

IN|Student IC|U Union

New College of the Humanities Student Union (NCHSU)

*Registered Charity - Charitable Incorporated Organisation
Charity Number:*

Constitution

Ratification Date: 12th May 2022

Table of Contents:

Article 1: Legal Terms and Conditions	Page 1
Article 2: Membership of the Union	Page 11
Article 3: The Union Committee	Page 12
Article 4: The Office for Academic Affairs	Page 14
Article 5: Clubs and Societies	Page 15
Article 6: Finance and Budgeting	Page 19
Article 7: Media Guidelines	Page 20
Article 8: Electoral Processes and Conditions	Page 21
Article 9: Committee Member Roles and Responsibilities	Page 25
Article 10: Policy Motions	Page 29

Article 1: Legal Terms and Conditions

- a. Charitable Incorporated Organisation
- i. Clause 1 - Name & Form: The Union as a legal entity is in the form of a charitable incorporated organisation, as under the Charities Commission of England and Wales and the Charities Act of 2011. The charitable purpose of the CIO is the “advancement of education”, and the legal name of the organisation is “*New College of the Humanities Student Union*”.
 - ii. Clause 2 - Principal Office: The principal office shall be on the campus of NCH at Northeastern Ltd., currently at Devon House, 58 St. Katherine’s Way, E1W 1JP, London, England.
 - iii. Clause 3 - Object(s): The objectives of the CIO are to
 1. To provide effective representation of and advocacy for the opinions of NCH students.
 2. To enhance the protection of, and take responsibility for the welfare of NCH students.
 3. To provide a reliable channel of communication between member students and College management/faculty.
 4. To allocate appropriate funds to clubs and societies, events and pastoral facilities.
 5. 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.
 6. To fittingly represent member students when formally interacting with student Unions and bodies of the University of London.
 7. To remain an apolitical organisation in its administration and actions.
 8. 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, or medical condition.
 - iv. Clause 4 - Powers: The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO’s powers include power to:
 1. Borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with Sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;
 2. Buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 3. Sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
 4. Employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of those clauses;
 5. Deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in

the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

- v. Clause 5 - Application of Income & Property:
 - 1. The income and property of the CIO must be applied solely towards the promotion of the objects.
 - a. A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - b. A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
 - 2. None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO. This does not prevent a member who is not also a charity trustee receiving:
 - a. a benefit from the CIO as a beneficiary of the CIO;
 - b. reasonable and proper remuneration for any goods or services supplied to the CIO.
 - 3. Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.
- vi. Clause 6 - Benefits and Payments to Charity trustees and connected persons:
 - 1. General Provisions
 - a. No charity trustee or connected person may:
 - i. buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
 - ii. sell goods, services, or any interest in land to the CIO;
 - iii. be employed by, or receive any remuneration from, the CIO;
 - iv. receive any other financial benefit from the CIO;
 - b. unless the payment or benefit is permitted by sub-clause (2) of this clause, or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.
 - 2. Scope and powers permitting trustees' or connected persons' benefits
 - a. A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
 - b. A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.
 - c. Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

- d. A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
 - e. A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
 - f. A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.
3. Payment for supply of goods only - controls
- a. The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).
 - b. The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
 - c. The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
 - d. The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
 - e. The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
 - f. The reason for their decision is recorded by the charity trustees in the minute book.
 - g. A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
4. In sub-clauses (2) and (3) of this clause:
- a. “the CIO” includes any company in which the CIO:
 - i. holds more than 50% of the shares; or
 - ii. controls more than 50% of the voting rights attached to the shares; or
 - iii. has the right to appoint one or more directors to the board of the company;
 - b. “connected person” includes:
 - i. a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
 - ii. the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;

- iii. a person carrying on business in partnership with the charity trustee or with any person falling within sub- clause (a) or (b) above;
 - iv. an institution which is controlled –
 - 1. by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - 2. by two or more persons falling within sub-clause (d)(i), when taken together
 - v. a body corporate in which –
 - 1. the charity trustee or any connected person falling within sub-clauses (i) to (iii) has a substantial interest; or
 - 2. two or more persons falling within sub-clause (v)(1) who, when taken together, have a substantial interest.
 - vi. A member of the Union committee.
- vii. Clause 7 - conflicts of interest and conflicts of loyalty:
- 1. A charity trustee must:
 - a. declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
 - b. absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).
 - 2. Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.
- viii. Clause 8 - Liability:
- 1. the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.
- ix. Clause 9 - Membership of the CIO: see **Article 2: Membership of the Union**
- x. Clause 10 - Members' decisions: see **Article 3: The Union Committee**
- xi. Clause 11 - General Meetings: see **Article 3, point g**
- 1. Note that quorums for certain meetings are detailed in their relevant sections, eg. Article 8.
- xii. Clause 12 - Charity trustees:
- 1. The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:
 - a. to exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
 - b. to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - i. any special knowledge or experience that he or she has or holds himself or herself out as having; and
 - ii. if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience

that it is reasonable to expect of a person acting in the course of that kind of business or profession.

2. Eligibility for trusteeship
 - a. Every charity trustee must be a natural person.
 - b. No one may be appointed as a charity trustee:
 - i. if he or she is under the age of 16 years; or
 - ii. If he or she is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
 - c. No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
 - d. At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
 3. Number of Charity trustees
 - a. There should be
 - i. Two elected trustees; and
 - ii. One nominated trustee
 - b. There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
 - c. The maximum number of charity trustees that can be appointed is three.
 4. First Charity trustees are:
 - a. Saxony Anders (Union President, 40%)
 - b. Edmund Heaney (Union Treasurer, 30%)
 - c. Vanessa Carreras (Director of Finance at NCH at Northeastern Ltd, 30%)
- xiii. Clause 13 - Appointment of the charity trustees:
1. Ex Officio charity trustees
 - a. The elected President of the Union shall, by virtue of that role, be a charity trustee
 - b. The elected Treasurer of the Union shall, by virtue of those roles, be a charity trustee.. The Trusteeship must be included in the job descriptions of these positions during the election period.
 - c. *NCH at Northeastern Ltd.* may appoint one charity trustee
 - d. Each appointment must be made for the same term as the elected Union Committee positions
- xiv. Clause 14 - Information for new charity trustees: see **Article 8, point a, point iii**
- xv. Clause 15 - Retirement and removal of charity trustees
1. A charity trustee ceases to hold office if he or she:
 - a. Resigns from their role in written form;
 - b. is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
 - c. Dies;

- d. in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;
 - e. is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
 - 2. A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with Clause [11], and the resolution is passed by a supermajority¹ of votes cast at the meeting.
 - a. If one of the elected trustees is removed from office by the Union committee, they cease to be a charity trustee.
- xvi. Clause 16 - Reappointment of charity trustees:
 - 1. Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.
- xvii. Clause 17 - taking of decisions by charity trustees:
 - 1. Any decisions may be taken either:
 - a. At a meeting of the charity trustees; or
 - b. by resolution in writing [or electronic form] agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement.
 - i. Such a resolution shall be effective provided that a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees
- xviii. Clause 18 - Delegation by charity trustees: see **Article 9 Roles and Responsibilities of the Committee**
- xix. Clause 19 - Meetings and proceedings of charity trustees:
 - 1. Calling meetings
 - a. Any trustee may call a meeting
 - 2. Chairing of meetings
 - a. The Union President shall chair meetings, if they are absent one of the other ex officio trustee shall chair the meeting.
 - 3. Procedure at meetings
 - a. No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three charity trustees. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
 - b. Questions arising at a meeting shall be decided by a majority of those eligible to vote.
 - c. In the case of an equality of votes, the chair shall have a second or casting vote.
 - 4. Participation in meetings by electronic means

¹ Supermajority for NCHSU is always 75% as defined in Article 1, xxviii. 1. a. ii.

- a. A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
 - b. Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
 - c. Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.
- xx. Clause 20 - Saving provisions:
 - 1. Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
 - a. who was disqualified from holding office;
 - b. who had previously retired or who had been obliged by the Constitution to vacate office;
 - c. who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
 - d. if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.
 - 2. Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).
- xxi. Clause 21 - Execution of Documents:
 - 1. The CIO shall execute documents by signature
 - 2. A document is validly executed by signature if it is signed by at least two of the charity trustees.
- xxii. Clause 22 - Use of electronic communications:
 - 1. The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:
 - a. the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
 - b. any requirements to provide information to the Commission in a particular form or manner.
- xxiii. Clause 23 - Keeping of registers:
 - 1. The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and charity trustees.
- xxiv. Clause 24 - Minutes:
 - 1. The charity trustees must keep minutes of all:
 - a. appointments of Officers made by the charity trustees;
 - b. proceedings at general meetings of the CIO;

- c. meetings of the charity trustees and committees of charity trustees including:
 - i. the names of the trustees present at the meeting;
 - ii. the decisions made at the meetings; and
 - iii. where appropriate the reasons for the decisions;
 - d. decisions made by the charity trustees otherwise than in meetings.
- xxv. Clause 25 - Accounting records, accounts, annual reports and returns, register maintenance:
 - 1. The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
 - 2. The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.
- xxvi. Clause 26 - Rules:
 - 1. The charity trustees may from time to time make such reasonable and proper rules or bylaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bylaws must not be inconsistent with any provision of this Constitution. Copies of any such rules or bylaws currently in force must be made available to any member of the CIO on request.
 - 2. Note this describes the articles of this Constitution as well as the constitutional amendments
- xxvii. Clause 27 - Disputes:
 - 1. If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this Constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.
- xxviii. Clause 28 - Amendment of Constitution:
 - 1. As provided by clauses 224-227 of the Charities Act 2011:
 - a. This Constitution can only be amended:
 - i. by resolution agreed in writing by all members of the CIO; or
 - ii. by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the CIO.
 - b. Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
 - c. No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
 - d. A copy of any resolution altering the Constitution, together with a copy of the CIO's Constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed. The

amendment does not take effect until it has been recorded in the Register of Charities.

- xxix. Clause 29 - Voluntary winding up or dissolution:
1. As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - a. at a general meeting of the members of the CIO called in accordance with clause 11 (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - i. by a resolution passed by a 75% majority of those voting, or
 - ii. by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - b. by a resolution agreed in writing by all members of the CIO.
 2. Subject to the payment of all the CIO's debts:
 - a. Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - b. If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - c. In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
 3. The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
 - a. the charity trustees must send with their application to the Commission:
 - i. a copy of the resolution passed by the members of the CIO;
 - ii. a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - iii. a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this Constitution;
 - b. the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
 4. If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.
- xxx. Clause 30 - Interpretation:
1. In this Constitution:
 - a. "**connected person**" means:
 - i. a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
 - ii. the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;

- iii. a person carrying on business in partnership with the charity trustee or with any person falling within sub- clause (a) or (b) above;
 - iv. an institution which is controlled –
 - 1. by the charity trustee or any connected person falling within sub-clause (i), (ii), or (iii) above; or
 - 2. by two or more persons falling within sub-clause (iv)(1), when taken together
 - v. a body corporate in which –
 - 1. the charity trustee or any connected person falling within sub-clauses (i) to (iii) has a substantial interest; or
 - 2. two or more persons falling within sub-clause (v)(1) who, when taken together, have a substantial interest.
 - vi. Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this Constitution.
 - b. **“General Regulations”** means the Charitable Incorporated Organisations (General) Regulations 2012.
 - c. **“Dissolution Regulations”** means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.
 - d. The **“Communications Provisions”** means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.
 - e. **“charity trustee”** means a charity trustee of the CIO.
 - f. A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.
- b. 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 (NCH at Northeastern Ltd.) 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 New College of the Humanities Student Union as a democratically run organisation, committed to serving and representing the students of NCH. The corporation will endeavour to ensure that the activities of the Union do not contravene the College’s equal opportunities policy nor bring the College into disrepute.
 - c. Consequently, this Constitution shall be subject to review at the start of a new Union committee’s term.
 - d. This Constitution shall take effect from **June 2022**, invalidating all former constitutions of this Union as from its enactment.

Article 2: Membership of the Union

- a. Unless the Union President is otherwise instructed, all incoming NCH students, including Postgraduate 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 upon matriculation in College.
- b. Members may terminate their membership by instruction to the Union President at any point throughout the duration of their study at the New College of the Humanities.
- c. 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. 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**).
 - vi. 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.
 - i. Note the Board of Trustees still holds executive power over the CIO.
- b. The Union Committee shall act as an official channel of communication between student members and NCH management/faculty.
- c. The Union Committee shall hold an Office for Academic Affairs. (see **Article 4, The Office for Academic Affairs**)
- d. The committee does not have sabbatical positions.
- 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 Treasurer
 - iii. Secretarial Officer
 - iv. Welfare Officer(s)
 - v. Equality, Diversity and Inclusion Officer(s)
 - vi. Media and Communications Officer(s)
 - vii. Events and Activities Officer(s)
 - viii. Facilities Officer(s)
 - ix. Volunteering and Fundraising Officer(s)
 - x. Societies Officer(s)
 - xi. Careers Officer(s)
 - xii. Student Representative Officer(s)
 - xiii. Sports Officer(s)
 - xiv. Global Mobility Officer(s)
 - xv. Postgraduate Officer(s)
- f. One elected Union Officer may be confirmed or denied Vice-President by the Union Committee, if the Union President selects one.
- g. Union Committee meetings shall take place at least fortnightly (apart from academic term holidays), and will be called by the President.
- h. The Union Committee shall publicise minutes from meetings if requested from the student body.
- i. The Union Committee will be authorised to hold executive votes on Union policy, apart from when fewer than 50% of members are present at the meeting. Every vote that passes a simple majority threshold shall be officially deemed as passed by the Committee.
- j. In the case where only 50% of members are present at the meeting, executive votes on Union policy can exclusively be passed with a unanimous verdict of Officers present.
- k. 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.
- l. The representative of the Office for Academic Affairs is not entitled to a vote by virtue only of that role.
- m. 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***).

- n. 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.

Article 4: The Office for Academic Affairs

- a. The Union shall hold an Office for Academic Affairs.
- b. The Office for Academic Affairs exists to:
 - i. Attend each termly Academic Board meeting.
 1. Note the AcB is attended by the President of the Union regardless of who the Union elects to be the representative of the OAA.
 - ii. Attend each termly Student Staff Liaison Committee (SSLC) meeting.
 - iii. Ensure that points raised in the SSLC meetings are adequately addressed.
 - iv. Liaise with staff on matters affecting students in relation to their studies or academic responsibilities.
 1. Note this includes representing students at any appeals procedures, investigation procedures, or other College procedures related to the actions of an individual student.
 2. Any student is entitled to Union support if they so wish in any procedures related to the College, eg. appeals, investigations, etc.
 - v. Encourage regular subject socials by liaising with student representatives.
 - vi. Carry out the duties detailed in the NCH Student Engagement Policy, as may be amended with the Union's approval.
 - vii. Undergo the above for the benefit of members of the Union.
- c. The Student Representatives Officer(s) shall be the permanent member of the Office of Academic Affairs.
- d. In addition, the Union shall appoint, by ordinary Union voting procedure, a second representative of the Office for Academic Affairs for the purpose of communications to the students and staff of NCH, including the attendance of all meetings that the Office is required to attend. This may or may not be the President, but may not be the Student Representative Officer.
- e. The representative of the Office for Academic Affairs may be changed by Union vote, as described in Article 8, and in such an event the students and staff of NCH shall be notified.

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 Societies Officer(s).
 - ii. The appointed President of each Society manages the club in a way that benefits and satisfies the members of said club/society.
 - iii. They enjoy a level of popularity 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 Treasurer, 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 termly basis by the Vice President and Treasurer. Funding grants will take into account the popularity, potential and demands of the club/society involved (see **Article 6, Finance and Budgeting**).
 - ii. In the absence of a Vice President, the President shall hold the position mentioned in subsection (i).
 - iii. 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.
 - iv. Additionally, it is the responsibility of the club president to submit full expenditure details to the Union Committee when requested, to which should be allowed a period of 5 working days.
 - v. The ability to apply for the Union Bar to be set-up at events. Applications should be submitted via email at least two weeks in advance of the event to the Events and Activities Officer.
 - vi. A promotional and informational page on the SU website, for which information and updates should be emailed to the Media and Communications Officer(s).
 - vii. Regular meetings with the Societies Officer, to discuss funding, promotion and issues regarding integration/interaction with the wider University of London society network.
 - viii. The ability to raise funds autonomously, given that frequent, up to date, income details are submitted to the Union Treasurer (see **Article 9, Committee Member Roles and Responsibilities**).
 - ix. The ability to organise a stand at the annual Freshers' 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 rated 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 Societies Officer, a society can be put under review at the beginning or end of a term.
- e. If a club/society is deemed by the Societies Officer not to have passed the review in relation to the points above, it will have its Union status retracted, thus removing the privileges outlined above under **b)**. The club president is barred from running a society until the next academic year, or the next society elections - which of these it shall be is decided by the Societies Officer with the consultation of the Union Committee. However other students or previous members of the society may reapply for society status immediately.
- f. If member students show a desire for an activity that, for circumstantial reasons, cannot be supplied by the College or recognised by the Union, they are entitled to Union support and representation when seeking to join or integrate with wider University of London 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 President and the Societies Officer(s), 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 ([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 between the 8th and 12th week of Hilary term, typically the 4 week period before the Easter break.
 - iii. Only students at New College of the Humanities (that includes NU, Apprentice Learners, etc) who are not in their final year at the time of election may run for office in a society.
 - 1. An exception shall be made for postgraduate students.
 - iv. All elections should take place through an anonymous online form (eg. google) that is only made available to current society members. The outgoing ExCo is responsible for organising that, but the Societies Officer is a good point of contact if they need help.
 - 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 Societies Officer and the Secretary of the Union.
 - 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 Societies Officer and run by the Secretary of the Union to ensure the constitutional validity of an exception.
 - 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. In addition to the clubs and societies at NCH, the Union endorses the creation and activity of an NCH Sports Club, that shall be an umbrella organisation for all sports teams at NCH, run by the Union.

- i. Any and all sports teams/clubs/societies at NCH shall automatically be a member of the sports club and shall be governed by the Sports Club Constitution, as well as this Union Constitution.
 - 1. The Union Constitution and by extension this amendment must be upheld ahead of the Sports Club Constitution, and any changes to the Sports Club Constitution that violate this amendment or the Union Constitution shall be deemed invalid.
- ii. The Sports Club shall be led by the Sports Officer (*Article 3 - The Union Committee*) and the executive committee. The Sports Officer position shall be a student Union position, and thus governed by the Union Constitution, while the Executive Committee shall be governed entirely by the Sports Club Constitution.
 - 1. Note that the ExCo positions are strictly not Union positions/associate positions and therefore governed by the Sports Club Constitution, not this amendment.
- iii. The Union shall allocate appropriate funding to the Sports Club on a yearly basis, as deemed reasonable by the Treasurer of the Union.
 - 1. This budget shall be proportionately allocated to the existing sports teams under the Sports Club.
 - 2. Each team shall receive funding on a need basis, as well as with regards to the size of the team, success of the team and organisation of the team.
 - 3. The Sports Club Treasurer will primarily be in charge of said budget, but the nature of the Sports Club, as a branch of the Union, reserves the Union Treasurer the right to advise or intervene if necessary.
 - 4. At the start of each new Union's term, the Sports Officer, in conjunction with the Union Treasurer, shall create a budget plan for the calendar year.
 - a. Each team shall create separate budget plans to estimate the total funding required to facilitate as many sports teams as possible at NCH.
 - b. These budget plans must be submitted and approved by both the Sports Officer and the Union Treasurer.
 - 5. In addition to the budget allocated to the Sports Club by the Union, the Sports Club may choose to require a membership fee. The amount charged is at the discretion of the Sports Club ExCo, but should aim to help cover reasonable costs, not attain a profit.
 - 6. Further sponsoring may come from NCH directly or Northeastern University, or in fact any other third party that is willing to sponsor, as long as its sponsorship is run by and agreed upon by the Union Committee. The Union must ensure that Article 1 of the Union Constitution is upheld when accepting sponsorship.
- iv. All students involved in the Sports Club, both in active and administrative positions, are ambassadors and representatives of the university and should engage in appropriate behaviour. It is the responsibility of the Club to ensure values like sportsmanship and fairness are upheld at all times.
- v. The Sports Club may decide to increase or change the amount and type of sports offered. The following parameters should be considered when changing the offering:
 - 1. The Sports Club should aim to have a balance of male, female and mixed teams. Note that this mainly stems from the BUCS league regulations.
 - 2. The Sports Club should aim to offer sports that enjoy a reasonable level of engagement and demand.
 - 3. The Sports Club shall only offer a realistic amount and type of sports that can be financed by the budget effectively.

4. Note that the offering falls within the decision making scope of the Sports Club ExCo, but the Sports Club Officer reports to the Union committee and the Union treasurer is granted oversight for any budgetary issues.
- vi. The Sports Club may decide to offer and organise events for activities that do not warrant the creation of a full “team”.

Article 6: Finance and Budgeting

- a. The Union shall receive appropriate funds from the New College of the Humanities to enable it to perform its duties and responsibilities effectively. This allocation shall be decided by the CEO of New College of the Humanities at the beginning of each calendar year.
- b. The Union Committee shall be responsible for the use of said annual budget regarding:
 - i. Allocation to clubs, events and pastoral facilities (see **Article 5, Clubs and Societies**).
 - ii. Documenting and recording of [budget expenditure](#) through the Union Treasurer.
 - iii. Access to the budget through the Union bank account.
- c. The Union President and Union Treasurer hold executive power over the budget of the Union and are jointly responsible and accountable for said budget and accounting. This applies to all bank, payment, PayPal, etc. accounts held in the name of the Union.
 - i. Passwords to said accounts are deemed confidential to the President, Treasurer and College finance team to ensure financial accountability.
- d. The Union bank account will be managed by the Director of Finance of NCH. The President and the Treasurer will have access to all bank statements and the general allocation of the budget. Further, the President and the Treasurer are required to sign off on each payment request with the finance team; until such a time as the CIO is able to obtain its own bank account where the management will revert to the Treasurer
- e. A Society Head is entitled to apply for finance provided that:
 - i. They submit a formal request to the Union Treasurer, including estimated expenditure and the purpose of said finance.
 - ii. Said financial request accurately reflects the size and nature of the Society.
- 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 Treasurer, save where documents contain non-disclosed information concerning activities at the moment.
- 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 Treasurer.
- h. For the beginning of each academic year, the Union Treasurer can draft and release a Union Financial Report, which outlines appropriately the Union's utilisation of its funds in the previous year, if deemed necessary.

Article 7: Media Guidelines

- a. The Union aims to have a distinguished identity. The current branding, as outlined in more detail 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 Student Union logo, and its variations.
 - ii. The Student Union colour scheme.
 - iii. The Student Union typefaces.
- 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. 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.

Article 8: Electoral Processes and Conditions

- a. Union Committee Officer Elections:
 - i. The outgoing President shall act as the Returning Officer and is responsible for organising the election. The Secretary is to be consulted on the constitutional requirements of an election.
 - 1. In the case that either the President and/or Treasurer are standing for office in the election, the committee shall elect any member of the committee not standing for office to act as Returning Officer.
 - ii. The terms of office for each existing Union Officer shall end when the handover meeting(s) have taken place and all relevant parties agree that the incoming Union committee is prepared to begin their work. When a consensus can not be reached, the incoming committee is to take over Union business by January 1st at the latest.
 - iii. It is within the duty of the President and Secretary to hand instructions, orders and conventions to the new Academic Affairs Officer and their 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 first two weeks of December, provided this remains the first week of the last month of Michaelmas term.
 - 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. Any student running for a position on the Union must be a student at the College for the duration of the elected term, unless they run jointly with another student, where at least one of the two students is at the College for the full duration of the elected term.
 - 1. Note that Trustee positions (President, Secretary, Treasurer, and Vice President) cannot be held by more than one person, therefore students running for either of these positions must be at the College for the full duration of the elected term, ie. for the full calendar year.
 - viii. Student members who wish to become a candidate in either election may do so by submitting a manifesto to the outgoing Union President by the deadline specified at the time.
 - 1. For the position of Student Representatives Officer(s), only current student representatives are eligible to run for this office.
 - 2. For the position of Global Mobility Officer (s), only current Northeastern students are eligible to run for this office.
 - 3. For the position of Postgraduate Officer (s), only current postgraduate students are eligible to run for this office.
 - ix. Each candidate shall receive equal opportunity to promote their campaigns through the use of student media, question times, and promotional material. The outgoing Union Secretary shall be appointed responsible for overseeing this, in line with the outgoing Media and Communications Officer(s)' current policies. Any complaints 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 Student Representatives Officer(s) is only to be elected by current student representatives.
 2. The Global Mobility Officer (s) is only to be elected by current Northeastern students.
 3. The Postgraduate Officer(s) is only to be elected by current Postgraduate students.
- xi. Voting shall be undertaken by secret ballot, using a ranked choice voting system, as well as a third option to re-open elections. If no candidate emerges with a simple majority at 1st choice, 2nd choice votes will be decisive.
 - xii. The election shall be valid only if at least 30% of 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.
 - xiii. The results shall be announced no later than 1 hour after voting closes by the outgoing President or Secretary.
- 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 Art 3 s (m). 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 majority 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 be unanimous, 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 c, ii, 3), a referendum shall not be necessary to remove the Officer in question. The simple 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. In such events, it shall be left to the Club/Society to appoint a new club President by their own method.
- e. Automatic Elections/Out-of-cycle 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. The impeachment and removal (Article 8, point c) of any Officer of the Union committee
 - 4. When for any reasons (as deemed by a unanimous committee vote) an Officer is incapacitated or unable to fulfil the duties of their Office.
 - a. A unanimous Union committee vote, that does not include the vote of the Officer in question, would suffice to temporarily relieve any Officer of their duties for as long as objectively necessary.
 - ii. The President and Secretary are responsible for organising an out-of-cycle election at the earliest convenience, but no later than 21 days after the Officer ceases to hold office.
 - 1. When out of term, this period shall be extended to no later than 14 days into term time.
 - 2. When a time period of at least one full calendar month lies between the departure of the Officer(s) and the beginning of the next closest term time, it is at the President's discretion to decide whether an out of term election shall be held.

- iii. In general, out-of-cycle elections shall follow the procedure outlined in Article 8, Point a of the Constitution. Exceptions and additions to the rules governing elections under Article 8, Point a, are the following:
 1. When the President or Treasurer are the vacant positions 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, Point a, Point iv shall not apply to out-of-cycle elections.
 4. Article 8, Point a, Point xi 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.

Article 9: Committee Member Roles and Responsibilities

- a. All Officers
 - i. Must work to provide the best possible student experience at the New College of the Humanities.
 - ii. Must participate in Union Committee business; attending meetings, and completing projects which pertain to the Union in any relevant way.
 - iii. Must elect a representative for the Office of Academic Affairs.
 - iv. Must represent the Union at all times by displaying professionalism and integrity and accepting collective responsibility.
 - v. All employment by the College must be declared to the Union Committee
 - vi. Must attend meetings at least once a month (in person or online).

- b. Union President
 - i. setting a vision and strategy for the Union as a whole, and helping all Officers set and fulfil their delegated visions;
 - ii. calling and chairing Union Committee meetings; ensuring an agenda is circulated prior to each meeting;
 - iii. being the counter-signatory for the Union's bank account;
 - iv. calling, organising and announcing referenda;
 - v. encouraging student engagement in the Union Committee's work;
 - vi. providing the Principal of the College with an update on the Union's work at the end of each term;
 - vii. working to ensure communications between students and staff are existent and efficient;
 - viii. representing the Union when interacting with external bodies;
 - ix. overseeing the handing down of the new Union is done by the first day of January of the upcoming year, and ensuring every Union office has one (or two) democratically elected Officer(s).

- c. Union Treasurer
 - i. overseeing the Union's budget regarding the Green Stripe;
 - ii. providing the Union budget and keeping the Union financially viable and accountable;
 - iii. documenting all financial transactions made by the Union;
 - iv. being the counter-signatory for the Union bank account;
 - v. requesting funding from the College if required;
 - vi. Be a member of the Board of Trustees and all responsibilities that come with that role.

- d. Secretarial Officer
 - i. Upkeep of the Union Constitution
 - ii. Organising an agenda prior to meetings;
 - iii. Taking and submitting minutes of committee meetings;
 - iv. Assist the President in their communications and any other tasks the President deems appropriate;
 - v. Assist with the election procedures;
 - vi. Consult with the Treasurer on constitutional matters;
 - vii. Keep committee members informed at all times;
 - viii. Ensuring all Union Officers are on track with their tasks and chasing where necessary.

- ix. Work with the President to hand instructions, orders and conventions to the new Academic Affairs Officer and their Union
- e. Societies Officer(s)
- i. encouraging, supporting, and enabling students to set up new Societies;
 - ii. being the focal point of contact for Presidents of Societies and students with enquiries related to societies;
 - iii. liaising with SSO (Single Sign On: Facilities at NCH) to ensure the societies' email addresses are up to date and being used;
 - iv. organising a Freshers' Fair in Freshers' Week to advertise Societies to new students;
 - v. working with the Events Officer and Presidents of Societies to organise Society events;
 - vi. working with the Union Treasurer to allocate Society budgets.
- f. Welfare Officer(s)
- i. acting as a point of contact for welfare related issues;
 - ii. ensuring issues are appropriately dealt with by communicating with the Student Support Adviser;
 - iii. upholding confidentiality as and when required;
 - iv. ensure students are informed about methods of complaint through working with Media and Communications;
 - v. hosting events dedicated to mental health in coordination with HoSSD;
 - vi. 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;
 - vii. to support the Diversity Officer and work with them;
- g. Equality, Diversity, and Inclusion Officer(s)
- i. acting as a point of contact for diversity related issues, including complaints about racism, homophobia, misogyny, or bullying of any kind;
 - ii. ensuring issues are appropriately dealt with by communicating with the Student Support Adviser;
 - iii. upholding confidentiality as and when required;
 - iv. ensure students are informed about methods of complaint through working with Media and Communications;
 - v. ensure Tier 4 visa students are well informed of any changes and conditions to their visa by working with SAS;
 - vi. acting as a point of contact for BAME, Northeastern, and international students, as well as encouraging their involvement in events;
- h. Media and Communications Officer(s)
- 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;
 - iv. managing and updating the SU webpage;
 - v. communicating minutes of committee meetings to the students;
 - vi. promoting Society and SU events within the College.

- i. Events Officer(s)
 - i. organising the Christmas and Summer Balls.
 - ii. working with the Bar Manager to hold Union bar nights on a regular basis;
 - iii. communicating with the appropriate NCH staff member(s) on student events held at College facilities;
 - iv. being the focal point for student enquiries related to events;
 - v. maintaining the events and bar calendar;
 - vi. working with the Societies Officer in supporting societies with the running of events;
 - vii. being the licence holder.

- j. Facilities Officer(s)
 - i. working with the appropriate NCH staff member(s).
 - ii. the student areas; actively working on developing these areas and being the focal point for students with facilities related enquiries.
 - iii. working with the Events Officer to ensure the necessary facilities are available for events;
 - iv. representing the students in relation to spaces shared by students and staff;
 - v. maintaining a Union inventory
 - vi. being a part of the health and safety committee.

- k. Volunteering & Fundraising Officer(s)
 - i. raising awareness of charities and related issues;
 - ii. promoting charitable events outside of NCH;
 - iii. encouraging students to volunteer outside of NCH;
 - iv. helping students to organise volunteering outside of NCH;
 - v. helping students to fundraise for their chosen charities;
 - vi. choosing charities and fundraising for them within NCH.

- l. Careers Officer(s)
 - i. Liaising with the Careers Team at NCH
 - ii. Providing students with career opportunities and information
 - iii. acting as a point of contact for any careers related questions or concerns from students
 - iv. working with the Events Officer(s) to organise careers related events.

- m. Student Representative Officer(s)
 - i. ensuring cooperation and collaboration between the Union and the student representatives
 - ii. hold bi-termly meetings with each year group of Student Representatives, including NU student representatives
 - iii. member and second representative to the Office of Academic Affairs, irrespective of who the committee elects to be OAA representative, including NU in student representatives
 - iv. ensuring all Student Representatives engage with their role and regularly attend meetings and provide feedback
 - v. candidates for this Officer position must be current Student Representatives and are only elected by the current Student Representatives
 - vi. further, the Student Representative Officer(s) shall ensure that apprentice students are given the same representation as the general student body

- vii. shall attend the quarterly meeting with staff regarding the apprentice programme (Learner Voice Meeting).

- n. Sports Officer(s)
 - i. is the President of the Sports Club and as such responsible for the Sports Club and it's business
 - ii. as President of the Sports Club, shall receive adequate funding to run the sports teams at NCH
 - iii. shall encourage the creation of new sports teams
 - iv. facilitate training and competitions for the sports teams in collaboration with the respective Captains of the sports teams
 - v. encourage and champion fairness and sportsmanship within the Sports Club.

- o. Global Mobility Officer(s)
 - i. is in charge of representing the needs of the Northeastern students to the Union and by extension staff
 - ii. contribute to more integration between Northeastern and NCH students
 - iii. work on combined NU/NCH events

- p. Postgraduate Officer(s)
 - i. is in charge of representing the needs of the postgraduate students to the Union and by extension, staff
 - ii. contribute to more integration between the two student bodies
 - iii. work with the relevant staff to create a programme of activity for the growing postgraduate community

- q. Vice-President
 - i. chairing meetings in the absence of the President;
 - ii. supporting the President in:
 - 1. meeting with students/Union Officers on behalf of the President when requested;
 - 2. communicating the President's vision to the student body.
 - iii. working with each Officer towards achieving their individual and the Union's strategic goals.
 - iv. The Vice-President does not have specific voting power, their vote shall be cast from their original office.

Article 10: Policy Motions

- a. While this Constitution represents the overarching rules and regulations of the CIO, the day-to-day runnings and policies of the Union must remain adaptable.
- b. Therefore the Union committee is granted the right to enact policy motions to address day-to-day business in the most effective way.
- c. Any policy motion may not contravene this Constitution or go against the objects of the CIO.
- d. The board of trustees are granted the right to veto policy motions should they wish to do so.
- e. Any policy motion must be adopted by a majority of the Union committee in a quorate meeting of at least two thirds of all Officers, among which must be the board of trustee members.
- f. The Union shall keep record of all policy motions and publish these should that be requested by a member of the Union.