d. Nominations for election to the Scottish LGBT Steering Committee shall be made by at least two delegates to the Scottish LGBT Conference.
- e. Nominations must be received by the Scottish LGBT Elections Committee no later than a time specified by them. When a member of the Scottish LGBT Steering Committee is standing for re-election, his/her nominations must be submitted to a retiring member of the Committee. When there are no retiring members of the Committee, the Scottish LGBT Elections Committee shall nominate a person to act as the Returning Officer for the election; subject to the approval of Scottish LGBT Conference, and that person shall assume the duties and responsibilities of the Scottish LGBT Elections Committee for that election only.

1440 SCOTTISH DISABLED STUDENTS' CAMPAIGN

1441 There shall be at least the following meetings of NUS Scotland each year:

- a. Scottish Disabled Students' Conference

1445 SCOTTISH DISABLED STUDENTS' CONFERENCE

1446 A Scottish Disabled Students' Conference shall be called by the Scottish Disabled Students' Officer at the request of:

- a. The Scottish Disabled Students' Campaign Committee
 - b. The Scottish Executive
 - c. Scottish Disabled Students' Conference
- 1447 All persons attending the Scottish Disabled Students' Conference in whatever capacity shall be self-defined as being disabled and shall be categorised as follows:
- 1448 Delegates who shall have full speaking and voting rights:
- 1449 Constituent Members shall be entitled to send the same number of delegates to Scottish Disabled Students' Conference as to a Scottish Conference. Delegates must be elected by according to the relevant provisions of the Rules of the National Union of Students of the United Kingdom.
- 1450 The Scottish Disabled Students' Officer and full members of the Disabled Students' Campaign Committee shall be classified as delegates.
- 1451 Observers with full speaking rights but no voting rights:
- 1452 There shall be no limit on the number of observers that a Constituent Member may send to the Scottish Disabled Students' Conference.
- 1453 Members of Scottish Disabled Students' Steering Committee:
- 1454 Members of Scottish Disabled Students' Steering Committee shall have speaking rights on matters relating to their responsibilities only but shall have no voting rights.
- 1455 If a dispute arises as to the right of a person to attend Scottish Disabled Students' Conference it shall be referred to the Scottish Disabled Students' Steering Committee whose decision shall be final subject only to revocation by the Scottish Disabled Students' Conference.
- 1456 No session of Scottish Disabled Students' Conference, excluding workshops, shall proceed to business unless five Constituent Members are represented.
- 1457 Scottish Disabled Students' Conference shall be regulated in accordance with the Rules and Regulations of NUS Scotland or by reference to the National Rules.
- 1458 Scottish Disabled Students' Conference shall have the following powers:
- a. To receive reports and ask questions of the Scottish Disabled Students' Campaign Committee either collectively or individually.
 - b. To elect the NUS Scotland Disabled Students' Officer.
 - c. To elect four other full members of the Scottish Disabled Students' Campaign Committee.
 - d. To elect the Scottish Disabled Students' Steering Committee.

1460 THE SCOTTISH DISABLED STUDENTS' CAMPAIGN COMMITTEE

- 1461** There shall be a Scottish Disabled Students' Campaign Committee of disabled students only, which shall comprise:
- a. The NUS Scotland Disabled Students' Officer who shall be a full member with voting rights.
 - b. Four other full members with voting rights elected at the Scottish Disabled Students' Conference.
 - c. The Scottish Areas' Disabled Students' Officers, Area Convenors who are disabled students, and disabled student members of the NUS Scotland Executive, who shall be non-voting members of the Committee.
- 1462 The NUS Scotland Disabled Students' Officer shall be responsible for convening meetings of the Scottish Disabled Students' Campaign Committee.
- 1463 The quorum for the meetings will be at least one half plus one of the actual full members.
- 1464 Any full member of the Scottish Disabled Students' Campaign Committee who fails to attend three consecutive meetings without submitting apologies shall be deemed to have resigned. Such resignations shall come into effect immediately.
- 1465 The Scottish Disabled Students' Campaign Committee shall have the following powers:
- a. To effect the policy determined by the Scottish Disabled Students' Conference.
 - b. To fill any vacancy amongst the full members of the Scottish Disabled Students' Campaign Committee, with the exception of the NUS Scotland Disabled Students' Officer, with a non-voting co-optee. The Scottish Disabled Students' Campaign Committee shall ensure that notice of any vacancy to be filled by co-option is circulated to all Constituent Members in sufficient time to receive notification of proposed co-optees.

- 1466 The full members of the Scottish Disabled Students' Campaign Committee shall be accountable to the Scottish Disabled Students' Conference.
- 1467 The full members of the Scottish Disabled Students' Campaign Committee shall take office immediately after the Scottish Disabled Students' Conference at which they are elected and shall serve until the last day of June in the following year, save that the term of office of the Scottish Disabled Students' Officer shall be as that for the National Executive full-time officers.

1470 THE SCOTTISH DISABLED STUDENTS' STEERING COMMITTEE

- 1471 There shall be a Scottish Disabled Students' Steering Committee who shall comprise:
- a. Two members elected at the Scottish Disabled Students' Conference.
 - b. One disabled student member of the Scottish Steering Committee who shall act as liaison between the two bodies and who shall have full voting rights.
 - c. In the absence of a disabled student member of the Scottish Steering Committee, the Scottish Disabled Students' Steering Committee shall comprise two full members only. A liaison shall be appointed by the Scottish Steering Committee who shall attend meetings of the Scottish Disabled Students' Steering Committee by invitation only, shall have no voting rights and shall not be entitled to attend Scottish Disabled Students' Conference.
 - d. The NUS Scotland Disabled Students' Officer, who shall act as a liaison with the Scottish Disabled Students' Campaign and who shall have no voting rights.
- 1472 The Scottish Disabled Students' Steering Committee shall have the following status and duties:
- a. The duties of the Scottish Disabled Students' Steering Committee shall be as specified in the Regulations of NUS Scotland.
 - b. The Scottish Disabled Students' Steering Committee shall be the Scottish Disabled Students' Elections Committee and shall be responsible for all matters relating to elections at Scottish Disabled Students' Conference.
 - c. The Scottish Disabled Students' Steering Committee shall be the Credentials Committee of the Scottish Disabled Students' Conference and shall be responsible for carrying out the duties of that Committee as specified in the Regulations of NUS Scotland.
- 1473 The two members elected at Scottish Disabled Students' Conference shall serve from the end of the Conference at which they are elected until the end of the following Disabled Students' Conference.
- 1474 The Scottish Disabled Students' Steering Committee shall meet as and when it deems fit to deal with matters relating to Scottish Disabled Students' Conference.

1475 ELECTIONS

- 1476** The NUS Scotland Disabled Students' Officer shall be elected in accordance with the following provisions:
- a. The NUS Scotland Disabled Students' Officer shall be elected by Alternative Vote at the Scottish Disabled Students' Conference.
 - b. A disabled student shall be eligible to stand for election as NUS Scotland Disabled Students' Officer if, at the close of nominations, she is a full or part-time student member of the National Union.
 - c. Any disabled student who has held the post of Disabled Student Officer on two occasions shall be ineligible to stand for re-election to that post.
 - d. Nominations for the post of NUS Scotland Disabled Students' Officer shall be made by at least five full or part-time disabled student members of the National Union of Scotland from five different Constituent Members.
 - e. Nominations must be received by the Scottish Disabled Students' Elections Committee, or its nominated agent, no later than 2pm, ten days before the first day of Scottish Disabled Students' Conference.
- 1477 The Scottish Disabled Students' Campaign Committee shall be elected in accordance with the following provisions:
- a. The four full members of the Scottish Disabled Students' Campaign Committee shall be elected by Single Transferable Vote at the Scottish Disabled Students' Conference.

- b. A disabled student shall be eligible to stand as a member of the Scottish Disabled Students' Campaign Committee if, at the close of nominations, s/he is a full or part-time student member of the National Union.
 - c. Any disabled student who has served as a member of the Scottish Disabled Students' Campaign Committee on two occasions shall be ineligible for re-election to the Committee except if standing for Scottish Disabled Students' Officer.
 - d. Nominations for election to the Scottish Disabled Students' Campaign Committee shall be made by at least three full or part-time student members of the National Union in Scotland.
 - e. Nominations must be received by the Scottish Disabled Students' Steering Committee no later than a time specified by them.
- 1478 The Scottish Disabled Students' Steering Committee shall be elected in accordance with the following provisions:
- a. The two full members of the Scottish Disabled Students' Steering Committee shall be elected by Single Transferable Vote at the Scottish Disabled Students' Conference.
 - b. A disabled student shall be eligible to stand as a member of the Scottish Disabled Students' Steering Committee if, at the close of nominations, s/he is a full or part-time member of the National Union.
 - c. A serving member of the Scottish Disabled Students' Steering Committee shall be eligible to stand for re-election.
 - d. Nominations for election to the Scottish Disabled Students' Steering Committee shall be made by at least two delegates to the Scottish Disabled Students' Conference.
 - e. Nominations must be received by the Disabled Students' Elections Committee no later than a time specified by them. When a member of the Scottish Steering Committee is standing for re-election, his/her nominations must be submitted to a retiring member of the Committee. When there are no retiring members of the Committee, the Elections Committee shall nominate a person to act as the Returning Officer for the election; subject to the approval of Scottish Conference, and that person shall assume the duties and responsibilities of the Elections Committee for that election only.

1480 SCOTTISH BLACK STUDENTS' CAMPAIGN

1481 There shall be at least the following meetings of NUS Scotland each year:

- a. Scottish Black Students' Conference

1482 SCOTTISH BLACK STUDENTS' CONFERENCE

1483 A Scottish Black Students' Conference shall be called by the Scottish Black Students' Officer at the request of:

- a. The Scottish Black Students' Campaign Committee
- b. The Scottish Executive
- c. Scottish Black Students' Conference

1484 All persons attending the Scottish Black Students' Conference in whatever capacity shall be black students on a self-determining basis and shall be categorised as follows:

1485 Delegates who shall have full speaking and voting rights:

- a. Constituent Members shall be entitled to send the same number of delegates to Scottish Black Students' Conference as to a Scottish Conference. Delegates must be elected by according to the relevant provisions of the Rules of the National Union of Students of the United Kingdom.
- b. The Scottish Black Students' Officer and full members of the Black Students' Campaign Committee shall be classified as delegates.

1486 Observers with full speaking rights but no voting rights:

- a. There shall be no limit on the number of observers that a Constituent Member may send to the Scottish Black Students' Conference.

1487 Members of Scottish Black Students' Steering Committee:

- a. Members of Scottish Black Students' Steering Committee shall have speaking rights on matters relating to their responsibilities only but shall have no voting rights.
- 1488 If a dispute arises as to the right of a person to attend Scottish Black Students' Conference it shall be referred to the Scottish Black Students' Steering Committee whose decision shall be final subject only to revocation by the Scottish Black Students' Conference.
- 1489 No session of Scottish Black Students' Conference excluding workshops, shall proceed to business unless five Constituent Members are represented.
- 1490 Scottish Black Students' Conference shall be regulated in accordance with the Rules and Regulations of NUS Scotland or by reference to the National Rules.
- 1491 Scottish Black Students' Conference shall have the following powers:
- 1492 To receive reports and ask questions of the Scottish Black Students' Campaign Committee either collectively or individually.
 - a. To elect the NUS Scotland Black Students' Officer.
 - b. To elect four other full members of the Scottish Black Students' Campaign Committee.
 - c. To elect the Scottish Black Students' Steering Committee.

1495 THE SCOTTISH BLACK STUDENTS' CAMPAIGN COMMITTEE

- 1496 There shall be a Scottish Black Students' Campaign Committee of which shall comprise:
 - a. The NUS Scotland Black Students' Officer who shall be a full member with voting rights.
 - b. Four other full members with voting rights elected at the Scottish Black Students' Conference.
 - c. The Scottish Areas' Black Students' Officers, Area Convenors who self-define as black students, and members of the NUS Scotland Executive who self-define as black, shall be non-voting members of the Committee.
- 1497 The NUS Scotland Black Students' Officer shall be responsible for convening meetings of the Scottish Black Students' Campaign Committee.
- 1498 The quorum for the meetings will be at least one half plus one of the actual full members.
- 1499 Any full member of the Scottish Black Students' Campaign Committee who fails to attend three consecutive meetings without submitting apologies shall be deemed to have resigned. Such resignations shall come into effect immediately.
- 1500 The Scottish Black Students' Campaign Committee shall have the following powers:
 - a. To effect the policy determined by the Scottish Black Students' Conference.
 - b. To fill any vacancy amongst the full members of the Scottish Black Students' Campaign Committee, with the exception of the NUS Scotland Black Students' Officer, with a non-voting co-optee. The Scottish Black Students' Campaign Committee shall ensure that notice of any vacancy to be filled by co-option is circulated to all Constituent Members in sufficient time to receive notification of proposed co-optees.
- 1501 The full members of the Scottish Black Students' Campaign Committee shall be accountable to the Scottish Black Students' Conference.
- 1502 The full members of the Scottish Black Students' Campaign Committee shall take office immediately after the Scottish Black Students' Conference at which they are elected and shall serve until the last day of June in the following year, save that the term of office of the Scottish Black Students' Officer shall be as that for the National Executive full-time officers.

1510 THE SCOTTISH BLACK STUDENTS' STEERING COMMITTEE

- 1511 There shall be a Scottish Black Students' Steering Committee who shall comprise:
 - a. Two members elected at the Scottish Black Students' Conference.
 - b. One black student member of the Scottish Steering Committee who shall act as liaison between the two bodies and who shall have full voting rights.
 - c. In the absence of a black student member of the Scottish Steering Committee, the Scottish Black Students' Steering Committee shall comprise two full members only. A liaison shall be appointed by the Scottish Steering Committee

who shall attend meetings of the Scottish Black Students' Steering Committee by invitation only, shall have no voting rights and shall not be entitled to attend Scottish Black Students' Conference.

- d. The NUS Scotland Black Students' Officer, who shall act as a liaison with the Scottish Executive and who shall have no voting rights.

1512 The Scottish Black Students' Steering Committee shall have the following status and duties:

- a. The duties of the Scottish Black Students' Steering Committee shall be as specified in the Regulations of NUS Scotland.
- b. The Scottish Black Students' Steering Committee shall be the Scottish Black Students' Elections Committee and shall be responsible for all matters relating to elections at Scottish Black Students' Conference.
- c. The Scottish Black Students' Steering Committee shall be the Credentials Committee of the Scottish Black Students' Conference and shall be responsible for carrying out the duties of that Committee as specified in the Regulations of NUS Scotland.

1513 The two members elected at Scottish Black Students' Conference shall serve for one year from the end of the Conference at which they are elected.

1514 The Scottish Black Students' Steering Committee shall meet as and when it deems fit to deal with matters relating to Scottish Black Students' Conference.

1520 ELECTIONS

1521 The NUS Scotland Black Students' Officer shall be elected in accordance with the following provisions:

- a. The NUS Scotland Black Students' Officer shall be elected by Alternative Vote at the Scottish Black Students' Conference.
- b. A self-defining black student shall be eligible to stand for election as NUS Scotland Black Students' Officer if, at the close of nominations, s/he is a full or part-time student member of the National Union.
- c. Any black student who has held the post of Black Students' Officer on two occasions shall be ineligible to stand for re-election to that post.
- d. Nominations for the post of NUS Scotland Black Students' Officer shall be made by at least five full or part-time black student members of the National Union of Scotland from five different Constituent Members.
- e. Nominations must be received by the Black Students' Elections Committee, or its nominated agent, no later than 2pm, ten days before the first day of Scottish Black Students' Conference.

1522 The Scottish Black Students' Campaign Committee shall be elected in accordance with the following provisions:

- a. The four full members of the Scottish Black Students' Campaign Committee shall be elected by Single Transferable Vote at the Scottish Black Students' Conference.
- b. A self-defining black student shall be eligible to stand as a member of the Scottish Black Students' Campaign Committee if, at the close of nominations, s/he is a full or part-time student member of the National Union.
- c. Any black student who has served as a member of the Scottish Black Students' Campaign Committee on two occasions shall be ineligible for re-election to the Committee.
- d. Nominations for election to the Scottish Black Students' Campaign Committee shall be made by at least three full or part-time student members of the National Union in Scotland.
- e. Nominations must be received by the Scottish Black Students' Steering Committee no later than a time specified by them.

1523 The Scottish Black Students' Steering Committee shall be elected in accordance with the following provisions:

- a. The two full members of the Scottish Black Students' Steering Committee shall be elected by Single Transferable Vote at the Scottish Black Students' Conference.

- b. A black student shall be eligible to stand as a member of the Scottish Black Students' Steering Committee if, at the close of nominations, s/he is a full or part-time member of the National Union.
- c. A serving member of the Scottish Black Students' Steering Committee shall be eligible to stand for re-election.
- d. Nominations for election to the Scottish Black Students' Steering Committee shall be made by at least two delegates to the Scottish Black Students' Conference.
- e. Nominations must be received by the Scottish Black Students' Elections Committee no later than a time specified by them. When a member of the Scottish Black Students' Steering Committee is standing for re-election, his/her nominations must be submitted to a retiring member of the Committee. When there are no retiring members of the Committee, the Elections Committee shall nominate a person to act as the Returning Officer for the election; subject to the approval of Scottish Black Students' Conference, and that person shall assume the duties and responsibilities of the Elections Committee for that election only.

NUS RULES | NUS WALES

1600 Name and Status

- 1601 The National Union of Students Wales (hereafter called NUS Wales) shall be a politically autonomous Nation of the National Union of Students of the United Kingdom (hereafter called NUS UK).
- 1602 NUS Wales shall be responsible for the formation of Wales's specific policy, and carrying out the relevant work of NUS UK that has been devolved to Wales by the NUS UK National Conference.

1605 Spring Conference and Winter Council Role and powers

- 1606 Spring Conference and Winter Council shall be responsible for the following:
- a. producing policy or position statements outlining the general activities that NUS Wales intends to undertake in order to carry out its aims;
 - b. carrying out a range of administrative functions in relation to NUS Wales; and
 - c. holding elections for posts of Officers and Committee Members as further defined in the Rules and Standing Orders.
- 1607 Spring Conference and Winter Council shall determine the policy of NUS Wales either through motions submitted to Spring Conference or Winter Council, or by adoption of policy decisions taken by the NUS Wales National Executive Committee.

Composition

- 1608 The composition of both NUS Wales Spring Conference and Winter Council shall be as follows:
- a. NUS Wales National Executive Committee; and
 - b. a maximum of 4 representatives from each Constituent Member, as decided in line with the NUS Wales Spring Conference Rules and NUS Wales Winter Council Rules. An entitlement to a number of delegates per "full time equivalent" student at the Constituent Member, where "full time equivalent" means the total number of full time students added to 0.6 of part time students.
 - c. gender quotas will be included on registration of representatives from Constituent Members; the number of female delegates will be at least half the delegation size rounded down.
 - d. representatives to NUS Wales Spring Conference and NUS Wales Winter Council from Higher Education Constituent Members shall be elected by Cross Campus ballot in a way detailed in the NUS Wales Spring Conference and NUS Wales Winter Council Standing Orders.

Proceedings

1610. NUS Wales Spring Conference shall be held annually in March in each calendar year. Spring Conference shall be held at the same independent venue each year.

- 1611. NUS Wales Winter Council shall be held annually in November in each calendar year. The venue for NUS Wales Winter Council shall change each year, and will take into account the locations of all Students Unions and Guilds in Wales.
- 1612. Constituent Members may call for meetings other than the annual meetings outlined above at any time and these shall be called Extraordinary Conferences. Extraordinary Conferences shall be defined and procedures outlined in the Extraordinary Conference Standing Orders.
- 1613. The meetings of NUS Wales Spring Conference and NUS Wales Winter Council shall be held in line with the Standing Orders.
- 1614. The procedures of NUS Wales Spring Conference shall be further defined in the NUS Wales Spring Conference Standing Orders.
- 1615. The procedures of NUS Wales Winter Council shall be further defined in the NUS Wales Winter Council Standing Orders.

1620 NUS Wales National Executive Committee

Role and powers

- 1621. The NUS Wales National Executive Committee shall be the interim policy body and its officers shall provide the Political Leadership of NUS Wales. The National Executive Committee shall be the most senior policy body outside of NUS Wales Spring Conference and NUS Wales Winter Council. The National Executive Committee shall:
 - a. decide emergency policy of NUS Wales in between meetings of NUS Wales Spring Conference and NUS Wales Winter Council;
 - b. appoint members to various committees as further defined in the Standing Orders;
 - c. interpret and develop policy and plans arising from Conferences of NUS Wales;
 - d. hold the Zones and their work to account;
 - e. propose the Budget for NUS Wales to NUS Wales Spring Conference
 - f. hold to account, with the power to censure, any person elected by NUS Wales Spring Conference or NUS Wales Winter Council.

NUS Wales National Executive Committee Composition

- 1625. The composition of the National Executive Committee shall be as follows:
 - a. NUS Wales President (Sabbatical position);
 - b. NUS Wales Deputy President (Sabbatical position);
 - c. NUS Wales Women's Officer (Sabbatical position);
 - d. an officer from each of the remaining NUS Wales Liberation Campaigns;
 - e. NUS Wales Mature and Part-time Officer
 - f. NUS Wales International Officer
 - g. seven Individual Members elected by NUS Wales Spring Conference, as follows:
 - i. two from the Further Education sector, one of whom shall be female,
 - ii. five open places, two of whom shall be female.
 - h. if the position is not taken by one of the above, the additional NUS Wales member on the NUS UK National Executive Council

1630 NUS Wales National Executive Committee Proceedings

- 1631. The NUS Wales National Executive Committee shall hold a minimum of six meetings in each academic year.
- 1632. The procedures of the NUS Wales National Executive Committee shall be further defined in the National Executive Committee Standing Orders.

1635 NUS Wales Liberation Campaigns

- 1636. The Liberation Campaigns shall be Politically Autonomous bodies that are responsible for the formation of policy and the carrying out of the policy work of NUS Wales as determined by their respective Liberation Conferences, and that is of concern to the Students represented by each Liberation Campaign.
- 1637. They shall stay subject to the powers of their respective NUS Wales Liberation Campaign Steering Committees.

1638. Only those Individual Members that are self-defined as being a part of a particular Liberation Campaign shall be entitled to take part directly in the governance of that Liberation Campaign.

1639. There shall be five Liberation Campaigns, as follows:

- a. Women;
- b. Black Students;
- c. Lesbian, Gay, Bisexual and Trans;
- d. Students with Disabilities; and
- e. Welsh Language.

The powers, composition and procedures of the Liberation Campaigns shall be further defined in the Liberation Campaigns Standing Orders.

1640 Zones

1641. The Zones shall be the five policy sections of NUS Wales in the following areas:

- a. Higher Education;
- b. Further Education;
- c. Union Development;
- d. Welfare; and
- e. Society and Citizenship.

1642. The Zones shall stay subject to the powers of Spring Conference, Winter Council, the Welsh National Executive Committee, the NUS Wales Returning Officer and the Welsh Procedures Committee.

1643. The Zones shall report to the NUS Wales National Executive Committee and be directed by it.

1644. Each Zone shall have a committee that will lead the Zone and consist of one of the full time officers of NUS Wales, and other members of the NUS Wales National Executive Committee. Each committee shall have the power to co-opt non student non voting advisors as it sees fit; and

1645. they shall have day-to-day responsibility for the consultation on, proposal of and carrying out of NUS Wales' policy.

1646. The definitions, composition and procedures of the Zones shall be further defined in the Zones Standing Orders.

1650 Welsh Procedures Committee

1651. The Welsh Procedures Committee of NUS Wales shall be responsible for the democracy of NUS Wales and shall have the power to govern and interpret all matters relating to democratic procedures;

1652. it shall also be needed to structure and run NUS Wales Spring Conference and NUS Wales Winter Council in such a way as to guarantee the accessibility of proceedings for delegates in line with the Welsh Procedures Standing Orders.

1653. The composition of the Welsh Procedures Committee shall be as follows:

- a. three Individual Members, all of which will be elected annually at NUS Wales Spring Conference; and
- b. non-voting members which it chooses to co-opt that shall not usually be Individual Members of the National Union, co-opted, non-voting members shall serve for a specified period as defined in the Welsh Procedures Standing Orders;
- c. The NUS Wales President (or another full-time officer of NUS Wales, in place of the President of NUS Wales) shall be entitled to go to meetings of the Welsh Procedures Committee as a non-voting member. The procedures of the Welsh Procedures Committee shall be further defined in the Welsh Procedures Committee Standing Orders.

1654. A person shall not be eligible for election to Welsh Procedures Committee if they have been a Full Time Officer of NUS Wales on an occasion during the five years prior to the date of the election.

1660 Elections and NUS Wales Returning Officer

1661. The Returning Officer of NUS Wales shall be responsible for the good conduct and administration of elections to officer and committee positions of NUS Wales and shall

have the power to govern and interpret all matters relating to elections in accordance with the Rules.

- 1662 the Returning Officer of NUS Wales shall be appointed in accordance with the Welsh Procedures Standing Orders.
- 1663 the NUS Wales Returning Officer shall be entitled to appoint a deputy to assist in their work.
- 1664 the NUS Wales Returning Officer may also appoint a deputy to assist in administration of elections at NUS Wales Spring Conference and NUS Wales Winter Council.

1665 Delegation to Committees

In the case of delegation to committees:

- 1666 the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (though the resolution may allow the committee to make co-options up to a specified number);
- 1667 the composition of any such committee shall be entirely in the discretion of the NUS Wales National Executive Committee and may include as many of their number (if any) as the resolution may specify;
- 1668 the deliberations of any such committee shall be reported regularly to the NUS Wales National Executive Committee and any resolution passed or decision taken by any such committee shall be reported at once to the NUS Wales National Executive Committee and for that purpose every committee shall appoint a secretary; and
- 1669 all delegations under this Rule shall be revocable at any time;

1670 Full Time Officers

1671. The Full Time Officers of NUS Wales shall be responsible for the day-to-day political direction of NUS Wales and shall have the powers and roles further defined in the Standing Orders. They shall receive an allowance and other benefits in line with the 'Articles of Governance of NUS UK'. Their terms and conditions shall be outlined in a contract of employment approved by the Trustee Board of NUS UK.
1672. There shall be the following Full Time Officers:
- a. NUS Wales President;
 - b. NUS Wales Deputy President;
 - c. NUS Wales Women's Officer
- 1673 The Full Time Officers shall be elected by NUS Wales Spring Conference, or by their respective Liberation Conference, and removed by either NUS Wales Spring Conference, NUS Wales Winter Council or their respective Liberation Conference in line with the Standing Orders.

1675 Terms of Office

1676. Each member of the NUS Wales National Executive Committee shall be elected annually at NUS Wales Spring Conference, NUS Wales Winter Council or at their respective Liberation Campaign Conferences.
1677. Part-time officers can serve a maximum of two years in any single position on the NUS Wales National Executive Committee.
1678. The terms of office for the NUS Wales Full Time Officers shall be as follows:
- a. NUS Wales Deputy President can serve two years if elected in accordance with Rule 1676 above.
 - b. NUS Wales Women's Officer can serve two years if elected in accordance with Rule 1676 above.
 - c. both the NUS Wales Deputy President and NUS Wales Women's Officer can choose to stand for election to the position of NUS Wales President once their respective tenures end, in accordance with NUS Wales Spring Conference Standing Orders, and if elected in accordance with Rule 1676 above.
 - d. NUS Wales President can serve two years if elected in accordance with Rule 1676 above.
1679. Individual members can serve no more than six years in total on the Welsh National Executive Committee if elected in accordance with Rule 1676 above, or at their respective Liberation Conferences.

General**1680. Standing Orders**

1681. NUS Wales Spring Conference and NUS Wales Winter Council shall have the power from time to time to make, repeal or alter Standing Orders as to the appointment and conduct of business by the aforementioned Conferences, the National Executive Committee or any committee and as to any matters or things within the powers or under the control of the Welsh Procedures Committee or NUS Wales Returning Officer, as long as these Standing Orders shall not be inconsistent with these Rules.

1685. Minutes

1686. The Welsh Procedures Committee, or nominated deputy, shall keep minutes of all proceedings at the meetings of the NUS Wales Spring Conference and NUS Wales Winter Council, and the National Executive Committee. Any minutes, signed by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any Member, Officer or Committee Member of NUS Wales, be sufficient evidence of the proceedings.

1687. The minutes of the meetings referred to in Rule 1686 above shall be normally considered open and shall be available to Members on NUS Wales' pages of NUS UK website, except where those minutes relate to any reserved matters including without limitation staff-related or disciplinary matters. Copies of the minutes shall also be kept in the NUS Wales office.

1688. The following shall be available from the NUS Wales pages of NUS UK website and copies shall be held at the NUS Wales office:

- a. a copy of these Rules and the Standing Orders, including any amendments;
- b. a copy of NUS Wales' Strategic Plan; and
- c. any report and plan for NUS Wales activities, including the budget.

1690 Budget, Accounts and Reports

1691. At NUS Wales Spring Conference, the Deputy President shall, in conjunction with the NUS UK Trustee Board, and on behalf of the Welsh National Executive Committee, submit a budget for NUS Wales for the ensuing year.

1692. All Members may submit questions about the content of the accounts, report and plan. The procedures for submitting such questions shall be set out in the Standing Orders.

1695 Notices

1696. In line with Rule 1697 below, any notice to be given to or by any person in line with the Rules shall be in writing.

1697. NUS Wales may give any notice to a Member either personally or by sending it by post in a prepaid envelope addressed to the Member at her address or by leaving it at that address, or by facsimile or by electronic means to her address or by posting it on the NUS UK website.

1698. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent or in the case of a notice posted on NUS UK's website at the expiration of 48 hours after it was posted.

1699 an accidental failure to give notice of which the participants were unaware shall not invalidate decisions made at any meetings of NUS Wales.

1700 Interpretation of the Rules and Standing Orders

1701. If a question as to the meaning and effect of the Rules or the Standing Orders arises during a meeting of NUS Wales Spring Conference or NUS Wales Winter Council, that question shall be decided by the Welsh Procedures Committee. The decision as to whether or not a question relates to the meaning and effect of the Rules or the Standing Orders shall also be decided by the Welsh Procedures Committee. The decision of the Welsh Procedures Committee in both these cases shall be final and shall not be open to challenge.

1702. All matters relating to elections including the meaning and effect of any part of the elections Rules and Standing Orders shall be decided by NUS Wales Returning Officer and the Welsh Procedures Committee. Whether or not a particular Standing Order is one relating to elections shall be decided by NUS Wales Returning Officer. In all such matters, the decision of NUS Wales Returning Officer shall be final.
1703. Under Rules 1701 and 1702 above, if there is a dispute as to the interpretation of any part of the Rules or the Standing Orders, the ruling of the NUS UK Democratic Procedures Committee shall be sought. The decision of the NUS UK Democratic Procedures Committee shall be final.

1705 Amendments to the Rules

1706. The Welsh Procedures Committee shall review these Rules every three years, with effect from the date that these Rules of Governance come into effect, and they may review them at more frequent intervals if considered appropriate.
1707. Subject to Rules 1710 and 1711 below, an amendment to the Rules shall need the following:
- a. the circulation by a Constituent Member or the Welsh Procedures Committee of a motion to amend the Rules to all the Constituent Members (the "Motion");
 - b. a period of time (as set out in the Standing Orders) during which any amendments to the Motion may be submitted to the Welsh Procedures Committee;
 - c. a resolution of NUS Wales Spring Conference or NUS Wales Winter Council approving the Motion (and either accepting or rejecting any amendments to the Motion) passed by a two thirds majority vote at a meeting of aforementioned Conferences; and
 - d. at the next meeting of NUS Wales Spring Conference or NUS Wales Winter Council, ratification by the Conference / Council of the resolution passed under Rule 49.3 above by a two thirds majority vote, as long as the proposal to ratify the resolution shall have been circulated by the Welsh Procedures Committee to all the Constituent Members along with the other proposals for that meeting of NUS Wales Spring Conference or NUS Wales Winter Council.
 - e. to make sure that the Rules of Governance stays in plain English and Welsh, the Welsh Procedures Committee alone, at its sole discretion, shall propose amendments to Rules amendments at the ratifications stage. These amendments shall not change the meaning or effect of the Rules amendment.
- 1708 the Welsh Procedures Committee may at its sole discretion renumber any part of the Rules.
- 1709 Where a proposed amendment to the Rules is an amendment to the NUS Wales Standing Orders, it only needs to be passed by a two-thirds majority at one NUS Wales Conference or Council.
- 1710 Where a proposed amendment to the Rules is a consequential amendment due to a change in the Standing Orders (for example, the number or heading names of Rules), this amendment may be made by the Welsh Procedures Committee.

1715 Definitions and Interpretation

In these Rules all terms shall be defined in the Articles of Governance of NUS UK, with the exception of:

- 1716 a Standing Order or any part of one may be suspended without notice by a two-thirds majority of a meeting of NUS Wales Spring Conference or NUS Wales Winter Council, provided that the suspension is not for the purpose of making a statement. A motion to suspend shall specify the business for which suspension is desired. The Standing Order shall regain effect at the close of such business without further decision by NUS Wales Spring Conference or NUS Wales Winter Council. No suspension of any part of the Standing Order affecting elections or amendments to these shall have retrospective effect.

NUS RULES | NUS-USI AGREEMENT FOR NORTHERN IRELAND

1800 The current agreement is available from the Trustee Board and will be proposed to National Conference 2010 in line with the Articles.

NUS RULES | LIBERATION CAMPAIGNS RULES

1900 Conference

Each Liberation Campaign will hold an Annual Conference, which will elect the Campaign's Officer(s) and Committee.

- 1901 Other ordinary meetings of the Campaign Conferences may be convened in accordance with each Campaign's Standing Orders, provided that a sufficient budget has been agreed by National Conference.
- 1902 Each Liberation Conference will discuss matters of concern to the Liberation Campaign.
- 1903 The Report and Plan of the Liberation Committee will be discussed at the Liberation Campaign Conference.
- 1904 The Liberation Campaign Conference will be restricted to the classes of person as defined for each campaign.
- 1905 Only persons allowed to attend the conference will be eligible for election as delegates to the Conference.
- 1906 The Liberation Campaign Conferences will be governed by such Standing Orders as they themselves decide.
- 1907 The Delegation Entitlement to each conference will be agreed by the relevant conference in setting the standing orders, save that must be affordable and within the budget approved by National Conference.

1908 Committee

The election of Campaign Officer and the Campaign Committee will be conducted in a manner approved by the Chief Returning Officer.

- 1909 The membership structure of the committee shall be approved by the relevant conference in the campaign standing orders.
- 1910 Any person allowed to attend the conference will be eligible for election to the post of Liberation Campaign Officer and for the Committee, if at close of nominations that person is an individual student member of the National Union.
- 1912 The Committee will convene an Extraordinary Liberation Campaign Conference, to discuss a motion of 'no confidence' in the Liberation Campaign Officer(s) on receipt of a request in writing from 25 names Constituent Members.
- 1913 The Campaign Committee will convene the Extraordinary Campaign Conference within seven weeks after receipt of the request, and not less than two weeks after the day on which the notice of the Extraordinary Campaign Conference would in the normal course of post be received by Constituent Members.
- 1914 Delegates' entitlement and eligibility will be as for the Annual Campaign Conference, except that delegates will not be required to have been elected by cross-campus ballot.
- 1915 No business other than the motion of 'no confidence' in the Campaigns Officer will be discussed at an Extraordinary Campaign Conference, and if such a motion is passed by a simple majority, the Campaign Officer(s) post will become vacant and will be filled by the casual vacancy procedures.

NUS RULES | AREA ORGANISATIONS

2000 Recognition

NUS will recognise voluntary associations of students' unions defined geographically as "NUS Area Organisations". Such recognition will confer upon these organisations any such benefits and responsibilities as from time to time the board sees fit, acting under the guidance of the National Executive Council.

- 2001 The National Executive Council shall set whatever recognition criteria it sees fit, save that:
- a) Area Organisations shall exist to further the work of the National Union within their geographical boundaries and must be explicit in this aim in their activities and Governing Document(s)

- 2002 Area Organisations' constitutions must include the following:
- a) statement of the aims and objects of the Area. This shall include the making and the implementation of policy which relates to local campaigning and other issues.
 - b) Full rights of membership for all Constituent Members within the geographical boundaries.
- 2003 There shall be an annual Area Conference composed of delegates and observers from Constituent Members within the geographical boundaries of the Area Organisation. The Annual Conference shall be the policy making body of the Area Organisation and shall elect all officers of the Area Organisation except Liberation Officers. Areas should attempt to hold an annual Women's Conference which shall elect the Area Women's Officer.
- 2004 The Area Council shall be responsible for directing the campaigning and development work of the Area.

2005 Area Executive

There shall be an Area Executive composed of officers elected by the Annual Area Conference or by Constituent Members. The Area Executive must include:

- a) An Area Convenor
 - b) An Area FE Officer
 - c) An Area Women's Officer
 - d) Other officers as specified in the Area Constitution.
- 2006 The Area Executive shall be responsible for the administration of the Area Organisation. Members of the Executive shall be accountable to the Area Conference and the Area Council. This Executive shall be jointly and collectively responsible for the proper control and supervision of all Area funds.
- 2007 Only the Area Conference may remove an elected officer, except that Liberation Officers can only be removed by the appropriate caucus that elected them.
- 2008 Any elected officers who are not registered students or sabbatical officers of a Constituent Member shall be entitled to Individual Membership of the National Union.

2009 Benefits

The benefits afforded to Area Organisations may from time to time include:

- a) Use of the name "NUS Area"
- b) Support and assistance in the pursuance of their aims (both financial and non financial)
- c) Any such benefits may be removed or revoked by the Board for reason of non compliance with a particular regulation as it sees fit

NUS RULES | SUBSCRIPTIONS AND PAYMENTS

2100 General

All Annual Subscriptions shall be due by December of the NUS Financial Year concerned.

- 2101 The subscriptions for members from Northern Ireland shall be decided by the Board and the Union of Students in Ireland.
- 2102 The Board may reduce any subscription, may accept late payment or payment by instalments. The hardship policy for this should be set down by the Board, be published on the NUS Website and take the level of the minimum fee into consideration and where appropriate assist with hardship. Constituent Members and Payments
- 2103 Constituent Members shall pay an annual affiliation/subscription fee according to detailed regulations proposed by the Board and agreed by National Conference as part of the Board Report each year
- 2104 The proposed regulations from the Board must be drafted according to the following broad principles:
- a) Transparency
 - b) Ability of unions to pay
 - c) Fairness and comparisons of "like with like"
 - d) Flexibility for unions experiencing hardship
 - e) The system must be regularly reviewed

- 2105 The Board will consult widely each year on the detail of how to implement these principles in regulations
- 2106 The Board will supply in good time the detail of their proposals to the National Executive Council such that the impact of any changes can be built into any financial deliberations of the National Executive Council
- 2107 The Board will not, unless instructed by the previous National Conference, deliberately seek to increase the overall revenue into NUS from member unions by anything other than inflation
- 2108 The regulations will come into effect at the end of the relevant Annual National Conference. In the event that the relevant section of the Board report is not agreed by National Conference, the system in use in the previous financial year will be the one applied for the year ahead
- 2109 There shall be a minimum subscription and a maximum subscription. The Board may amend the maximum and minimum by putting amendments to its report to National Conference and National Conference accepting that part of the report.
- 2110 In the first year of affiliation new Constituent Members shall be required to pay in subscription that proportion of the Annual Subscription set out below:
- | Date of Application | Proportion Payable |
|----------------------------|--------------------------------|
| 1st August-31st November | Full Annual Subscription |
| 1st December-31st February | Two thirds Annual Subscription |
| 1st March-31st July | One-third Annual Subscription |
- 2111 The Board will also be empowered to levy charges for any events, services or facilities provided by the National Union