



Northeastern  
University  
London  
Students' Union

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Northeastern University London Students' Union

## Constitution

2025

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## Northeastern University London Students' Union

# Constitution

For ease of interpretation, this constitution shall refer to the Northeastern University London Students' Union (NUSU London) as 'the Union' hereafter.

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### **Article 1 – Mission Statement**

- a. The Mission Statement of the Union is to provide community and advocacy for all students on campus.
- b. The values of the Union are to;
  - i. Guide students to opportunities and decisions.
  - ii. Representative and inclusive of all students in decisions and to all levels of University leadership.
  - iii. Transparent and student-led decision-making and actions
  - iv. Support students academically, socially and pastorally
  - v. Be respectful of all students and University staff
  - vi. Create a community on and off campus
  - vii. Be a consistent provision of support and activity for students
  - viii. Advocate for all students at all levels of decision-making
- c. The main objectives of the Union are to
  - i. Drive positive change to develop student advocacy capacity
  - ii. Create a consistent and fair environment between the SU, University and students
  - iii. Provide strong and representative student life experiences
- d. The Union also aims to;
  - i. To provide effective representation and consideration of the opinions of NCH students.
  - ii. To enhance the protection of, and take responsibility for the welfare of NCH students.
  - iii. To provide a reliable channel of communication between member students and college management/faculty.
  - iv. To allocate appropriate funds to clubs and societies, events and pastoral facilities.
  - v. To act as an impartial third party concerning disagreements between any members of the University, if the Union deems it necessary, or if requested by students.
  - vi. To fittingly represent member students when formally interacting with student unions and bodies of Northeastern University.
  - vii. pursue its aims and objectives independent of any political party or religious group.
  - viii. To undertake all the above without any discrimination, positive or negative, including but not limited to; ethnicity, nationality, religion, age, gender, sexual orientation, socio-economic background, medical condition, or any other characteristic protected by the Equalities Act 2010.
  - ix. foster and encourage the freedom of speech, expression, assembly and association amongst its members; and
  - x. Fulfil its objectives in a socially and environmentally responsible manner.

### **Article 2 – Membership of the Union**

- a. Unless the Union President is otherwise instructed, all incoming NU London students, including postgraduate, apprenticeship, mobility and international students, shall be considered members of the Union as from the week prior to Freshers'. Students joining at other times throughout the year will be considered members from one week before their first official day at the university.
- b. Members may terminate their membership by instruction to the Union President at any point throughout the duration of their study at Northeastern University London.
- a. Membership of the Union shall grant the following:

- i. The right to vote in all Union officer elections (see **Article 8, Electoral Processes and Conditions**).
- ii. The right to a vote of no confidence, when called for via appropriate procedure (see **Article 8, Electoral Processes and Conditions**).
- iii. The right to 'sit in' at Union Committee meetings, provided that the Union President is notified at least 24 hours beforehand.
- iv. The right to vote in any student referenda enacted by the students or the Union Committee (see **Article 8, Electoral Processes and Conditions**).
- v. Access to the NU London Student Union website and all online union groups/forums.
- vi. The right to stand as a candidate in all Union officer elections, provided that the candidacy process is carried out accordingly (see **Article 8, Electoral Processes and Conditions**).
- vii. The ability to participate in Union events, clubs and societies and teams (see **Article 5, Clubs and Societies**).

### **Article 3 – The Union Committee**

- a. The Union Committee shall act as the supreme decision maker for Student Union policy, save for those decisions made by binding student referenda.
- b. For legal purposes, the Union President, Union Operational Vice President, and Union Executive Vice President hold all student-stake in the union entity equally.
  - i. Note this does not transfer into executive power over union policy, which remains with a majority of the committee, but only applies to legal responsibilities and entity-related executive decisions.
- c. The Union Committee shall act as an official channel of communication between student members and NU London management/faculty.
- d. The committee does not have sabbatical positions.
  - i. The 2023-26 Student Union Strategy outlines how this is an expectation for the President for the 2025-26 Union.
- e. The committee is comprised of the following elected members (for role descriptions, see **Article 9, Committee Member Roles and Responsibilities**):
  - i. Union President;
  - ii. Union Administrative Vice President;
  - iii. Union Operational Vice President;
  - iv. Media and Communications Officer;
  - v. Communities Officer;
  - vi. Events Officer
  - vii. Opportunities Officer;
  - viii. Academic Officer;
  - ix. Campus Officer;
  - x. Global Campuses Officer;
  - xi. Union Secretary;
  - xii. Postgraduate Officer;
  - xiii. Apprenticeship Learners Officer.
- f. Union Committee meetings shall take place weekly (apart from academic term holidays), and will be called by the President.
  - i. During academic term holidays, meetings will be held at the discretion of the President

- g. The Union Committee shall publicise minutes from meetings if requested from the student body.
- h. The Union Committee will be authorised to hold executive votes on union policy, apart from when fewer than 75% of members (10) are present at the meeting. Every vote that passes a simple majority threshold (50% of the Union) shall be officially deemed as passed by the Committee.
- i. In the case where only 8 members are present at the meeting, executive votes on Union policy can exclusively be passed with a unanimous verdict of officers present.
- j. Union Officers are authorised to make executive decisions when the decisions are specifically outlined in their roles (**Article 9**). When decisions involve more than 3 Officers, the entire committee is authorised to hold a vote on the policy.
  - i. The Union committee should seek to allow each Officer to determine policy within their roles, but each Officer can be held to account for their decisions to both the committee and the student body.
- k. If an officer of the committee is not fulfilling the responsibilities outlined in **Article 9, Committee Member Roles and Responsibilities**, or in the event of serious misconduct or neglect by a committee officer, a vote of no confidence may be called (see **Article 8, Electoral Processes and Conditions**).
- l. If a 'serious misconduct or neglect' claim is made, it shall be evaluated by the Committee and decided over a majority vote, having in account the standard of the reasonable person.
- m. The objectives of every Officer are to (but not limited to):
  - i. Provide an effective representation of advocacy for the opinions of NU London students;
  - ii. Enhance the protection of the welfare of NU London students;
  - iii. Provide a reliable channel of communication between students and university management/faculty;
  - iv. Allocate appropriate funds to clubs and societies, events and pastoral facilities;
  - v. Act as an impartial third party concerning disagreements between any members of the University, if the Union deems it necessary, or if requested by students;
  - vi. Fittingly represent member students when formally interacting with Student Unions and bodies of Northeastern University London;
  - vii. Pursue their aims and objectives independent of any political party or religious group.
  - viii. Undertake all the above without any discrimination, positive or negative, including but not limited to; ethnicity, nationality, religion, age, gender, sexual orientation, socio-economic background, or medical condition.

#### **Article 4 - The Advisory Board**

- a. The Advisory Board (AB) holds no decision-making power
- b. The AB has a responsibility to check the work of the President, and the rest of the Union
- c. The AB will meet once per Semester and will create a report to submit to the Union after each meeting.
  - i. This is recommended to be held at the end of each Semester to assess the Union's work in that Semester and decide on expected performance for the next Semester
- d. The President of the Union will be the Chairperson of the Board
- e. The Administrative Vice President of the Union will be the Vice-Chairperson of the Board
- f. Each representative may serve 2 terms of 3 years (6 years) continuously
  - i. They must then have at a term (3 years) break from the Advisory Board
- g. Refer to the Advisory Board's Terms of Reference for full details.
- h. Any amendment to this constitution regarding the Advisory Board will be held above the Board's ToR.

## Article 5 – Clubs and Societies

- a. The Union recognises all clubs and societies provided they fulfil the following conditions:
  - i. Submittal of a completed clubs and societies application form to the Union Committee via the Communities Officer.
  - ii. The appointed society ExCo (President, VP, Treasurer, Secretary) of each Society manages the club in a way that benefits and satisfies the members of said club/society, in accordance with their constitution, and that of the Union
  - iii. They enjoy a level of support that justifies or enables their function.
  - iv. They have a mission statement, outlining the core objective of the club or society.
  - v. They inform the Union about any events that might be of interest to students outside of their core membership.
  - vi. They submit occasional updates regarding their work and activities, when requested by the Union. This could be to update the website, or to include in the annual Freshers' Guide.
  - vii. They keep well-organised finances to submit to the Union President, Communities Officer and Administrator, if they are going to be requesting funding, it shall be done through the society section of the SU website.
- b. Recognition of a club/society grants the following:
  - i. Access to Union funds following the appropriate process of request, discussion and granting on a semesterly basis by the President, Operational Vice President, and Communities Officer (known as the Society Budget Committee (SBC hereafter). Funding grants will take into account the plan presented to the SBC, in addition to the size, potential and demands of the club/society involved (see **Article 6, Finance and Budgeting**).
    1. An Officer is barred from awarding budgets to a society in which they sit on the ExCo
      - a. If an Officer on the SBC does hold a seat on the specific society ExCo's, they must recuse themselves from sitting of the Committee
      - b. The Secretary will take their place on the committee in deciding the budget for that specific society, so long as point b(1) applies.
      - c. If Officers are not able to sit on the SBC for certain societies due to reasons above, or any other self-declared conflicts of interest the order in which the Union Officer filling their seat will be taken from the constitutional order, as outlined in Article 3(e), as well as officer availability.
  - ii. Autonomous control over said funds granted by the Union, on conditions of full acceptance of responsibility for their use, and acceptance that funding suitability changes with the number of members. A significant increase or decrease in member students shall open the club/society's granted funding to committee scrutiny.
  - iii. Additionally, it is the responsibility of the society/club treasurer to submit full expenditure details when requesting reimbursement for society expenditures.
  - iv. The ability to apply for the Union Bar to be set-up at events. Applications should be submitted via email at least three weeks in advance of the event to the Communities Officer and are considered by the SBC members.
  - v. A promotional and informational page on the SU website, for which information and updates must be emailed to the Media and Communications Officer.

- vi. Regular meetings with the Communities Officer, to discuss funding, promotion and issues regarding integration/interaction with the wider Northeastern University network.
- vii. Ability to make requests to the Media Officer in aiding in the promotion of society communications.
- viii. The ability to raise funds autonomously, given that frequent, detailed and up to date income details are submitted to the Union Administrator (see **Article 9, Committee Member Roles and Responsibilities**).
- ix. The ability to organise a stand or event at any Welcome Fair, to introduce new members of the community to your club or society.
- c. At the end of each academic year, the Union Committee will conduct a performance review of each club/society, in which the following will be considered (in relation to the original forecasts submitted by each club):
  - i. Number of members (including trends over the academic year).
  - ii. Number of events held and success of said events.
  - iii. Use of allocated budget (amount spent and purpose of each expenditure).
  - iv. Member satisfaction with the club/society concerned.
- d. If deemed necessary by the Communities Officer, a society can be put under review whenever:
  - i. They deem that society is deviating substantially from their constitution;
  - ii. The society is the subject of a university led investigation;
  - iii. The society is the subject of a Union led investigation;
  - iv. Any other reason brought forward by the Communities Officer and agreed by the Union in a standard voting procedure.
- e. If a club/society is deemed by the Communities Officer not to have passed the review in relation to the points above, it will have its Union affiliate status retracted, thus removing the privileges outlined under 5b). The club president is free to reapply for club status in the next academic year, in adherence to the application process outlined in 5a).
- f. If member students show a desire for an activity that, for circumstantial reasons, cannot be supplied by the university or recognised by the Union, they are entitled to union support and representation when seeking to join or integrate with wider Northeastern University clubs and societies.
- g. In the case that a conflict arises in a society, involving two or more students, a meeting should be held between the Operational Vice-President and the Communities Officer, with all available evidence in order to contextually assess the situation and mediate the election process and/or suggest a solution.
- h. Society elections:
  - i. In accordance with Society Constitutions (Template, Section 4, Subsection 12), the Union requires all societies to hold elections for their elected offices, the Executive Committee (hereafter referred to as ExCo).
    - 1. Each society must have a minimum 3 elected ExCo members, including the President, Secretary, and Treasurer. Further, Societies may have a Vice President, as required by the elected President. Societies are allowed to create more positions, but may not have less
  - ii. All Society elections shall be organised and held by the outgoing ExCo of each society in the final 4 weeks of the Spring Semester.
  - iii. Only students at NU London (including Northeastern, Apprentice Learners, and others) who are not in their final year at the time of election may run for office in a society.
    - 1. This only applies in the Society General Election at the end of the academic year

2. For out-of-cycle elections, this point does not apply.
- iv. All elections should take place through an anonymous online form (e.g. office forms) that is only made available to current society members.
  1. Email addresses should be recorded on these forms in line with NU London form policy
  2. The outgoing ExCo are in charge of running this election, however the Communities Officer and the Union President are good points of contact if needed.
- v. All societies are granted the right to make additional election regulations as applicable to the specific society in their Constitutions, which must be approved by both the Communities Officer and the Union President.
- vi. The Union reserves the right to make exceptions to these above rules on a case-by-case-basis, when applicable to a specific society. These exceptions must be approved by the Communities Officer and then the President of the Union if the Communities Officers deems necessary.
- vii. In the event that a member of a Society ExCo resigns, is impeached or otherwise ceases to hold office, the election is to be arranged immediately outside of the above outlined timeframe.
- i. The Union endorses the creation and activity of NU London Sports Clubs that shall be an umbrella organisation for all sports teams at NU London, run by the Union.
  - i. Any and all sports teams at NU London shall automatically gain membership of the Sports Club and shall be governed by the Sports Club Constitution, as well as this Union Constitution.
    1. The Sports Club Constitution shall not be in conflict with the Union Constitution and wherever uncertainty lies, the Union Constitution shall take precedence.
    2. The Sports Club Constitution to be written and amended by: the Communities Officer
    3. Any changes to the Sports Club Constitution that violate this clause or any other in this Union Constitution shall be deemed void.
  - ii. The Sports Club shall be led by the Communities Officer (Article 9 (d.ii))
  - iii. The Communities Officer should maintain regular contact with the captains of all of the Sports Teams under the Union's Sports Club.
  - iv. If the Communities Officer deems it necessary, they may create an Executive Committee to run a specific sports team.
    1. The governance of sports team ExCo to be detailed in the Sports Club Constitution.

### ***Article 6 - Finance and Budgeting***

- a. The Union shall receive appropriate funds from Northeastern University London to enable it to perform its duties and responsibilities effectively. This allocation shall be agreed at the beginning of each fiscal year and in strict accordance with the agreed memorandum of understanding.
- b. The Union Committee shall be responsible for the use of said annual budget regarding:
  - i. Allocation to societies, events, academic and pastoral facilities (see **Article 5, Clubs and Societies**).
  - ii. Documenting and recording of budget expenditure through the Union Administrator.



- iii. Access to the budget through the Union bank account.
- c. The Union President and Administrative Vice President hold executive power over the budget of the union and are jointly responsible and accountable for expenditure decisions and approvals. This relates to all bank, PayPal, etc accounts held in the name of the union.
  - i. Passwords to said accounts are deemed confidential to the President, Administrative Vice President, Administrator, and college finance team to ensure financial accountability.
  - ii. In the event that the president or administrative vice president are out of office or otherwise temporarily unavailable, the operational vice president may serve as counter-signatory to the budget
- d. The Union bank account will be managed by the financial controller of NU London. The President and the Administrative Vice President will have access to all bank statements and the allocation of the budget. Further, the President and the Administrative Vice President are required to sign off on each payment request with the financial controller.
- e. A Society president is entitled to apply for a grant provided that:
  - i. They submit a formal request to the Communities Officer, including estimated expenditure and the purpose of said finance.
  - ii. Said financial request accurately reflects the size and nature of the society.
  - iii. This will be agreed by the SBC.
- f. If a member of the Union wishes to access Union finance documentation, the Committee is obliged to present the details concerned through the Union Administrator, save where documents contain non-disclosed or sensitive information.
- g. If a member of the Union wishes to be reimbursed by the Union, they must present proof, either through receipts or invoices to the Administrator, which they will receive within 30 days pending approval by the President and Administrative Vice President.
- h. At the beginning of each academic year, the Union President and Administrative Vice President may, if deemed necessary, draft and release a Financial Report outlining the Union's utilisation of its funds in the previous year.
  - i. This would be completed alongside the Administrator and Advisory Board.
  - ii. Should a Financial Report be produced, it shall be made publically available on the Union website.

### **Article 7 - Media Guidelines**

- a. The Union aims to have a distinguished identity. The current branding, detailed in the Branding Guidelines document, cannot be changed without a vote of the Committee, which can also be requested by the student body (see **Article 8, Electoral Processes and Conditions**). This includes:
  - i. The Union logo and its variations.
  - ii. The Union colour scheme.
  - iii. The Union typefaces.
  - iv. The structure of the Union website.
    - 1. Minor changes to the Union website can be made following the agreement of the President and Operational Vice President.
- b. If there is a need for new graphics to be created, the Branding Guidelines document is to be consulted and followed, and approved by the Media and Communications Officer.
- c. Any alterations to the branding guidelines must first be approved in writing by the NU London Marketing Team before being put to a committee vote.

- d. It is the responsibility of the Union to regularly supply up-to-date information concerning the public affairs of the Union to the Media and Communications Officer in order for the Union website to be regularly updated.
- e. The Advisory Board provides oversight on the Media Officer's work, ensuring that it meets agreed guidelines and does not bring the Union into serious disrepute.

#### **Article 8 - Electoral Processes and Conditions**

- a. Union General Elections:
  - i. The outgoing President shall act as the Returning Officer and is responsible for organising the election. The Administrator is to be consulted on the constitutional requirements of an election.
    - 1. In the case that the President is standing for office in the election, the responsibility of Returning Officer shall fall to the Operational Vice President.
      - a. If the Operational Vice President is also running for re-election, the responsibility shall fall to the administrative Vice president.
      - b. If both vice presidents are also running for re-election, the Union will vote on another Officer to act as Returning Officer.
      - c. Points (1), 1(a) and 1(b) above both apply if the President and/or Vice-Presidential positions are vacant.
  - ii. The terms of office for each existing Union officer shall end on the 30th of June, with the new Officers succeeding on the 1st of July.
  - iii. It is within the duty of each Officer, overseen by the President, to hand instructions, orders and conventions to the new Union. The matter shall be discussed and outlined by the Committee during the last in-office session.
  - iv. The process of voting for the Union general elections shall be held annually within the month of April-May, allowing a minimum of 4 weeks of handover period.
  - v. If required by the student body, the election process can be split into two separate elections. The first will decide the Union President; the second will decide the remainder of the Committee (see **Article 3, The Union Committee**).
  - vi. Existing Union officers, like any other union member, may stand for office in said elections, thus holding office in the event of winning their election. However, each individual student member can only hold one Union office at a time.
  - vii. Student members who wish to become a candidate in either election may do so by submitting a manifesto to the Returning Officer by the deadline specified at the time.
    - 1. For the position of Postgraduate Officer, only current postgraduates are eligible to run for this office.
    - 2. For the position of Apprenticeship Learners officer, only current apprenticeship students are eligible to run for this office.
  - viii. Any student running for a position on the union must be a student at NU London for the duration of the elected term. /removed exception for GC/
  - ix. Each candidate shall receive equal opportunity to promote their campaigns through the use of student media, question times and promotional material. The Returning Officer shall be appointed responsible for overseeing in, in line with the outgoing Media and Communications officer's current policies. Any complaints wishing to be made by the student body regarding this requirement shall be referred to the outgoing President.

- x. In both elections, all member students, including candidates, have the right to vote.
    - 1. The Postgraduate Officer is only to be elected by current postgraduate students.
    - 2. The Apprenticeship Learners Officer is to be elected by the current apprenticeship students;
  - xi. Voting shall be undertaken by secret ballot, using a first past the post voting system, as well as a final option to re-open elections. The candidate with the highest percentage of vote will be deemed the winner.
    - 1. If the student body votes to re-open nominations, a new election will be held by the outgoing President during the handover period.
    - 2. In the case of a tie a runoff election between the top two candidates will be held; this will only require an extension to the voting period.
  - xii. The election shall be valid only if at least 30% of London-based undergraduate student members vote.
    - 1. An election that is deemed invalid for any reason, including that of failing to reach the quorum, shall automatically trigger another election.
    - 2. A second election resulting from the first election failing to reach the quorum, shall be final irrespective of reaching the quorum or not.
    - 3. For the elections of a Postgraduate and an Apprenticeship Learners officer, this restriction will not hold.
  - xiii. The results shall be announced no later than 1 hour after voting closes by the Returning Officer.
- b. Student Referenda
- i. A student-wide referendum can be called on any issue.
  - ii. This will be carried out upon—
    - 1. a majority vote in the Union Committee, or
    - 2. with the expressed request of at least 20% of member students to the Union President.
  - iii. The Union Committee is obliged to act on the result of the referendum, prioritising it above existing committee policy, save where it contravenes any of the requirements stipulated by this constitution, provided that at least 50% of student members vote in the referendum process.
  - iv. If the requested referendum is deemed to contravene any section within article 8, the President and their Committee shall revise the Article, with the power to further allow the referendum if it is deemed appropriate.
  - v. The Union President will be entrusted with the responsibility of structuring the referendum and the announcement of the result.
  - vi. Any referendum result that requires the amendment to this constitution can be made by the Union President accordingly, if an absolute majority of the committee votes to do so as well.
- c. Votes of 'No Confidence' – Student Union Committee Officers
- i. Votes of no confidence take place when a majority of the student body feels that an officer of the committee is not fulfilling the responsibilities outlined in **Article 9, Committee Member Roles and Responsibilities**, or in the event of serious misconduct or neglect by a Union officer, as defined in Article 31. If this claim is brought against the President, the Committee shall decide the further proceedings by a majority vote.

- ii. Before a vote of no confidence is called, it is recommended that an Officer not fulfilling the responsibilities of their role be placed on a probation period for two weeks, ending in a blind committee vote to review their continuing place on the Union Committee.
- iii. This will be carried out upon—
  - 1. a supermajority (2/3rds) vote in the Union Committee, or
  - 2. with the expressed request of at least 20% of member students to the Union President, or
  - 3. an Officer missing 4 consecutive meetings.
- iv. Following said enactment; a referendum (see '**Student Referenda**') will be held to decide whether or not the officer involved may retain their position on the Union Committee.
  - 1. A referendum can be bypassed with a second committee vote to remove the Officer immediately. This vote must reach a supermajority (75%), excluding the vote of the Officer who is questioned in the impeachment proceedings, to pass. If the vote reaches the required vote count, the Officer in question is considered removed, which shall automatically trigger an out-of-cycle election unless two or more people hold that Office, in which case the other Officer continues in their role.
  - 2. When the grounds for impeachment are based on the attendance clause (point 8c, ii, 3), a referendum shall not be necessary to remove the Officer in question. The majority union committee vote shall be deemed sufficient to remove, without a referendum, given that the grounds are based on the attendance clause.
- v. If the officer is voted out of their position, an officer election for their replacement will be held within one week, following the procedure outlined in Article 8 point a, with the exception of timing (see '**Union Committee Officer Elections**').
- d. Votes of 'No Confidence' – Club and Society Presidents
  - i. Members of a club/society are entitled to call a no confidence vote in their President when said club/society President is deemed unfit or ineffective in their management.
  - ii. Participation in votes of no confidence is granted only to registered members of the club/society concerned.
  - iii. A vote of no confidence referendum will be held following an application to the Union Committee that is endorsed by at least 50% of club/society members.
  - iv. The Union will recognise the result of said referendum on the position of the club/society President.
  - v. Please refer to the Society Handbook for more precise details on the procedure;
- e. Automatic Elections
  - i. An automatic election is triggered when an officer:
    - 1. provides notice to the Union President of their decision to step down from their role as an officer,
    - 2. ceases to hold membership of the Union,
    - 3. is impeached and removed (Article 8(c)),
    - 4. When for any reason (as deemed by a unanimous committee vote) an Officer is incapacitated or unable to fulfil the duties of their Office,
      - a. A supermajority (75%) committee vote, not including the Officer in question, would be required to temporarily relieve any Officer of their duties,
      - b. The length of time would be decided by the voting committee,
    - 5. dies.

- ii. On receipt of notice that an automatic election has been triggered, the Union President shall call an election for the position concerned.
  1. The election must be held within 21 days following the Officer leaving.
  2. This period of time is extended by 14 days if the Officer leaves the position during Academic Term Holidays.
  3. When a time period of at least one full calendar month lies between the departure of the Officer and the beginning of the next semester, it is at the President's discretion to decide whether an out of term election shall be held.
    - a. If the President decides not to hold an election outside of term time, the election must be held within 21 days of the new Academic Semester starting, as above in Article 8 (e.ii.1).
- iii. In general, out-of-cycle elections shall follow the procedure outlined in Article 8(a). Exception and additions to the rule governing elections under Article 8(a) are the following:
  1. When the President is the vacant position to be filled out of cycle, the committee shall elect another committee member to be Returning Officer,
  2. The term of the previous Union Officer ended the moment the election was triggered (as the triggering of the out-of-cycle election was the departure of the Officer). Further, the newly elected Union Officer, as elected by the student body in this out-of-cycle election process, is to take over the role the moment the result is published by the President.
    - a. When the role of President is decided by an out-of-cycle election, the committee will have elected another committee member to be Returning Officer, who is then also responsible for publishing the result.
  3. Article 8 (a.iv) shall not apply to out-of-cycle elections.
- iv. During the interim period between the trigger of the election and announcement of the new elected Officer, the Union President shall appoint one other Union Officer to temporarily replace the outgoing Officer. That appointee shall be acting-Officer and shall administer the business of the Office. In all voting procedures of the Union committee, the vote of the vacant Office shall be considered as abstaining, or in favour of the majority on votes that require a supermajority or unanimous consent.
- v. The Union President will dissolve the tenure of the officer upon election of the successive officer or upon cessation of the officer's membership of the Union, whichever is first.

#### **Article 9 – Committee Member Roles and Responsibilities**

- a) **All Officers**
  - i) Must work to provide the best possible student experience at Northeastern University London.
  - ii) Must participate in union committee business; attending meetings, and completing projects which pertain to the Union in any relevant way.
  - iii) Must represent the union at all times by displaying professionalism and integrity and accepting collective responsibility.
  - iv) Are merely representative of the student body, and not employed by the University.
  - v) Must attend meetings at least once a month.

**b) Union President**

- i) Chair of the NUSU London Student Union;
- ii) Chair of the NUSU London Advisory Board;
- iii) Member of Northeastern University London Board of Governors;
- iv) Setting a vision and strategy for the union as a whole, and helping all officers set and fulfil their delegated visions;
- v) Calling and chairing Union Committee meetings; ensuring an agenda is circulated prior to each meeting;
- vi) Being the counter-signatory for the Union's bank account;
- vii) Calling, organising and announcing referenda;
- viii) Encouraging student engagement in the Union Committee's work;
- ix) Providing the CEO and AD of the University, along with the Board of Governors, with an update on the Union's work at the end of each term;
- x) Working to ensure communications between students and staff are existent and efficient;
- xi) Representing the Union when interacting with external bodies;
- xii) Ensure the strategy and goals are upheld by all officers to succeed the 2023-26 strategy;
- xiii) Overseeing the handing down of the new union is done by the first day of July of the upcoming year, and ensuring every Union office has a single democratically elected Officer;
- xiv) Overseeing the Union's budget regarding the Green Stripe;
- xv) Requesting funding from the university if required;
- xvi) Providing the union budget and keeping the union financially viable and accountable.

**c) Administrative Vice-President**

- i) One of two vice-presidents assisting the Union president with the day-to day running of the Union;
- ii) Focused on the administrative tasks behind the Union, such as budgets, governing documents and complaints;
- iii) Being the counter-signatory for the Union's bank account alongside the President;
- iv) Holding responsibility for the overall management of the Union bar, including the bar manager and bartenders;
- v) Managing the upkeep of Union governing documents, such as the constitution, union policies and especially the working budget;
- vi) Main point of contact for students requiring assistance with navigating university procedures;
- vii) In charge of liaising with the Administrator to make sure all necessary preparations for room bookings, events, TENs licenses, Risk Reports etc. are being submitted on time and running smoothly;
- viii) Serving a counter-balance to the President's and the Operational VP's executive authority;
  - 1) As such, the two roles may not be held by two students who are:
    - (a) Family members;
    - (b) Romantically involved;
    - (c) Partners in a joint venture.
  - 2) If the president and administrative vice president do fall in any of the above categories, they are required to declare their relationship to the committee.

- (a) After this has been done, the operational vice president will automatically become the primary counter-signatory to the budget;
- (b) Furthermore, the President and Administrative VP will be excluded from any votes of no confidence against one another as outlined in Article 8 c.

**d) Operational Vice-President**

- i) One of two vice-presidents assisting the Union President with the day-to-day running of the Union;
- ii) Focused on the forward-facing tasks of the Union, such as assisting other officers in their projects, or meeting with senior staff members in the absence of the president;
- iii) Chairing meetings in the absence of the Union President, unless specifically stated otherwise;
- iv) Primary point of contact for students to get in touch with the Union Committee;
  - 1) This includes the handling of complaints;
- v) Conducting weekly 1-1s with individual officers to be briefed on what they are doing and planning, and if they need any assistance;
- vi) Sitting on various university committees, should the need for a Union rep arise, such as the Sustainability committee; this does not include senior staff meeting like the Northeastern Board of Governors, which necessitate the presence of the Union President;
- vii) Serving a counter-balance to the President's and the Administrative VP's executive authority;
  - 1) As such, the two roles may not be held by two students who are:
    - (a) Family members;
    - (b) Romantically involved;
    - (c) Partners in a joint venture.
  - 2) If the president and Operational vice president do fall in any of the above categories, they are required to declare their relationship to the committee.
    - (a) In that case, the President and Operational VP will be excluded from any votes of no confidence against one another as outlined in Article 8 c.

**e) Media and Communications Officer**

- i) Being the liaison between the union and the marketing department;
- ii) Overseeing the Union's relationship with student publications;
- iii) Managing and updating the SU social media platforms;
  - 1) Namely, Instagram with the intention to increase output in new forms;
- iv) Managing and updating the SU webpage;
- v) Communicating minutes of committee meetings to the students;
- vi) Promoting society and SU events within the university.

**f) Communities Officer**

- i) President of the Societies;
- ii) President of the Sports Clubs;
- iii) encouraging, supporting, and enabling students to set up new societies and sports teams;

- iv) being the focal point of contact for society ExCos and students with enquiries related to societies;
- v) liaising with SSO to ensure the societies' email addresses are up to date and being used;
- vi) organising a Freshers' Fair in Freshers' Week to advertise societies to new students;
- vii) Sits on the Society Budget Committee.
  
- viii) facilitate training and competitions for the sports teams in collaboration with the respective captains of the sports teams
- ix) encourage and champion fairness and sportsmanship within the sports clubs and societies
  
- g) **Events Officer**
  - i) Primary Union officer in charge of event organisation
    - 1) This explicitly does not include society organised events, which remain with the communities officer
  - ii) being the focal point for student enquiries related to events;
  - iii) Allocates themes to the events calendar in consultation with the bar manager;
  
  - iv) communicating with the appropriate NU London staff member(s) and Officer(s) on student events held at university facilities;
  - v) main driving force behind the organisation of Union events during Welcome Week in September, alongside the President and two Vice-Presidents;
  - vi) keeping in close contact with the Events team at the university to coordinate and collaborate;
  - vii) In charge of upkeeping, sticking to and updating the Union Events calendar;
  
- h) **Opportunities Officer**
  - i) raising awareness of charities and related issues;
  - ii) promoting charitable events outside of NU London;
  - iii) encouraging students to volunteer outside of NU London;
  - iv) helping students to organise volunteering outside of NU London;
  - v) Researching and surveying students on what charities they want to fundraise for;
  - vi) choosing charities and fundraising for them within NU London;
  - vii) Liaising with the careers team at NU London and other Northeastern campuses;
  - viii) Providing students with career opportunities and information;
  - ix) acting as a point of contact for any careers related questions or concerns from students;
  - x) working with the Events Officer to organise careers related events;
  - xi) Work with societies that have a career or volunteering focus to aid their progress;
  - xii) Facilitating free speech opportunities at campus.
  
- i) **Academic Officer**
  - i) ensuring cooperation and collaboration between the union and the student representatives;
  - ii) hold bi-semesterly meetings with each year group of student representatives;
  - iii) Assist the President with any academic issues that reach the President;
  - iv) ensuring all student representatives engage with their role and regularly attend meetings and provide feedback;
  - v) further, the Academic Officer shall ensure that apprentice learners are given the same representation as the general student body;



- vi) shall attend the quarterly meeting with staff regarding the apprentice programme (Learner Voice Meeting);
  - vii) Consult with Quality Assurance on NSS feedback;
  - viii) Union representative on the Academic Board;
- j) **Campus Officer**
- i) acting as a point of contact for diversity related issues, including complaints about racism, homophobia, misogyny, or bullying of any kind along with welfare issues;
  - ii) ensuring issues are appropriately dealt with by communicating with the Student Support Team;
  - iii) Member of Sustainability Committee;
  - iv) upholding confidentiality as and when required;
  - v) ensure students are informed about methods of complaint through working with the Media and Communications Officer;
  - vi) ensure Tier 4 visa students are well informed of any changes and conditions to their visa by working with SAS;
  - vii) acting as a point of contact for minority groups, and Visa students, as well as encouraging their involvement in events;
  - viii) hosting events dedicated to mental health in coordination with SSA;
  - ix) in case of a collectively threatening situation e.g (threats of violence in the city, pandemics), to work closely with the president to ensure welfare and safety of all students;
  - x) the student areas; actively working on developing these areas and being the focal point for students with facilities related enquiries.
  - xi) working with the Events Officer to ensure the necessary facilities are available for events;
  - xii) representing the students in relation to spaces shared by students and staff;
  - xiii) maintaining a Union inventory, including any and all storage space;
  - xiv) being a part of the Health and Safety Committee;
  - xv) Manages the free health provision and campaigns run by the Union;
  - xvi) Chair of Union DEI committee;
  - xvii) In charge of DEI committee representative elections and appointments.
- k) **Global Campuses Officer**
- i) Ensuring a smooth transition between the campuses for students;
  - ii) Work with the Global Experience Team at the university to ensure a close connection between mobility students and the Student Union;
  - iii) Consult with the President and Media and Communications Officer on ways to improve transitions and promote Union activity to mobility students in London;
  - iv) To meet with members of Student government alongside the President to discuss inclusion and collaboration across the campuses;
  - v) Consult with other Officers, specifically Events and Opportunities, on events and welfare provision that may be required specifically by other pathway students;
  - vi) The only officer who may (but is in no way required to) be spending one of the semesters during their tenure on a different campus of Northeastern University.
- l) **Secretary**

- i) Assisting all Union officers in various administrative functions such as event bookings, purchases, etc, such as but not limited to:
    - 1) Assisting the Events officer with operational as well as preparatory work for Union events;
    - 2) Assisting the Media and Communications officer in keeping the website up to date;
    - 3) Assisting the Communities officer with organising societies and chasing up ExCos if need be.
  - ii) In charge of assisting ExCos with any purchases societies may need;
  - iii) Acting as the minute-taker during union meetings;
  - iv) Overall, in charge of the upkeep of Union infrastructure and administrative work;
- m) **Postgraduate Officer**
- i) In charge of representing the needs of the postgraduate and apprenticeship students to the Union and staff;
  - ii) Work with relevant staff to create a programme of activity for the postgraduate community;
  - iii) Understand wants and needs for postgraduate students;
  - iv) Contribute to more integration between the multiple student pathways;
  - v) Work with the Events Officer to create postgraduate specific events.
- n) **Apprenticeship Learners Officer**
- i) In charge of representing the needs of apprenticeship students to the Union and staff;
  - ii) Work with relevant staff to create a programme of activity for the apprenticeship community;
  - iii) Understand wants and needs for apprenticeship students;
  - iv) Contribute to more integration between the multiple student pathways;
  - v) Work with the Events Officer to create apprenticeship specific events.

#### ***Article 10 – Legal Terms and Conditions***

- a. This constitution is subject to Acts of Parliament and accepts all relevant provisions.
  - i. In accordance with the requirements of section 22(3) of the Education Act 1994, which requires that the corporation (Northeastern University London) shall take such steps as are reasonably practicable to ensure that the Union operates in a fair and democratic manner and is accountable for its finances and procedures.
  - ii. The corporation recognises the Northeastern University London Student Union as a democratically run organisation, committed to serving and representing the students of NU London. The corporation will endeavour to ensure that the activities of the Union do not contravene the university's equal opportunities policy nor bring the college into disrepute.
- b. Consequently, this constitution shall be subject to review at the start of a new Union committee's term.
- c. This constitution shall take effect from **1st of July 2023**, invalidating all former constitutions of this Union as from its enactment.

## Article 11 -- Amending and altering the Constitution

- a. Changes and alterations to this constitution must be made using the following procedure:
  - i. Any proposed alteration to the constitution requires the submission of a “proposed constitution draft” of said constitution to the Union President. The President is then responsible for holding a committee meeting within one week of receipt of said draft. The President and Administrator must then facilitate the formal voting procedure as outlined below.
  - ii. The Administrator is responsible for distributing an agenda for a “Constitutional Amendment Meeting” as well as the proposed new draft of the constitution from any Officer. Note that only one proposed constitution draft can be discussed per session.
  - iii. Any meeting to alter the constitution requires a quorum of 75% of officers present. This number is subject to change, such that it is one less than the total number of officers, to ensure that a maximum of one officer is absent at any constitutional amendment meeting.
  - iv. Preliminary Vote: A meeting to alter the constitution must open with a preliminary vote to determine whether the Union committee wants any alterations to the existing constitution. This vote requires a simple majority to pass and subsequently opens the floor to a single proposed draft.
  - v. Debate Vote: The committee must hold a second vote to decide whether the proposed constitution draft is to be opened up for debate within the committee. Opening the proposed constitution draft for debate requires a simple majority. If this vote fails to pass, the proposed constitution draft will immediately be put up to a ratification vote as outlined in point vi).
    1. If opened up for debate, a proposed constitution draft can be debated on for a maximum of 4 hours before passing to a ratification vote.
    2. The President may at any point within the debate unilaterally decide to hold a vote to end the debate and move forward to ratification, which requires a simple majority to pass.
  - vi. Ratification Vote: To ratify the proposed constitution draft and enact it as the new Constitution of the Union, it must pass with a supermajority (66%) vote in the committee. If the vote passes with a supermajority, it is enacted immediately and must be published without unreasonable delay. If this vote fails, the proposed constitution draft has failed and the process must be repeated from point i).
    1. Note that the President of the Union has a veto power. Any proposed constitution draft that receives a supermajority in the ratification vote can be struck down by the President’s veto.
      - a. If the President wishes to veto a new constitution, they must do so in an explicit and written manner to the Secretary, no later than 15 minutes after the ratification vote.
      - b. A President’s vote against the proposed new constitution does not function as a veto.
      - c. The committee can override the veto of the President with a second ratification vote, that requires a unanimous committee vote (excluding the vote of the President) to pass and thus override.
- b. Alternatively, when the committee deems it necessary to make an addition to the constitution, it may add amendments using the following procedure:

- i. An amendment to the constitution can in no way contravene any point in the constitution and has the sole function of adding to the existing text of the constitution.
- ii. Any amendment to the constitution proposed by any Officer may be put for a vote in a committee meeting. For an amendment to be considered by the committee, the proposal must be submitted to the President no less than 48 hours before a meeting, who is responsible for signing off on the constitutional legitimacy of the amendment.
- iii. The Administrator is responsible for sharing the proposal with all committee members no less than 24 hours before the meeting.
- iv. A meeting to vote on an amendment requires a quorum of 75% (6) of the union committee members.
- v. Any amendment can be passed by a single absolute majority vote in the committee.
  1. The President has the right to veto an amendment, but cannot be overruled if a second vote passes with a supermajority in the committee.

### **Article 12 -- Complaints Policy**

- a. The union aims to be a transparent body, and strives to be open to suggestions as well as criticism related to the roles and responsibilities of specific officers, as outlined in the union constitution. This section outlines the appropriate procedure for students to voice concerns and bring forward their criticisms in a safe and appropriate manner.
- b. The general ethos of this policy, within the realm of possibility, is to suitably address criticism and suggestions within the body of the union. Resolutions should aim to be found within the internal hierarchy of the union and should only be carried outside the union if all else has failed.
  - i. As such, the direct hierarchy of the union shall be applied to address criticism. Any complaints against an officer shall be addressed by the union's leadership, any complaints against an individual member of the leadership team shall be addressed by the union president, and any complaints against the president or multiple members of the leadership team shall be addressed by a voting majority of the committee (excluding the member in question).
- c. To facilitate the above, the union offers a microsoft [form](#) as an initial stage for a complaint, for criticism or for feedback. Students may choose to complete this form anonymously if they so wish, however the email submitting the response will be collected to keep in line with university policy.
  - i. The union is responsible for actively maintaining the form and hereby agrees to draft an initial response to a complaint within 5 working days of it being submitted.
  - ii. The union shall publish every received complaint along with the initial response and any follow up on the union website through a document\_ to provide the transparency needed in this process.
  - iii. While it is acknowledged that some issues may be too complicated to address within 5 working days and provide solutions, the union should aim to initially respond within this time frame and then investigate further as much as required to suitably address the complaint.
- d. If students are not satisfied with the written response to their feedback form, they are entitled to request a meeting with a panel of at least 2 members of the union, as well as up to two current students to support the complainant.
  - i. The complainant shall be responsible for emailing the Union President with this request, and it shall be facilitated within 5 working days of the email request (during term time).

- e. Should a complaint be more widespread, and neither written or private verbal exchanges be sufficient to the complainant, they may request to have a public hearing open to all current students of NU London to provide a platform for their complaint. The union is to provide such a platform within 14 days of the request (excluding out of term time).
  - i. The outcomes of the public hearing, as the form responses, shall be published on the union website no later than 1 working day after the occurrence.
- f. Finally, should the students feel this is necessary, they may bring forward a petition to force an emergency union committee meeting and vote on the subject matter. Any petition with more than 50 individual signatories shall trigger an emergency meeting and vote within 5 working days of receipt of said petition.
  - i. Note that only current students enrolled at NU London may sign petitions to the union.
  - ii. The petition must be formally sent to the union by the students and verified by the union.
- g. At all times, the complaints process shall endeavour to remain civil and all policies regarding harassment, bullying, etc shall be followed. Should this not be the case, either party has the right to take the process to the next higher authority.

### Article 13 – Further Policies

- h. This constitution is non-exhaustive in terms of how the Union is meant to operate on a day-to-day basis, instead focusing on the most fundamental duties it upholds. As such, there may be further documents outlining smaller details around how the Union operates its affairs. Such documents include the Society constitution template, Student Groups Handbook, Advisory board Terms and conditions, General Union Policies, etc.
- i. Any officer may compose such a document, as long as it is within their executive authority, as outlined in Article 3 (j). Such policy documents may only apply to the specific area the given officer's executive decisions may extend to. They only require the approval of said officer as well as the president in order to come into effect.
- j. If a given policy affects outcomes relating to the roles and responsibilities of 3 or more officers, or the Union as a whole, it must go through a voting procedure:
  - i. All such policy documents must be kept in the shared policy folder for the whole of the Union committee to access.
  - ii. Once finished, the document must be discussed in a Union General meeting before all officers proceed to voting.
  - iii. Policy documents require a simple majority in order to be put into effect. If the Union at a given meeting does not comprise its full membership, at least six (6) members must vote in favour in order for the policy to pass.
- k. Policies must be made public to the entire student body in order to be considered in effect. This may be done through publishing on the NUSU website, via email or any other method of mass distribution available to all students.