

KEELE STUDENTS' UNION  
CONSTITUTION



REVISED SPRING 1984

- INTRODUCTION -

This Constitution contains all amendments passed at UGMs until 11.3.84., and will be instantly out of date.....such is the never-ending task of keeping this document in line with the thoughts and needs of Keele students.

Many of the amendments contained in this issue were passed to make the running of Union meetings and committees more efficient; for these improvements, I have to thank the Constitutional Committee of 1983/84, led by Ian Harris.

This Constitutional copy is the first in which all references to persons have been de-genderised; sexual equality has finally been recognised at Keele !

My thanks go to Ian Harris and Malcolm Cornelius for proof-reading the typed copy. Also to Robin Stocks for the typing and Pat Borsky for printing it.

VIVIEN ROBINSON  
Union Secretary  
1983/84

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# I. PREAMBLE

## 1 AUTHORITY FOR THE EXISTENCE OF THE UNION

Persuant to the provision of the University Charter, Statutes and Ordinances there shall be constituted a Students' Union of the University of Keele, and such Union shall be an organised association of the University. Sections I; II; III and IV; paragraphs 1, 3(a) and 7 Finance Committee (b) may only be altered or abrogated upon receiving the approval of Senate and Council.

In the event of the dissolution of the Union as an organisation, the University shall assume control of the Union's assets and liabilities.

## 2 N.

The Union shall be designated 'The Students' Union of the University of Keele!.

## 3 OB:

The objects of the Union shall be:

to promote the general interests, including intellectual, social, welfare and athletic activities amongst members of the Union, to organise the corporate life of the members of the Union and to act as a recognised channel of communication between members of the Union and the University and other bodies, both external and internal.

# II MEMBERSHIP OF THE UNION

1 Full membership shall be compulsory for all undergraduates and shall be open to such other persons as the Union, in accordance with its regulations, may from time to time admit to membership.

2 There shall be seven classes of membership:

### (a) Full Membership

Fee £58.00\* per annum shall be compulsory for all undergraduates and all full-time postgraduates, except those who opt for full membership of the Senior Common Room.

Students studying for the degree of Bachelor of Education shall be required to pay £29.00 for full membership. For undergraduates granted leave of absence by the Senate, the £29.00 shall be waived for their period of leave of absence.

\*re-negotiable every twelve months

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### (b) Honorary Life Membership

Honorary Life Membership shall be awarded by General Meetings to members of staff, students or other individuals who, in the UGM's opinion, have performed good services for the Union.

### (c) Associate Membership

Fee £10.00 per annum. It shall be available to full members of the K.R.A. who are not full members of the Union, former Keele students and such other persons as may be admitted at the discretion of the Union Committee.

### (d) Associate Life Membership

Fee £50.00 or payment of seven consecutive annual subscriptions. It shall be available to persons entitled to Associate Membership and to all persons elected Honorary Life Members, no fee being payable in this case.

### (e) Temporary Associate Membership

shall be granted to all members of visiting conferences and to other persons at the discretion of Union Committee and Licensee for a fee of 30p per person.

### (f) Unemployed Associate Membership

Fee 30p per annum (to be paid at the rate of 10p per term to cover administration costs). Membership shall be for a term and a vacation. Membership cards shall be issued at the discretion of Union Committee to unemployed people who are at least 18 years of age.

### (g) Reciprocal Membership

shall be accorded to members of those Unions with whom Keele has signed reciprocal agreements on membership.

## 3 PRIVILEGES OF MEMBERSHIP SHALL BE:

### (a) Full Members

- (i) to vote and speak at UGM's
- (ii) to stand, vote and nominate in Union elections and to hold Union office
- (iii) to be members of N.U.S.
- (iv) to use all athletic, social and welfare facilities of the Union
- (v) to introduce guests into the Union building

### (b) Associate Members and Honorary Life Members

- (i) to attend UGMs subject to the right of full members to pass Procedural Motion Group C (ix) 'that those who are not full members shall be excluded'.



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(ii) to speak at UGMs on matters concerning the rights and privileges of Associate Membership

(iii) to make use of all social facilities of the Union

(iv) to introduce guests into the Union building

(c) Temporary and Reciprocal Membership  
Unemployment Associate Membership

To make use of the social facilities of the Union. Social facilities shall include the use of the Bar. These memberships shall not confer the right to introduce guests into the Union building.

- 4 Any Associate, Unemployed, Temporary Associate and Reciprocal Memberships may be terminated at the discretion of Union Committee, with the right to appeal to a UGM.

### III MEETINGS OF THE UNION

The Union General Meetings shall be the sovereign body of the Union. General Meetings shall be held at least twice a term. All types of General Meetings shall be convened and conducted in accordance with Standing Orders.

The Annual General Meeting shall be held on a date determined by the completion of the audit of the Union accounts and shall be called by the retiring President of the Union. The retiring Union Committee shall collectively present a factual report of the activities of the Union in the previous year to the Annual General Meeting. The report shall include the accounts. Such a report may also include recommendations from individual Union officers.

Any decision of a General Meeting shall become operative and binding on all members of the Union from the time of passing, unless otherwise specified in the motion.

For the purpose of a Union General Meeting, three percent of the full membership of the Union shall constitute a quorum. For the purpose of an Emergency General Meeting, nine percent of the full membership of the Union shall constitute a quorum. For the purpose of emergency motions, nine percent of the full membership of the Union shall constitute a quorum.

An Emergency General Meeting shall be convened by the President or in accordance with a request signed by nine per cent of the full membership of the Union, within three days of the receipt of the request, unless a greater period of time is specified in the original request, and shall be competent to discuss only specific topics for which the meeting is convened and to pass a motion only under the terms of reference to the notice convening the meeting. (See Standing Order 4).

In the event of a Union General Meeting or Emergency General Meeting not having the required number of persons to constitute a quorum, the President, who convened the meeting, shall wait one hour after the conclusion of all preliminary business as defined in Standing Order 7 Section 1. If, after this time, there is still not the required quorum, the Chairperson shall declare the meeting inquorate and disband it.

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### IV ORGANISATION OF THE UNION

- 1 There shall be a Union Committee and various other standing and ad-hoc sub-Committees to administer and advise on the Union's activities.
- 2 REGULATIONS FOR THE CONDUCT OF COMMITTEES OF THE UNION

- (a) No person shall hold more than one post, or exercise any more than one vote on any one Committee with the exception that the retiring Union Treasurer, between the end of the last UGM of his year of office and the following 31st July, may hold another Union Committee post in the new Union Committee. He/she nevertheless shall have only one vote. The Chairperson of each Committee of the Union shall have a casting vote only. This shall be used in the event of a tied vote.
- (b) Any member of a committee shall have the right to resign at any time by giving notice to the Secretary of the Union. The Union Secretary shall resign to the Union's Permanent Secretary/Accountant. If all elected Union Committee members resign, they must hand their resignation letters to one of the ex-officio members of Union Committee or, in their absence, to the Permanent Secretary/Accountant of the Union.
- (c) Any member of Committee may be removed for good cause by an absolute majority of the whole Committee.
- (d) Any student representative will be deemed to have been dismissed if a motion of 'No Confidence' on such a student representative is passed by a General Meeting of the student body. Three censures shall constitute a 'No Confidence'.

A motion of 'No Confidence' which is passed but without a two-thirds majority, needs to be ratified by the next UGM to become effective. It must be placed first on the Order Paper (this may not be altered by the UGM) and there shall be two speeches in favour (proposer and seconder of original motion) and two speeches against (the representative subject to the vote of 'No Confidence' and a person nominated by him/her) and a Summation.

- (e) The term 'immediate past' shall refer to the person other than the present incumbent who has most recently held that post and who is still a full member of the Union.



## 3 THE UNION COMMITTEE

(a) Composition

PRESIDENT OF THE UNION  
 SECRETARY OF THE UNION  
 SOCIAL SECRETARY  
 EDUCATION AND WELFARE OFFICER  
 TREASURER OF THE UNION  
 VICE PRESIDENT - INTERNAL AFFAIRS  
 VICE PRESIDENT - EXTERNAL AFFAIRS  
 SERVICES OFFICER  
 COMMUNICATIONS OFFICER  
 N.U.S. SECRETARY  
 CHAIRPERSON OF THE K.R.A. or his/her Nominee who shall be a member of the K.R.A. Committee. - ex-officio (without voting rights).  
 ATHLETIC UNION PRESIDENT or his/her Nominee who shall be an elected member of the Athletic Union Council. - ex-officio (without voting rights).

The term of office of the Committee shall extend from the end of the last UGM of the year until two weeks after the end of the last UGM the following year, except in the case of the Union Treasurer whose term of office shall last from 1st August until 31st July of the following year.

The role of the outgoing Committee shall be purely advisory during the last two weeks. During this period the outgoing members shall assume roles as Union Committee members without voting rights.

(b) Responsibilities

- (i) The Union Committee shall have collective responsibility to the Union General Meeting for all the activities of the Union, notwithstanding that the immediate control of such activities may have been delegated to a sub-Committee or to a permanent employee of the Union.
- (ii) The Union Committee shall be responsible for ensuring that sub-Committees and permanent employees work in accordance with policy laid down by UGMs. It shall have the power to over-rule any decision of a sub-Committee of the Union and to regulate the terms of employment of the permanent employees of the Union, notwithstanding that any permanent employee shall have the right of appeal against dismissal. Such an appeal shall take the form of a motion to a General Meeting, a simple majority of those present deciding.

In the case of those employees whose jobs are equivalent to those in the University, the terms of employment shall be those currently ruling in the University.

- (iii) The Union Committee shall pursue and fulfil policy decisions of its own creation, subject to approval of UGMs.

- (iv) The Union Committee shall implement the decisions of the UGMs.

- (v) The Union Committee shall administer the funds of the Union.
- (vi) The Union Committee shall be responsible for the maintenance of good order within the Union building.
- (vii) The Union Committee shall be the means of communication between the Union and the University authorities.
- (viii) The Union Committee shall have a responsibility for the good conduct of external affairs and relations.
- (ix) The Union Committee shall be responsible for Union hospitality.
- (x) The Union Committee shall attend all General Meetings of the Union.
- (xi) The Union Committee shall manage the purchase for the Union and the supply by the Union of intoxicating liquor.

## 4 PRINCIPAL UNION OFFICERS

(a) The President of the Union

The President shall:

- (i) have free admission to any function organised by the Union, excluding any Union Society functions.
- (ii) have a grant for expenses during the year of office which will not be less than he/she would be entitled to receive from the local Authority as a full-time student.
- (iii) have the right to sit with voting rights on all sub-Committees of the Union, with the exception of the Election Appeals Committee or Rag Committee.
- (iv) act as Chairperson of the Union Committee.
- (v) represent the Union on the University Court, Senate and Council.
- (vi) represent the Union on the various sub-Committees of the Council and Senate.
- (vii) call UGMs and Emergency General Meetings of the Union as he/she deems necessary or is mandated to do so by the UGM and/or Union Committee.
- (viii) be spokesperson of the Union and represent the Union at functions organised by the University and external bodies.
- (ix) shall liaise between the Union Committee and the Union staff.
- (x) in conjunction with the Secretary, be responsible for the day to day running of the Union building.
- (xi) ensure that a representative or nominee of Union Committees attends all meetings of Constitutional, Finance and N.U.S. Committees.

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(b) The Secretary of the Union

The Secretary shall:

- (i) do the job which his/her title implies and any other tasks to which he/she may be directed by the Union Committee.
- (ii) have a grant for expenses during the year of office which shall not be less than he/she would be entitled to receive from the Local Authority as a full-time student
- (iii) in conjunction with the President, be responsible for the day to day running of the Union building
- (iv) be responsible for the maintainance of the Union Policy Document and for the operation of the policy lapse mechanism as laid down in Section XXIII (Sub-sections 1, 5, 6 and 7), and shall be responsible for the maintainance at all times of a correct and up-to-date version of the Constitution inclusive of all and any amendment(s)/addition(s) passed constitutionally at a General Meeting/Referendum of the Students' Union of the University of Keele.
- (v) be responsible for publicising on a noticeboard in the Union Concourse a list of the Union's elected officers and student representatives on Union and University Committees, detailing the position they hold and the times when the Union and University Committees meet
- (vi) be responsible for publicising in the publicity circular issued by the Students' Union, any Constitutional amendment(s)/addition(s) which have been constitutionally passed by any General Meeting/Referenda of the Students' Union. The publicity circular containing the Constitutional amendment(s)/addition(s) shall be issued no less than five working days after the General Meeting/Referendum at which the amendment(s)/addition(s) was/were constitutionally passed

(c) The Social Secretary

The Social Secretary shall:

- (i) have a grant for expenses during his/her year of office which will not be less than he/she would be entitled to receive from the Local Authority as a full-time student
- (ii) be responsible for the promotion of Union-sponsored social events and entertainments
- (iii) be responsible for the organisation of Union-sponsored debates, in conjunction with the Debates Committee
- (iv) have responsibility for all Social Committee publicity material
- (v) organise and supervise all Union amusement machines in conjunction with the Union Treasurer
- (vi) in conjunction with the Union security staff, be responsible for the security and safety of Social Committee events

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- (vii) be responsible for Union-sponsored cultural events including exhibitions

(Nos. (ii), (iii), (v) and (vii) are subject to Social Committee IV 7)

(d) Education and Welfare Officer

The Education and Welfare Officer shall:

- (i) have a grant for expenses during his/her year of office which will not be less than he/she would be entitled to receive from the Local Authority as a full-time student
- (ii) have responsibility of University appeals and discipline
- (iii) edit the Alternative Prospectus
- (iv) co-ordinate any proposals for academic reform
- (v) aim to encourage academic democracy within departments
- (vi) be responsible for organising the Union's welfare services
- (vii) be the representative of the Union on the Day Nursery Management Committee
- (viii) sit on relevant University Senate sub-Committees

(e) Treasurer of the Union

The Treasurer shall:

- (i) do the job which his/her title implies and any other tasks to which he/she may be directed by the Union Committee
- (ii) supervise the administration of society finance

(f) Two Vice Presidents of the Union

The two Vice Presidents of the Union shall be the Vice President (Internal) and the Vice President (External).

They shall:

- (i) in conjunction with the rest of Union Committee, implement the collective responsibility of the Union Committee for the work of sub-Committees as under 3(b) (ii)
- (ii) have the right to sit on any relevant sub-Committee of the Union in pursuance of their work
- (iii) The Vice President (Internal) shall be responsible for overseeing the internal affairs on campus with particular regard to meals system and accomodation and any other tasks delegated to him/her by Union Committee
- (iv) The Vice President (External) shall be responsible for off-campus students and relationships with the local area and shall be one



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of the two Keele representatives on S.T.A.A.C. Travel Ltd. Board of Directors and any other tasks delegated to him/her by Union Committee

(g) Services Officer

The Services Officer shall:

- (i) act as Liaison Officer between Union Committee and all the Union's Services Departments
- (ii) be one of the Keele representatives on S.T.A.A.C. Travel Ltd. Board of Directors

(h) Communications Officer

The Communications Officer shall:

- (i) act as chairperson on 'RELAYER' Editorial Board and as Executive Editor of 'RELAYER'
- (ii) co-ordinate all publicity channels of the Union
- (iii) act as Chairperson of the Communications Sub-Committee

(i) N.U.S. Secretary

The N.U.S. Secretary shall:

- (i) be responsible for all relations with the N.U.S. and co-ordinate national campaigns

5 SUB-COMMITTEES OF THE UNION

- (a) Sub-Committees shall carry out those tasks specified in the Constitution and further ones which they may create, in co-operation with the Union Committee
- (b) minutes of sub-Committees shall be publically displayed. Copies shall be submitted to the Union Secretary for Union Committee for reference and for retention in the Union's files
- (c) There shall be two types of sub-Committees:
  - (i) standing sub-Committees which exist under the Constitution
  - (ii) ad-hoc Committees which are set up at the discretion of the Union Committee or by a General Meeting of the Union

6 STAFF AFFAIRS

(a) Departmental Committees

- (i) Each Department of the Union shall meet at least twice per term to discuss the affairs within the Department and to make recommendations to the Staff Council and Union Committee.
- (ii) All members of the Department shall be entitled to attend.

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- (iii) Chairpersons shall be elected at the first meeting of the year and to hold office for the duration of that year.
- (iv) The Permanent Secretary/Accountant shall be in attendance to all Departmental Meetings to act as Secretary to all meetings and as general advisor to the Committees.
- (v) Union Committee members shall be in attendance if required

(b) Staff Council

- (i) There shall be a Staff Council of the Union to co-ordinate Departmental Meetings and to make recommendations to Union Committee on matters concerning staff and the Union generally.
- (ii) The Council shall also be responsible for the election of representatives on Union Safety Committee and the organisation of social functions.
- (iii) The Council shall meet at least twice a term and provisions shall be made for joint meetings with Union Committee as and when necessary.
- (iv) The Council shall have the opportunity to bring forward proposals to the UGMs.

Composition of Staff Council

- (v) There shall be two representatives from each of Administration, Cleaning and Services, Snack Bar, Bar and Security Departments
- (vi) These representatives shall be elected by the Departmental meetings
- (vii) The Permanent Secretary/Accountant shall be in attendance to act as Secretary and general advisor
- (viii) The Chairperson shall be elected at the first meeting of the year and shall serve for the duration of that year
- (ix) Union Committee members shall be in attendance if required
- (x) The Staff Council can at any time call for a meeting of all members of staff

(c) Staff Union Committee Liaison

There shall be a sub-Committee of Union Committee composed of at least three members who shall be responsible for liaising between Departments and to make recommendations to Union Committee

7 STANDING COMMITTEES

ACADEMIC COMMITTEE

Composition:

Chairperson - who shall be the Education and Welfare Officer  
Secretary - who shall be elected  
3 Committee members - who shall be elected



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Representatives of K.R.A. - who shall be co-opted  
4 members with special responsibility for the Alternative Prospectus  
4 representatives from F.Y. Committee

Responsibilities:

- (i) Acquisition, co-ordination and dissemination of information on academic matters, liaison with the Library staff to represent student opinion on Library matters
- (ii) The Chairperson shall be an ex-officio Union representative on the relevant Senate sub-Committee
- (iii) The Committee shall meet at least twice per term
- (iv) Co-ordination of the work of the Alternative Prospectus
- (v) Initiation of academic reform

ADMINISTRATION COMMITTEE

Composition:

President of the Union - who shall chair meetings of the Committee  
Secretary of the Union  
Social Secretary  
A Vice President of the Union - delegated by Union Committee  
K.R.A. Chairperson (or other nominee)  
President of the Athletic Union  
Deputy President of the Athletic Union  
President of the Christian Union  
Chairperson (or other nominee) of the Overseas Students' Organisation  
President of the Folk Club  
A 'CONCOURSE' Editor  
Chairperson (or other nominee) of Community Action  
Chairperson (or other nominee) of Arts Umbrella

Responsibilities:

- (i) The Committee shall meet at least once per term
- (ii) It shall make recommendations to Union Committee about the overall running of the Students' Union building and the service which the Union provides
- (iii) It shall discuss any matter it deems relevant to the student body and to the membership of the organisations represented
- (iv) The Committee shall be empowered to co-opt any representatives of any organisation onto the Committee

COMMUNICATIONS SUB-COMMITTEE

Composition:

Communications Officer - who shall be Chairperson  
4 members - who shall be elected from the floor of the first UGM of the Autumn Term  
2 'RELAYER' representatives - who shall be CO-OPTED

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Responsibilities:

- (i) To help in the work of the Communications Officer
- (ii) To maintain and develop publicity channels in conjunction with the Union Secretary

CONSTITUTIONAL COMMITTEE

Composition:

Chairperson - who shall be elected  
Vice Chairperson - who shall be elected  
Secretary - who shall be Secretary of the Union  
President of the Union  
Immediate past Secretary of the Union  
Immediate past President of the Union  
Speaker of the Union or an Assistant Speaker, nominated by the Speaker  
Chairperson of Steering Committee or a voting member of Steering Committee, nominated by the Chairperson of Steering Committee  
Any 1 member of Union Committee - except the President or Secretary - delegated before each meeting of the Constitutional Committee  
2 Committee members - who shall be elected

NONE OF THE ELECTED MEMBERS SHALL BE MEMBERS OF THE CURRENT UNION COMMITTEE

Any person or group of persons whose interests may be affected by a decision of the Committee shall have the right to present their case to the Committee verbally or in writing, as the affected party may choose.

Responsibilities:

- (i) To review the Constitution and Standing Orders or any part or aspect of it, at the request of a UGM or the Union Committee and to draw up amendments to the Constitution and Standing Orders as such a review shows desirable.

It shall meet at least twice per term specifically for this purpose.

- (ii) To examine all UGM motions at a meeting not less than 5 days before the UGM to which they have been submitted. If a motion will have the effect of amending the Constitution or Standing Orders, then the Committee will decide to support or oppose the motion at the UGM. If opposed it will require a two-thirds majority at a UGM. In the case of other motions, the Committee will consider their effect on Union policy in order to inform the UGM through the speaker the effect of a motion on existing Union policy. The Committee shall examine all policy motions to determine if they are solely concerned with immediate policy. 'Immediate policy' shall be defined as policy which normally refers to one or more specific events and which, by its very nature, would become redundant within a calendar year of its passage.
- (iii) To consider appeals from election candidates in accordance with the election regulations of the Union. When the Committee is considering such appeals, all members of Union Committee

and candidates shall be barred from voting.

- (iv) It shall be the primary duty and responsibility of Constitutional Committee to ensure (with the help of the Communications Officer when required) that at all times the greatest number and the widest cross-section of members of the Students' Union (of whatever status) as is practically possible, shall have the widest and greatest knowledge and understanding of the most recent and up-to-date Constitution and Policy Document of the Students' Union held by the Secretary of the Students' Union.

## DEBATES COMMITTEE

### Composition:

Chairperson - who shall be the Swanperson  
 Secretary of the Debates Society  
 Treasurer of the Debates Society  
 Social Secretary of the Union  
 President of the Union  
 President of the Debates Society  
 Publicity Officer

### Responsibilities:

- (i) To organise all debates within the Union  
 (ii) To organise these debates to cover as wide a spectrum of interest as possible  
 (iii) To organise at least two debates per term

## EVENTS CO-ORDINATING COMMITTEE

### Composition:

Social Secretary  
 Secretary of the Union  
 Arts Umbrella Chairperson  
 Film Society Chairperson  
 Folk Club Chairperson  
 Music Society Chairperson  
 Communications Officer

All Society Chairpersons shall be invited to each meeting

Director of Information Services and the  
 Chairperson of University Arts Co-ordinating Committee

### Responsibilities:

- (i) To attempt to minimise the clashing of events  
 (ii) To issue a publicity sheet at the beginning of each month listing as many of the month's events as possible, through the Communications Officer  
 (iii) To attempt to improve the attendance at Union/Society meetings

- (iv) To improve liaison between Union Committees and individual societies with a view to developing the potential of joint events

## FINANCE COMMITTEE

### Composition:

- (a) Chairperson - who shall be Treasurer of the Union  
 Permanent Secretary/Accountant - who shall act as Secretary  
 President of the Union  
 Immediate Past President of the Union  
 Immediate Past Treasurer of the Union  
 Any 1 member of Union Committee - except the President or the Treasurer - delegated by the Union Committee before each meeting of the Finance Committee  
 3 Assistant Treasurers  
 Treasurer of the Athletic Union or his/her nominee  
 Treasurer of the Arts Umbrella or his/her nominee  
 Social Committee Treasurer or his/her nominee

- (b) Honorary Treasurer of the University, or his/her nominee, who shall be a member of the University Finance Committee

Any person or Society representative who is making a request to Finance Committee for a grant or loan shall have the right to present his/her case personally to the Committee.

### Responsibilities:

- (i) This Committee shall meet at the Chairperson's discretion or at the call of the Union Committee and in any case not less than twice per term.  
 (ii) The Finance Committee, Union Committee and Union Committee-elect shall have responsibility for taking estimates as approved by Union Committee to a meeting with the University Finance sub-Committee in the summer term. Should it be impossible to convene a General Meeting to consider the budget, it shall become the responsibility of a committee to supervise expenditure during the summer vacation.

The Committee shall consist of:

President  
 Secretary  
 Education and Welfare Officer  
 Social Secretary  
 Treasurer (if available)  
 Permanent Secretary/Accountant  
 AU Representative (if available)

Items under 'Vacation Expenditure' shall be determined by Union Committee at the end of the summer term.

- (iii) If, during the summer vacation, more than half of Union Finance Committee are absent, the Union Committee (having invited available members of the Union Finance Committee) shall meet to consider financial matters with the Permanent Secretary/Accountant in attendance.







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represent off-campus students on Internal Affairs Committee  
and Lodgings Advisory Committee  
Education and Welfare Officer

Responsibilities:

- (i) To collect and prepare material for discussion at Lodgings Advisory Committee.
- (ii) To advise Union Committee on matters of policy affecting off-campus students.
- (iii) To liaise with Internal Affairs Committee on residence matters which affect all students.
- (iv) To collect and collate information regarding students' residence off-campus at this and other Universities and to keep a library of such information.
- (v) To co-operate with the Lodgings Officer on all matters relating to the welfare of off-campus students.

'RELAYER' EDITORIAL BOARD

Composition:

Communications Officer - Chairperson  
Secretary of the Union  
2 members of Union Committee

Responsibilities:

- (i) To produce a regular newsheet to try to increase knowledge of, and interest in, Union affairs amongst Union members.
- (ii) The Board shall have complete jurisdiction over what is included in each issue.
- (iii) The Board shall be answerable to Union Committee.
- (iv) Co-ordinating Union Committee reports.

SECRETARIAT

Composition:

Secretary of the Union  
3 Assistant Secretaries, who shall be co-opted by the Secretary

Responsibilities:

- (i) The execution of the necessary administrative work of the Union Committee.
- (ii) Allocation of, and control over, notice boards.
- (iii) Publicity of Union events.

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SERVICES COMMITTEE

Composition:

Services Officer, who shall be Chairperson  
Secretary, who shall be elected  
Secretary of the Union  
3 Assistants, who shall be elected

Responsibilities:

- (i) Promotion of services in Union Bar and Snack Bar.
- (ii) Sale of second-hand goods.
- (iii) Travel.
- (iv) Organisation and promotion nights on the Union Bar in conjunction with Social Committee.
- (v) Organisation of student coach travel, excluding demonstration coaches.

SOCIAL COMMITTEE

Composition:

Social Secretary, who shall be Chairperson  
Publicity Organiser  
Sales Organiser  
Technical Advisor - appointed as below  
2 Road Crew Managers  
2 Committee members  
2 First Year Student members  
Services Officer - ex-officio (with special responsibility for Bar/Snack Bar liaison)  
Treasurer of the Union or, in his/her absence, his/her nominee  
Social Committee Treasurer

The Committee shall appoint a Technical Advisor who shall be a full member of the Students' Union to be responsible for the maintenance of electrical equipment etc.

The Social Secretary shall appoint an Assistant termly from the Committee.

Responsibilities:

- (i) Promotion of the Union sponsored events and entertainments.
- (ii) Buying of records and record players etc.
- (iii) Organisation and creation of social activities generally.
- (iv) Act in conjunction with Services Committee in the promotion of sponsored events in the Union Bar.
- (v) The Committee shall appoint a Road Crew to act as 'humpers' for Social Committee events under the direction of the Road Crew Managers.

- (vi) Ticket sales and door supervision/control.
- (vii) Maintaining good order and safety at all Social Committee events in co-operation with the Union Security Staff.
- (viii) The Social Committee Treasurer shall be responsible for convening finance review meetings (at least two per term) at which he/she shall be Chairperson. The Social Secretary and two ex-officio members in addition to the Social Committee Treasurer shall constitute this Committee which may make recommendations to other Committees about the financial state of Social Committee.
- (ix) The Social Secretary shall be responsible for convening meetings of Social Committee which must be convened every week during term time. At Social Committee meetings it is the Assistant Social Secretary's responsibility to see that minutes are kept and presented to the next meeting of Union Committee.
- (x) The Social Committee Treasurer and/or the Social Secretary shall advise Union Committee and/or Union Finance Committee if he/she/they believe the Social Committee budget will prove insufficient to cover expenses.

## STEERING COMMITTEE

### Composition:

Chairperson, who shall be elected under the Election Regulations  
 2 Committee Members who shall be elected by the UGM under the provisions of the Standing Orders  
 Secretary of the Union (non-voting)

### Responsibilities:

- (i) The draw up and publish the order paper for General Meetings of the Union.
- (ii) To recommend on guillotine times for all business at General Meetings.
- (iii) To recommend on extra time during the course of the General Meeting.
- (iv) To be the credentials body of the Union General Meeting.

## WELFARE COMMITTEE

### Composition:

Education and Welfare Officer, who shall be Chairperson  
 Secretary, who shall be elected  
 4 Student Representatives on Welfare Services Committee  
 1 Representative from 'Contact'  
 1 Representative from 'S.L.A.C.'  
 1 Representative from Women's Advice Centre  
 1 Representative from Gay Advice Centre  
 1 Representative from Off Campus Committee  
 Vice President (External)  
 Representative of Overseas Students' Bureau  
 Representative of Mature Students' Union

Vice President (Internal) (as representative of Halls of Residence)

### Responsibilities:

- (i) Help in work of the Welfare Office
- (ii) Publicise the Union's Welfare services, in conjunction with the Communications Officer.
- (iii) Co-ordinate the work of all the welfare groups on campus and to liaise with local groups.
- (iv) The power to co-opt individuals where necessary.
- (v) To initiate change in Welfare Services and provisions on campus and to push for relevant changes on a national level.
- (vi) Produce regular information material on all welfare matters.

## 8 ELECTED REPRESENTATIVES ON UNIVERSITY COMMITTEES

shall be elected in the fifth week of the Summer term. In cases where a student representative on a University Committee is an elected post, the elected representative shall sit ex-officio on the appropriate Union sub-Committee and shall act in accordance with Union policy in all business of the University Committee. In the event of negligence or breach of Union policy, the representative may be removed from his post by an absolute majority of Union Committee.

There shall be two Full Members and one Observer on Senate and one Full Member and one observer on Council.

The VP Internal shall post the minutes and agendas of Estates and Buildings and Residential Services Committee as soon as practicable before the meetings of the above Committees.

The President, together with the remaining student representatives on Senate or Council are to provide a short written report of motions, discussions and decisions taken at Senate or Council. This report is to be circulated with the Publicity Circular within five working term-time days of each Senate or Council meeting.

## 9 UNION DISCIPLINE

There shall be a Union Disciplinary Code. Copies shall be given to all full members of the Union and shall be posted on the Union notice-board.

The Code shall include:

- (i) Behaviour within the Union building.
- (ii) Behaviour of representatives of the Union, Union societies and the Athletic Union.
- (iii) Behaviour in Halls of Residence.
- (iv) Behaviour in other circumstances where students have agreed to associate themselves under a Code of Conduct.

The Union Disciplinary Code may be altered by a two-thirds majority at



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a Union General Meeting. It shall not be altered retrospectively.

## 10 JUDICIARY PROCEDURE

There shall be a Judiciary Procedure of the Union. Copies shall be obtained from the Secretariat. The Procedure shall not be altered retrospectively.

# V UNION FINANCE

- (1) If the University approve the estimates, the budget shall be submitted to the next UGM for approval. Should the grant approved by the University be less than estimated, Finance Committee must revise the estimates which should then be submitted to Union Committee for approval. The estimates, as approved, must be submitted to the first UGM of the Autumn term.
- (2) At the General Meeting, the Budget may be amended by a simple majority. Alternatively, the General Meeting may refer back the Budget to the next meeting of the Union Finance Committee and direct its resubmission to a further General Meeting which must take place before the end of the Summer term.
- (3) Ratification of the Budget shall be by a simple majority unless the Budget allows for a deficit, in which case it shall require a two-thirds majority. Any subsequent amendments or additions to the Budget must be submitted to the Union Finance Committee which shall make recommendations to the next General Meeting. It shall require a two-thirds majority of those voting to alter the recommendations of the Finance Committee.

# VI SWANPERSON

The title of Swanperson shall be bestowed by the President of the Union on one or two final year student(s) in recognition of the service which they have performed for the Union. The Swanpeople shall be inaugurated at the first UGM of the Autumn Term which shall also be called the 'Swanperson's Debate'.

The Swanperson/people shall be the Guardian(s) of the Keele Swans and all the wildlife of the Keele waterways.

# VII ELECTIONS

## 1 TIMING

- (a) The President of the Union, the President of the Athletic Union and the Secretaries of the Academic, Internal Affairs, Off Campus, Services, Welfare, Arts Umbrella and Debates Society Committees shall be elected in the fifth week of the Spring Term.
- (b) The Secretary and Treasurer of the Union, the N.U.S. Secretary, the Athletic Union Deputy President, Secretary and Treasurer shall be elected in the seventh week of the Spring Term as will

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the 3 Delegates and 2 Observers (Or 3 if the budget permits) to the N.U.S. Easter Conference.

- (c) The Social Secretary of the Union, the Vice President (Internal Affairs) of the Union, The Vice President (External), the 3 Assistant Treasurers and the Treasurer of Debates Society shall be elected in the eighth week of the Spring Term.
- (d) The Education and Welfare Officer and the Vice Chairperson of Constitutional Committee shall be elected in the ninth week of the Spring Term.
- (e) The Services Officer and the Chairpersons of the Arts Umbrella, Constitutional Committee, the Debates Society and Steering Committee shall be elected in the third week of the Summer Term.
- (f) The Communications Officer, the 3 Assistant N.U.S. Secretaries, the 3 Assistants to Services Committee, the elected representatives of the Union on University Committees and the 2 Road Crew Managers, Publicity Organiser and Sales Organisers of Social Committee shall be elected in the fifth week of the Summer Term.
- (g) The Speaker of the Union, the Arts Umbrella Treasurer, 2 members of the Arts Umbrella Committee, the Off Campus Representative, the Halls' and L.F.A. Representatives on Internal Affairs Committee (listed in section IV 7), the Publicity Officer of the Debates Society and the elected members of the following Committees:

Academic	(3)
Constitutional	(2)
Social	(2)
Welfare	(4)

shall be elected in the sixth week of the Summer Term.

- (h) The First Year members of the following Committees:

Social	(2)
Internal Affairs	(1)
Foundation Year	(4)

shall be elected in the sixth week of the Autumn term.

- (i) The 3 Delegates and 2 Observers (or 3 if budget permits) to N.U.S. Winter Conference shall be elected during the Autumn term before the closing date for Conference submissions to N.U.S.
- (j) On receiving notice of the resignation or removal of an elected officer of the Union, the Secretary shall give notice of a by-election for the post and conduct the election under these regulations; if such notice is received within the last five weeks of the Summer term, a by-election will only be held in the case of resignation or removal of a sabbatical officer-elect, assuming such an election to otherwise be constitutional.
- (k) Elections and by-elections shall take place on Thursday except that elections and by-elections for the sabbatical posts of the Union shall take place on a consecutive Thursday and Friday. Where one day elections take place on the same day as sabbatical posts, they shall be held on the Friday. No elections or by-elections may be held during a University vacation or on the first Thursday



of term.

## 2 ELECTION REGULATIONS

All Union elections shall be conducted according to the Election Regulations of the Students' Union of the University of Keele. Copies shall be obtained from the Secretariat. The Election Regulations may be altered by a two-thirds majority at a Union General Meeting. The Election Regulations shall not be altered retrospectively.

Voting shall be by Single Transferable Vote (STV). The votes shall be counted in accordance with the Union Election Regulations.

N.B. For Rag Committee elections see Section XXI.

## VIII ATHLETIC UNION

The Athletic Union shall have a Constitution alterable by General Meetings of the Athletic Union. It shall derive part of its income from Union funds, the amount to be negotiated jointly by the Union Committee and the Athletic Union Committee.

## IX 'CONCOURSE'

- 1 'Concourse' shall be owned and published by the Students' Union of the University of Keele.
  - 2 The Editor/Joint Editors during his/her/their term of office shall not be a member or members of Union Executive Committee, shall be appointed on behalf of the Union by an Appointments Committee and the present Editor/Joint Editors. The present Editor shall have the casting vote, or one of the present Joint Editors, chosen by lot, shall have the casting vote.
- The Committee shall consist of:
- (a) Members of the immediate past Union Committee except for the current President or President-elect.
  - (b) Past editors of 'Concourse' who are still full-time members of the Union.
- 3 The Union General Meeting with a two-thirds majority may instruct the Committee to review or replace the Editorship at any time.
  - 4 The Editor(s) shall be responsible to the Union through the UGM for all matters concerning the paper, including content, editorial policy and finance.
  - 5 The Editor(s) shall appoint an Editorial Board.
  - 6 The Appointments Committee, together with the Editor(s), shall appoint a Business Manager.

- 7 The Business Manager shall be responsible to the Editor(s) for the following:
  - (a) collection of advertising
  - (b) sales of 'Concourse'
  - (c) advising the Editor(s) on financial matters
- 8 The Business Manager, on the advice of the Union Treasurer, shall instruct the Editor(s) that an issue must be held back if the loss expected is too great to justify publication. Such action may not be forced on the Editor(s) for more than one issue in any term without the approval of a two-thirds majority of the Union General Meeting.
- 9 The Union shall make a grant to the newspaper and, on the request of the Editor(s), shall consider further financial support towards the ensuring of regular production of the paper when the circumstances justify such action.
- 10 The posts of Editor or Joint Editors and Business Manager shall be clearly advertised on the day of the last UGM of the academic year and nominations are to remain open for seven days and the Appointments Committee shall meet on the eighth day.
- 11 An Editor shall, if he/she wishes to resign, submit resignation to the Union Secretary or to one of the two ex-officio members of Union Committee, or to the Permanent Secretary/Accountant, the resignation becoming effective at the conclusion of the next subsequent UGM.
- 12 Except as provided for under subsections 2(a), (8) and (9), the Union Executive Committee or any member thereof shall in no circumstances interfere with the editorial, financial or administrative independence of 'Concourse', unless a failure to do so would result in the Union or any of its officers suffering any legal penalty.

## X ARTS UMBRELLA

- 1 All members of the Students' Union shall be members of the Arts Umbrella.
  - 2 The Arts Umbrella shall exist for the purposes of:
    - (a) providing financial and other assistance for activities of an artistic nature undertaken by any of its members
    - (b) arranging and promoting visits to Keele of exhibitions, shows, performances etc. of interest to its members.
  - 3 It shall derive its income from Union funds, the amount to be negotiated jointly by the Union Committee and the Arts Umbrella Committee.
  - 4 The Arts Umbrella Committee shall consist of an elected Chairperson, Treasurer, Secretary and two Committee members, both members to be elected in the sixth week of the Summer term.
- The President of the Union shall also sit, ex-officio, on the Committee. None of the elected members shall be members of the current Union Committee.
- 5 The President of the Union shall, when necessary, have the casting vote.
  - 6 Consideration of applications for assistance and the amount of assistance to be given shall be the business of the Committee.

- 7 The Chairperson shall be responsible to the Union through the Union General Meeting for all decisions of the Committee and all activities sponsored by the Committee.

## XI STUDENTS' LEGAL ADVICE CENTRE (S.L.A.C.)

- 1 S.L.A.C. shall exist to provide a free legal advice service to all members of the Union.
- 2 Two members shall be elected annually to administer S.L.A.C. finances and to authorise expenditure from that grant.

## XII DAY NURSERY

The Education and Welfare Officer shall be the representative of the Union on the Day Nursery Management Committee.

## XIII SOCIETIES AND FINANCE

- 1 Those Societies whose constitutions are amenable to alteration by their members shall be termed Union Societies and may apply for Union grants and for the use of Union facilities.
- 2 (a) Every Society must have a Constitution stating its aims objects and officers.
- (b) Every Society must be open to all members of the Students' Union.
- (c) Every Society must submit a Constitution with the first year's Budget application.
- (d) To certify the legitimacy of a Union Society, there must be a minimum membership of 10 persons and a minimum subscription (to be specified by Union Committee at the end of the Summer term).
- (e) Every Society shall submit a list of members to the Union Treasurer with their grant applications.
- (f) Allocations for speakers' expenses should not exceed a sum to be specified by Union Finance Committee at the commencement of the Winter Term.
- (g) No part of a Union Society grant shall be used purely for social events.
- (h) No grant will be payable until the Union Treasurer or the Union Finance Office is in receipt of the Union Society's Constitution and membership list.

The Union's Finance Office must also be in receipt of income from membership subscriptions.

- (i) Every Society has the right of appeal direct to Union Committee if it feels it will not be able to continue on the allocation given.
- (j) The Union Treasurer, acting conjointly with the President and Secretary, is empowered to suspend the grant of any Union Society until the next meeting of Union Committee if he/she feels that the grant is being misused as under 2(g) or is being misused in violation of any provision(s) herein.
- 3 CAPITAL EQUIPMENT
- (a) Union grants to Societies do not include allocations for capital equipment.
- (b) All claims for capital equipment must be brought before the Union Finance Committee with full detailed information as well as quotations on the items required.
- (c) All capital equipment is the property of the Students' Union and all Society Officers are responsible for loss or damage to the capital equipment of their Society.
- 4 WITHDRAWAL OF SOCIETY MONEY
- (a) The Union Treasurer shall submit to Union Finance Office a list of signatories for the withdrawal of society funds. Any alteration to the list to be authorised by the Union Treasurer.
- (b) Withdrawals should only be made on production of valid receipts to Union Finance Office. In the event of any discrepancies, the matter should be referred to the Union Treasurer.
- (c) Money shall be withdrawn in advance of an event only on the recommendations of the Union Treasurer, or President or Secretary, after he/she has ascertained the legitimacy of the request.
- 5 FINANCIAL RESPONSIBILITY
- The Union accepts no financial responsibility:
- (a) where a Society or organisation has not made application for a grant
- (b) where an application for a grant has been made and has been refused
- (c) where expenditure has been incurred which exceeds the budgeted amount
- 6 PUBLICATIONS
- Publications shall be eligible to apply for a Union grant provided that their constitutions fulfil the following requirements:
- (a) The Management and Editor of the publication shall all be full members of the Union.
- (b) Any profit shall be ploughed back into the publication; the annual profit or loss shall be passed on to the succeeding management.



- (c) Annual accounts shall be kept and presented to the Union Treasurer when applying for a grant.

Applications for Union Society grants shall be submitted to the Union Finance Committee who shall allocate such grants and control their expenditure in accordance with the Budget approved.

## XIV FILM SOCIETY

All members of the Students' Union shall be Associate Members of the Film Society.

## XV THE UNION BAR

- (a) A member shall be entitled to introduce guests to the Bar, provided that no person's whose application for membership has been rejected or who have been suspended or expelled from the Union, shall be so introduced.
- (b) The member introducing the guest shall enter the name and address of the guest, together with his/her own name, in a book which shall be kept for that purpose on the premises.
- (c) Any member of the club, association or team playing in any organised game against any team representing the University of Keele, and persons accompanying them, may (unless the Union Committee otherwise determine) be made temporary Honorary Members of the Union Club for the day on which the game is taking place, provided that a nomination form signed by the Secretary or other appropriate Officer of the visiting Club, association or team setting out the names of all members shall have been received by a duly authorised Officer of the Union. The nomination shall be exhibited on the Club premises on such a day.
- (d) The Services Officer shall liaise on all matters concerning the Bar between Union Committee, Bar Management and Staff.
- (e) The following hours are fixed as the permitted hours for the supply of intoxicating liquor:-

Sunday, Monday	12.00 noon - 2.00 p.m.
Tuesday & Thursday	7.00 p.m. - 10.30 p.m.
Wednesday	12 noon - 2.00 p.m. 7.00 p.m. - 12.00 midnight
Friday & Saturday	12 noon - 2.00 p.m. 7.00 p.m. - 12.30 a.m.

such hours as may be permitted by the Licensing Justices from time to time.

## XVI CONFERENCES

- 3 Delegates and 2 Observers (or 3 if budget permits) shall attend the bi-annual National Conference of N.U.S.  
  
They shall be elected according to the Union's Election Regulations in accordance with Section VII of the Constitution. All full members of the Union shall be entitled to vote.
- At Conference, other than the bi-annual National Conference of the N.U.S., delegates shall be elected from the floor of the nearest U.G.M. to the date of the Conference. The number of delegates shall be determined by the Union Committee. The Returning Officer shall, upon receipt of a request from either Union Committee or the UGM, hold an election by secret ballot.
- Where the time of notification of a Conference renders election of delegates impossible, then the Union Committee shall appoint them in consultation with all parties concerned.
- The Union President shall, no fewer than three days before the deadline for receipt of motions or amendments to NUS Conferences, send to NUS such motions or amendments as have been passed by a UGM for submission to Conference.
- If fewer than two ordinary motions or ordinary amendments have been explicitly approved for submission to bi-annual National Conference, the Union President shall, unless specifically mandated otherwise by a UGM, submit, suitably amended, such policy motions as have been most recently passed by the Union, the title or content of which corresponds to any of the subject headings approved without minimum CM number submission requirements for compositing purposes by NUS Steering Committee so as to bring to at least 2 the total number of ordinary motions or amendments submitted from Keele to Conference.
- Motions submitted in accordance with sub-section (5) shall be amended by Union Committee so as not to include any point or reference relating explicitly or implicitly specifically to Keele, STAAC, the Potteries area or any other primarily local matter.

At all conferences, the delegation shall vote in accordance with the policy as laid down by the University of Keele Students' Union. Where such policy does not exist, the delegation shall vote in accordance with the decision of the majority of the delegation. This shall be subject to the right of any delegate to minute his/her dissent in the conference report.

Returning delegation shall submit a report, collectively prepared, to the next Union General Meeting after conference. This report shall be a factual account of the proceedings at the conference.

## XVII

## THE CONSTITUTION AND STANDING ORDERS

The Union Constitution shall be alterable only by a Union General Meeting or by Referendum. Any motion to change the Constitution shall be brought to a meeting of the Constitutional Committee to be held not less than five days before the UGM and, if not approved by it, shall require a



two-thirds majority of those present at the UGM, and voting, excluding abstentions.

Any motion to suspend one or more Standing Orders shall include the duration and terms of the suspension and such suspensory motions shall require a two-thirds majority of those present and voting, excluding abstentions, (see Standing Order 38C(VI)). All other motions shall require a simple majority except where otherwise specified in the Constitution or Standing Orders.

## XVIII SPEAKER

- (a) There shall be one Speaker and two Assistant Speakers.
- (b) The Speaker shall be elected in accordance with electoral regulations. The two Assistant Speakers shall be elected from the floor of the first UGM of the session in accordance with Standing Orders 51 to 54.
- (c) The Speaker and the Assistant Speakers shall not be or remain members of the Union Committee.
- (d) The Speaker may not propose or second any motion or speak for or against any motion.
- (e) The Assistant Speakers may not chair any motion which they propose or second, or speak for or against.
- (f) The Speaker and the Assistant Speakers shall attend all General Meetings.

## XIX SILK SCREEN SERVICE

- 1 To provide a printing service for Union societies and Social Committee etc.
- 2 To be run by Arts Umbrella Committee with a collective of co-opted members.
- 3 To be self-financing after initial capital investment.

## XX DEBATES SOCIETY

- 1 All Full Members and Life Members and Associate Members shall be members of the Debates Society.
- 2 The Debates Society shall be run by the Debates Committee as outlined in the Constitution.
- 3 The chair shall be taken at all debates by any member of the Debates Society; this person being elected by the Debates Society at the previous meeting.
- 4 The Debates Treasurer shall present accounts and expenses incurred by debates at least once per term to the Union Finance Committee.

- 5 Any person present at the meeting shall be entitled to speak.

## XXI RAG

- 1 Rag Committee shall be a sub-Committee of Union Committee.
- 2 (a) 12 Ordinary Members of Rag Committee shall be elected by secret ballot in the third week of the Summer term. They must all be full members of the Students' Union.  
(b) In the event that the posts are not filled in this way, they shall be open for application and, if still not filled by the first UGM of the Academic Year, shall be elected from the floor thereof.
- 3 There shall be the following ex-officio members:  
Social Secretary of the Union  
Treasurer of the Union  
Immediate Past Rag Chairperson
- 4 (a) The members of the Committee shall decide their own internal structure by the end of their first meeting of the Autumn term. The following posts must be appointed:  
Chairperson  
Secretary  
Treasurer  
Publicity Officer  
(b) Rag Committee shall meet at least three times in the Autumn and Summer terms and at least once per week in the Spring term. In the Summer term at least one meeting of the newly-elected Committee must be called by current Union Treasurer.
- 5 RESPONSIBILITIES.
  - (a) To organise the Keele Rag Appeal Project in order to raise money for charity.
  - (b) To propose charities to a full UGM to decide which will receive benefit.
  - (c) To ensure that the Rag Committee and/or the Students' Union or representatives receive no personal gain.
  - (d) To ensure that minutes of meetings called at the Chairperson's discretion are available to Union Committee and all members of the Union.
  - (e) To ensure that Union policy is followed.
  - (f) To ensure that proper financial accounts are kept.
  - (g) The Rag Committee shall have collective responsibility for their operations.
  - (h) The Chairperson shall have responsibility to co-opt extra Committee members up to a maximum of twelve.

## 6 FINANCE

- (a) In the event of Rag losing money on the Appeal Project, the Union shall make good the amount, security against a loss therefore being made.
- (b) In the event of a loss being incurred, policy on Rag shall be reviewed by the first available General Meeting.
- (c) The Treasurer shall submit provisional annual accounts to the last UGM of the Summer term and final accounts to the last UGM of the Autumn term.

## XXII FESTIVAL WEEK

- (i) to be held each year during the last full week of the Summer term.
- (ii) monies to be allocated for this week in the Union's annual budget.
- (iii) Festival Week to be organised and run by Festival Committee who shall elect their own Chairperson and Secretary from the Committee's members.
- (iv) Festival Committee to be constituted as follows:-
  - 6 members - to be elected from the floor of the last UGM of the Spring term
  - 3 members - ex-officio, as follows:-
    - Chairperson, Arts Umbrella (or his/her nominee)
    - Social Secretary
    - SU Secretary
- (v) Festival Committee to have the powers to co-opt any and as many volunteers as they deem necessary.
- (vi) Festival Committee to arrange a competition each year, open to all Union members, to suggest a theme for the Festival. Festival Committee to be responsible for selecting the winning entry.
- (vii) the Summer Ball is to be held during Festival Week, normally as the final event. The organising and financing of the Ball to remain the concern of the Social Secretary and Social Committee.
- (viii) Festival Committee to publish and make available to the members a programme of the week's events in advance of Festival Week

## XXIII AMBASSADOR

- 1 To be elected once every two years.
- 2 The candidates should be celebrities from the world of entertainment.
- 3 The election is to be conducted by secret ballot in the Union.

- 4 The candidates shall be encouraged to write manifestos and shall be allowed to produce as much publicity material in support of their campaigns as they wish.
- 5 The Ambassador, when elected, shall be required to fulfil the following obligations:
  - (a) to attend at least one Social Committee event per year - preferably the Summer Ball.
  - (b) to write the forward to the Keela Rag Magazine and help the Union in its fund-raising activities for charity.
  - (c) to lend his/her name to major Union social activities.
- 6 The Ambassador shall receive a yearly wage of one penny to be taken from one Social Committee disco.

## XXIV UNION POLICY

- 1 Any motion (other than a constitutional amendment, a budget amendment or recommendation, a procedural motion, an objection to policy reaffirmation or a motion of 'no confidence' or censure) shall, if approved by a UGM, become official Union policy, and shall, unless declared to be an 'immediate policy' motion, be included in the Union Policy Document, unless otherwise specified in the motion. Only points under 'This House Believes', 'This House Resolves', 'This House Instructs' and 'This House Mandates' should be included in the Policy Document unless Standing Order 388 (vi) is passed.  
  
Policy decisions made by the Union Committee shall become official Union policy upon acceptance by a UGM.
- 2 Policy approved by a UGM shall not be rescinded or amended at the Meeting at which it is passed. Any rescission or amendment to policy within six months of its passage shall require a two-thirds majority at a UGM. (See Standing Order 57)
- 3 At Union General Meetings the Speaker shall explain the effect of any motion on existing Union policy.
- 4 At the end of the Summer term any Union policy which, within the previous four years has neither been reaffirmed, in accordance with paragraphs 5 and 6 of this Section, nor passed by a UGM, shall automatically lapse.
- 5 At the beginning of the Summer term, the Union Secretary shall post a list of all policy due to lapse at the end of that term. Requests for reaffirmation of specified policy must be signed by no fewer than ten full members of the Union and shall be submitted to the Union Secretary between the beginning of the term at the end of which the policy would otherwise lapse and the tenth day before the last UGM of that term. Such requests shall be granted automatically four days before the last UGM of the Summer term, subject to the provisions contained in paragraph 6 of this Section.

On or before the tenth day of the last UGM of the Summer term, the Union Secretary shall post on the Union notice-boards a list of all current requests for policy reaffirmation.



- 6 An objection to the reaffirmation of any Union policy shall be made in the form of a motion and signed by the proposer and seconder of the motion and by no fewer than eight other full members of the Union and which shall be submitted to a UGM during the term at the end of which the policy would lapse unless reaffirmed. If such a motion obtains a simple majority of those present and voting then the policy shall lapse immediately, unless otherwise specified in the motion, and in any case not later than the end of term. If a simple majority is not obtained in favour of the motion then the policy shall automatically be deemed to have been immediately reaffirmed. The reaffirmation of not more than one policy motion shall be objected to in any one motion.
- 7 During the Summer Vacation the Union Secretary shall compile and publish a Policy Document, which shall be a true and complete record of current Union policy.

## XXV REFERENDUM

- 1 A referendum may be requisitioned by:-
- a petition signed by at least 12% of the full membership of the Union and submitted to the President, or
  - a resolution of a two-thirds majority of those present and voting at a Union General Meeting. (See Standing Order 38 B (v)).
- In each case, the resolution or petition shall include the matter of the referendum; the matter is defined as the question that is to be posed.
- 2 Constitutional Committee shall set the dates for the referendum provided that:-
- the dates are in term-time
  - the dates do not fall on a Saturday or Sunday
  - the dates are not more than fourteen days (including Saturdays and Sundays), nor less than seven days (including Saturdays and Sundays) after the resolution or submission of the petition.
- 3
- The proposer of the motion shall produce primary and secondary documents outlining the case for the motion which shall be submitted to Constitutional Committee within 48 hours.
  - Constitutional Committee shall delegate the responsibility for collating the arguments against the motion to an opposer of the motion. The opposer shall produce primary and secondary documents outlining the case against the motion which shall be submitted to Constitutional Committee within 48 hours of the delegation.
  - Persons wishing to be considered as opposers shall be required to make themselves known to the Returning Officer within 36 weekday hours of the passage of the resolution or submission of the petition.
  - the primary document shall not exceed 60 cms in length and 44 cms in width
  - the Returning Officer shall organise a forum to take place as near as possible to polling day.

- The primary documents shall be displayed simultaneously and together at least 48 hours before polling is to begin.
- The primary documents shall be displayed together and simultaneously at each polling station.
  - The secondary documents shall be distributed with the Publicity Circular on two consecutive days before polling.
- The Secretary of the Union shall be the Returning Officer for a referendum unless he or she is the proposer or the seconder of the motion calling for the referendum or has been delegated by Constitutional Committee under paragraph 3(b) of this Section. If the Secretary is, for any reason, unable to act as Returning Officer, the Returning Officer shall be appointed by Union Committee.
- Any full member of the Union may vote in a referendum. The Returning Officer shall ensure that properly supervised ballot boxes are available on the dates of the referendum and that the hours of polling are as laid down in the Union Election Regulations and that polling is on consecutive days
- The Returning Officer shall ensure that the full text of the motion is prominently displayed in the polling areas. The voter shall be required to indicate 'Yes', 'No' or 'Abstain' to the motion. The ballot shall be secret.
- The quorum for a referendum shall be 12%. At least 9% must vote in favour of the motion. In both cases these figures shall refer to all votes cast.
  - A referendum shall require a simple majority of those voting before it is adopted as Union policy.
- The Returning Officer shall have sole discretion to determine any matter pertaining to the conduct of the referendum. Final appeals shall lie with Election Appeals Committee and as specified under Election Regulations.
- A referendum may be used to bring a vote of no confidence in or censure on any Officer or Committee of the Union.
- A UGM shall not discuss any matter which is at the time of the UGM the subject of a pending referendum.
- Unless the resolution of the referendum specifically provides to the contrary, the resolution of the referendum shall immediately become the official policy of the Students' Union and shall be included in the Union Policy Document; furthermore, the resolution of the referendum shall nullify any conflicting policy previously derived.
- Any resolution of a referendum may be overturned by a simple majority of a 6% quorum of those present and voting at a Union General Meeting. If the resolution has been adopted within the previous six months, it shall require a two-thirds majority of a 9% quorum to be overturned.
  - In the event of a tie, the motion shall fall.