

# NORTHERN Regional College

## Northern Regional College Students' Union Constitution

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**Reviewed by:**

Student Services Team, Students' Union President, Campus Vice Presidents and NUS-USI

**This document can also be produced in alternative formats upon request.**

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# Constitution

## 1. Origin

The Governing Body of the Northern Regional College shall provide for and recognise the Students' Union within the terms of this constitution.

The Students' Union reserves the right to change its name in line with any name change that may occur within the College.

## 2. Name

The Students' Union of Northern Regional College will be known as 'Northern Regional College Students' Union'.

## 3. Definitions

In this constitution and appendices:

'College' means the Northern Regional College.

'Union' means the Northern Regional College Student Union.

'Member' means a student of the Northern Regional College who has not opted out or been suspended from the Students' Union.

'Student Leadership Team' consists of the Student President and Campus Vice Presidents elected from the Class Reps.

'Campus Officer Meeting' consists of the Campus Vice President and Campus Officers elected from the Class Reps.

'Class Reps' refers to elected representatives from each class.

'Class Rep Meetings' refers to campus based meetings consisting of the Campus Vice President, Campus Officers and Class Reps

Campus/es refers to the following:

1. Farm Lodge
2. Trostan Avenue
3. Newtownabbey

4. Coleraine
5. Ballymoney
6. Magherafelt

‘NUS-USI’ refers to the National Union of Students – Union of Students Ireland

‘NUS’ refers to the National Union of Students UK

‘USI’ refers to the Union of Students in Ireland

#### **4. Objectives**

The aims and objectives of the Students’ Union shall be:

- 4.1. To represent all part-time and full-time students and trainees (collectively referred to as the ‘Student Body’ for the remainder of this document)
- 4.2. To represent students' views, concerns and aspirations.
- 4.3. To promote equality of opportunity for all its members.
- 4.4. To campaign, educate and advise on student issues.
- 4.5. To promote unity among its members and enhance relations between its members and the members of other FE Colleges and University Students’ Unions.
- 4.6. To provide personal development and training opportunities to its members.
- 4.7. To support, facilitate and deliver methods by which students can shape all areas of the student experience.
- 4.8. To provide quality social space and services on campus.
- 4.9. To support a range of student clubs, societies, and student communities in the College.
- 4.10. To promote health and wellbeing of all students at the College.

#### **5. Membership of the Students’ Union**

- 5.1. Membership of the Students’ Union is automatic for all students of the College. Any member of the Students’ Union may seek nomination to become the Class Rep in accordance paragraph 11 in this Constitution.

- 5.2. Proceedings for opting out of membership and suspension of membership are outlined in Appendix 1.

## **6. The Student Leadership Team**

- 6.1. The Student Leadership Team will consist of the Students' Union President and Campus Vice Presidents.
- 6.2. The Student Leadership Team will have responsibility for implementing and representing the Students' Union policies within the College and externally.
- 6.3. The Student Leadership Team may determine the procedure for affiliation and support of club and societies.
- 6.4. The Student Leadership Team will represent the Students' Union at conferences or events and where they are unable to attend spaces will be allocated to Campus Officers and then Class Reps as appropriate.

## **7. Students' Union President**

- 7.1. The Students' Union President will act as Student Governor and will chair meetings of the Student Leadership Team.
- 7.2. The Students' Union President will be the spokesperson on behalf of the Students' Union.
- 7.3. The Students' Union President shall serve throughout the academic year following the year they are elected.
- 7.4. The Students' Union President will serve as Student Governor on the College's Governing Body and other nominated College committees as appropriate during this time.
- 7.5. Elections for the Students' Union President shall occur on an annual basis in the final term of the academic year in accordance with the election rules (Appendix 2).
- 7.6. As Student Governor the Students' Union President is eligible for remuneration for the duties carried out as Student Governor subject to approval of the College and the Department for the Economy. This may be subject to change without notice. Out of pocket expenses will be remunerated by the College.
- 7.7. As Student Governor the Students' Union President must agree to obtain an Access NI certificate and undergo Student Governor training prior to taking up office. In some cases, following the Access NI check, it may be necessary for the College to carry out a Safeguarding Risk Assessment. The College reserves

the right to ask the Student Governor to step down from their Presidents role if the Access NI certificate or College Risk Assessment highlights offences which would, in the opinion of the Governing Body, render him or her unsuitable to act as Governor, or possibly bring the College into disrepute.

## **8. Campus Vice President**

- 8.1. Each campus will have an elected Vice President.
- 8.2. The Campus Vice President will be elected from the Class Reps for that campus in the first academic term.
- 8.3. The Campus Vice President shall serve from the 1<sup>st</sup> September or the nearest date thereafter an election and shall remain in office no longer than 12 months.
- 8.4. The Campus Vice President may be required to sit on additional College committees where relevant.

## **9. Campus Officers**

- 9.1. Each campus will have a team of elected Campus Officers. The available positions include:
  - Further Education (FE) Officer
  - Higher Education (HE) Officer
  - Work Based Learning (WBL) Officer
  - Student Activities Officer
  - LGBT+ Officer
  - Disabled Student Officer
  - Women's Officer
  - Mental Health Officer
- 9.2. The Campus Officers will be elected from the class reps for that campus in the first academic term. Candidates must self-define to meet the basic criteria for all posts with the exception of Student Activities Officer, Disabled Students Officer and Mental Health officer.
- 9.3. The Campus Officers shall serve from the 1<sup>st</sup> September or the nearest date thereafter an election and shall remain in office no longer than 12 months.
- 9.4. Campus Officers will be required to sit on the Campus Officer meetings for their campus.

## **10. Safeguarding**

- 10.1. The College has a duty of care to the Student Body and as such will take appropriate precautions to ensure that the safety of students is paramount. In line with this the Students' Union President, Vice Presidents' and Campus Officers will be required to undergo an Access NI check. This is to ensure that where a criminal record has been disclosed or there is suspicion of illegal activity the College reserves the right to take appropriate steps to minimise the risks to other students. In such instances a Safeguarding Risk Assessment will be undertaken which will include reviewing conduct on course, a declared criminal conviction or any behaviour issues around College which may be deemed relevant. The College reserves the right to remove an Officer from post following on from a Safeguarding Risk Assessment.
- 10.2. The Safeguarding Risk Assessment follows best practice across the Educational Sector and is in line with the College Safeguarding Policies and Procedures.

## **11. Class Representatives (Reps)**

- 11.1. Class Reps are representatives of all students on each campus.
- 11.2. All Class Reps are subject to the Code of Conduct.
- 11.3. Class Reps will be elected by students per class, per Campus and consist of a maximum of two members per class in their main subject area, per Campus.
- 11.4. Only Class Reps may stand and run for Campus Vice President and Campus Officer Roles.

## **12. Class Rep Meetings**

- 12.1. Class Rep meetings will be attended by the Students' Union President, Campus Vice President, Campus Officers and Class Reps.
- 12.2. The Campus Vice President is required to chair these meetings.
- 12.3. Each Class Rep is entitled to one vote.
- 12.4. A member of the Student Services team will be present and will facilitate the meeting including taking and distributing minutes.
- 12.5. No College staff member or observer is entitled to vote or participate in the policy making of the Students' Union.

### **13. Finance**

- 13.1. The Student Leadership Team must ensure that all funds provided to it including the designated amount allocated from the College and funds raised by the Students' Union are used only in accordance with the objectives of the Students' Union, and other statutory requirements or such conditions which the College may from time to time decide.
- 13.2. All financial recordkeeping is done in line with College policy and protocols, with a monthly account available from the College's finance department.

*The Students' Union President on behalf of the Student Leadership Team will;*

- 13.3. Keep all necessary financial records as required by the College.
- 13.4. Ensure that all financial transactions are conducted as per College budget management procedures, are agreed with and authorised by the Head of Student Services.
- 13.5. Keep accounts and accounting records in accordance with ordinary professional accounting principles.
- 13.6. Maintain a sound system of internal financial management and control.
- 13.7. Plan and conduct the Student Unions financial affairs so as to ensure that annual income is sufficient to meet total annual expenditure, with any divergence from this requirement requiring prior approval of the College.
- 13.8. Obtain the prior written consent of the College for any transaction in excess of £100.
- 13.9. Not give any guarantee or indemnities incurring contingent liabilities other than in the normal course of business.

### **14. Meetings of the Students' Union**

Meetings of the Students' Union will be held in accordance with Appendix 4.

### **15. Complaints**

The procedure for complaints about any aspect or activity of the Students' Union may be made in writing to the Head of Student Services and will be dealt with in accordance to the Colleges Customer Compliments and Complaints Policy.



## **16. Affiliations To External Organisations**

- 16.1 The Union believes that being part of regional, national and international affiliations can be beneficial to its membership and there should be an opportunity for such affiliations to occur
- 16.2 The Students' Union (including all members) may affiliate to external organisations so long as this is compatible with this constitution and will not compromise the College reputation. All affiliations must be seen to be independent of any political or religious bias.
- 16.3 Membership to any new external organisations must be approved by two thirds / three quarters of the Student Leadership Team membership.
- 16.4 A record of all affiliations will be kept by a Student Services staff member.
- 16.5 The students' Union is currently an affiliated member of NUS-USI.
- 16.6 In the current democratic structures the power lies with the Student Leadership Team and any decision to disaffiliate from any external organisation lies with them.
- 16.7 Any motion regarding affiliation must be made in writing to the Student Leadership Team who will then decide whether or not to hold a referendum. This requires a majority two thirds of Student Leadership Team membership to pass.
- 16.8 The Student Leadership Team may then call an affiliation referendum vote amongst the whole membership on the outcome of their decision. This decision will then be final and cannot be contested within a period of two years.
- 16.9 Any referenda shall be conducted in accordance with this Constitution and the byelaws and will follow the election process.
- 16.10 A decision relating to the Students' Union taken by a Referendum and voted upon by at least 10% of the Student Membership shall be mandatory and binding on the, provided that those votes in favour exceed 50% of the total number of votes cast.

## **17. Appendices**

The Student Leadership Team may make or amend such appendices as may be necessary for implementing the provisions and aims of this constitution subject to the following conditions:

- 17.1. The approval of two-thirds of those present and voting at a properly called meeting of the Student Leadership Team provided that at least fourteen day written notice is given.
- 17.2. Where a proposed amendment or addition to an appendix has been unsuccessful, a proposal of a similar outcome may not be moved again until a period of at least six months has elapsed.

## **18. Amendment of the Constitution**

This constitution may be amended with the approval of two-thirds of those present and voting at a properly called meeting of the Student Leadership Team and is subject to the following conditions:

- 18.1. Members have been given at least four weeks written notice of the precise terms of the amendment, and advertised the details of the proposed change on the appropriate Students' Union communications.
- 18.2. No less than two-thirds of the actual membership of the Student Leadership Team are present.
- 18.3. No amendment to the constitution will come into effect unless, and until, the College Governing Body gives its written approval to the Students' Union President.
- 18.4. Where a proposed amendment to the constitution has been unsuccessful, a similar proposal may not be moved again until a period of at least six months has elapsed.

## **19. Interpretation of the Constitution**

In the event of a dispute as to the interpretation of any part of this constitution the ruling of the Student President shall be sought. In the event of a challenge to the Student President ruling, the decision of the Student Leadership Team shall be final.

## **20. Review of the Constitution**

The constitution will be subject to review by the Student Leadership Team with support of the College at intervals of not more than three years.

## **Appendix 1 – Membership**

1. Every student of the College is automatically a member of the Students' Union whilst they are enrolled at the College and will be represented by the Students' Union.
2. Students have the right to opt out of membership of the Students' Union and/or representation by the Students' Union. A decision to opt out may be exercised once per academic year and will be valid for the duration of that academic year only.
3. Any decision to opt out will be notified to Student Services staff who will keep a record of this decision and will advise the Student Leadership Team of the number of students opting out.
4. Members who opt out will continue to enjoy full access to Students' Union services but will not be entitled to participate in Students' Union affairs as a voter, and/or Class Rep.
5. Suspension of Membership – Any or all of the privileges of membership may be suspended with good and just reason by a majority vote taken by the Campus Vice President and Campus Officers at the Campus Officers meeting.

## **Appendix 2 – Elections**

### **Entitlement to Vote and Eligibility for Election**

1. Every member is entitled to vote for the Student President.
2. Any person who wishes to run for Students' Union President must have held a Campus Officer position for or be a Class Rep with good attendance at meetings as decided by the Returning Officer.
3. Only Class Reps who self-define may run for Officer positions with the exclusion of Student Activities Officer and Disabled Students Officer.
4. Class Reps who wish to run for either Vice President or Campus Officer positions must be a registered student of the campus which they intend to run for.
5. Every Class Rep is entitled to vote for and/or stand in the election for the remaining positions of the Student Leadership Team and Campus Officers.
6. Every student is eligible to stand for the position of Class Rep in their main subject area with a maximum of two Class Reps per class. The Class Rep election is carried out democratically with a secret ballot facilitated by academic staff.
7. Votes will only be valid if made via the agreed method for that election.
8. No Class Rep can stand for more than one position at the same election however in the case that a position is left vacant during the election a Class Rep may be co-opted in to fill the post if they meet the requirement.
9. No member is eligible for election to a seat which they have already occupied or where they have been an officer at the College for two years.

### **Election Timetable**

1. The elections for Students' Union President will take place during the last term of the academic year prior to the year of office. They will take up office at the start of the new academic year.
2. The elections of the Campus Vice Presidents and Campus Officers will take place in the first term of the academic year. They will take up office immediately after election results until the end of the academic year.
3. The precise date of elections shall be decided by the Student Services staff.

4. Notification of elections is given at least two weeks before the opening of nominations and until the closing date for nominations.
5. Where insufficient candidates are nominated or where a vacancy occurs, the process for fulfilling these will be decided by the will be decided by the Student Leadership Team.

## **Nominations and Publicity**

1. The procedure for nominations and elections will be governed by College's Student Services team in the first instance and thereafter will be made by Student Leadership Team subject to the following basic requirements.
2. Candidates will be required to complete the nominations form in this Appendix including a manifesto and then submit these to the Returning Officer. The Returning Officer will be appointed by the Student Services Team and where appropriate will be an external member of NUS-USI. The nominations form must be signed by the candidate, two Union members who are supporting the candidate and their Course Co-ordinator before it can be accepted.
3. Candidates may, before close of nominations, submit a manifesto of not more than two A4 pages along with their nomination form. Candidates must also submit a photograph with their manifesto. It shall be the duty of each candidate to ensure that the submitted manifesto does not contain any offensive or factually inaccurate material and does not exceed the prescribed length. Should this occur the Returning Officer who may, at his or her discretion, request the candidate to amend the manifesto accordingly or direct that it be displayed subject to the deletion of any infringing material.
4. Nomination forms and manifestos must be submitted on the days specified by the Election Schedule. This period will end no later than seven days before the election.
5. Submission of nominations will remain open for ten consecutive working days from 9.00am on the first day to 4.00pm on the tenth day. The Returning Officer will declare any nominations received after this time invalid.
6. Each member must be eligible to vote for the seat for which he or she is making a nomination. The decision of the Returning Officer regarding the validity of a nomination is final.
7. Where a candidate remains unopposed after the time period for nominations has closed, nominations will be reopened for a further ten working days at the discretion of the Returning Officer. Only one by-election will be held in this case.

8. In the case of the Students' Union President resigning within the first academic term or before, a by-election will be held in accordance to the election appendix. If the Students' Union President resigns during term two or thereafter a co-option of a current member of the Student Leadership Team will suffice in the interim.
9. Candidates, whether opposed or not, shall not be deemed to be elected until the close of the ballot on the day of election
10. The Returning Officer shall publicise the location and arrangements of the hustings and voting stations, together with a list of candidates and manifestos, five College days before voting.

### **Canvassing**

1. No campaign material shall be released until all nominations have been officially announced. This includes the setting up of any social network sites or sharing of information via social media.
2. It is illegal to chalk, paint or affix notices on walls or pavements or otherwise display them except on noticeboards provided exclusively for student use. Offenders are liable to the College's disciplinary procedure and the Students' Union is in no way responsible for them.
3. Candidates are not allowed to be financed or sponsored by persons other than Students' Union of Northern Regional College.
4. No sponsorship can be used to further an individual's campaign.
5. Canvassing is not permitted in the College libraries.
6. Campaign materials must be printed or produced within the College and pre-approved by the Returning Officer.
7. The use of loudhailers on any campus is prohibited by order of the College Management.
8. Emails sent with the specific intention of canvassing to students are not permitted.
9. No candidate, or person campaigning for him or her, will deface, cover or remove any opponents' publicity material from display. Any breach of this rule will lead to disqualification from the election.

10. It is the responsibility of the candidate to ensure that his or her publicity material is removed and disposed of sensibly after the election. Failure to do so may result in disciplinary procedure.
11. All communication must adhere to the following policies:
  - Acceptable Users Policy
  - Bullying and Harassment Policy
  - Equal Opportunities Policy
  - Health and Safety Policy
  - Safeguarding Policy
  - Social Media Policy
  - Student Code of Conduct
  - Positive behaviour policy
  - Fitness to practise policy

## **Hustings**

1. A 'question time' session (Hustings) shall be held at a time and date to be determined by the Returning Officer. Any candidate absent from question time without sending apologies to the Returning Officer, in advance shall be deemed to have withdrawn from the election. Candidates arriving more than 10 minutes late for a Hustings event will be counted as absent. The length of speeches and responses by candidates to questions shall be determined by the Returning Officer who shall also appoint a chair.
2. The Returning Officer reserves the right not to host a Hustings event if it is not logistically possible during the election period.

## **Infringement of Election Rules**

Any malpractice leading to an infringement of these or other rules governing an election should be reported to the Returning Officer who has the power to invalidate the nomination of the offending candidate, or disqualify a successful candidate.

## **Returning Officer**

1. The Returning Officer is generally a member of the Student Services Team. In the event that a member of the Student Services Team is unable a member of NUS-USI will act as Returning Officer.
2. The Returning Officer will be responsible for:
  - The proper conduct of elections.



- The observance of the contents of this Appendix and shall have the sole interpretation of the election regulations.
3. No person shall be eligible to be appointed Returning Officer if they are:
    - A member of Northern Regional College Student's Union.
    - A student of the Northern Regional College.
    - A close relative of any candidate in a Students' Union Election.
  4. After every election the Returning Officer will inform the candidates in the first instance of the name of the elected candidate/s and the general student body next.
  5. The Returning Officer may be removed or suspended from office on good cause at a General or Extraordinary General Meeting of the Students' Union where two-thirds of those present and voting agree.

## **Poll**

1. All elections will be held by secret ballot which will normally be online and will be decided by a first-past-the-post voting system. To vote under first-past-the-post the voter simply put a cross in the box next to the candidate's name. The candidate with the most votes in each contest is declared the winner. All other votes count for nothing.
2. The results of the election will be supervised by the Returning Officer, who must publish them as soon as they are known. The data and basis for the election results may be inspected and independently validated by the Head of Student Services.
3. In the event of a tie, a by-election will be held for the seat in question. All questions relative to the validity of an election must be submitted to the Returning Officer within 48 hours of announcement of the result. Decisions on any such questions shall be made by the Returning Officer, who may consult with the Head of Student Services.
4. If any election is declared invalid, a by-election will be held.
5. The College will treat as a serious disciplinary offence:
  - Any attempt to vote more than once
  - Any attempt to coerce or bribe other students to vote for a particular candidate
6. The results will become official two College days after they have been publicised, provided that no complaint has been received by the Returning Officer in those two days. In the event of a complaint being received by the

Returning Officer, the results will be suspended until the complaint has been investigated.

## **Complaints**

- Any challenge or complaint concerning the administration and good conduct of the election must be submitted to the Returning Officer in writing before the close of voting.
- Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within two College days of the complaint being lodged.
- A challenge or complaint received during or following the count may only relate to the conduct of the count
- In determining a resolution to a complaint, the Returning Officer, after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, any candidate(s) has breached election regulations
- In determining a resolution to a complaint regarding the conduct of the count, the Returning Officer, after hearing all the appropriate evidence may not uphold the complaint; or may order a re-count for one or more positions
- Any complaints regarding the conduct of the Returning Officer should be taken to the Student Services Manager, whose decision on such matters will be final

## Students' Union of Northern Regional College Election Nomination Form

Please complete all sections in blue or black ink and return this form to:  
Returning Officer – C/O Student Services Newtownabbey or email to the returning officer

<b>Name of Post:</b>	
<b>Name of Candidate:</b>	
<b>Course &amp; Year:</b>	
<b>Candidate Student ID:</b>	

<b>Proposer Signature*:</b>	
<b>Course/Year:</b>	
<b>Seconder Signature*:</b>	
<b>Course/Year:</b>	
<b>Course Coordinator Signature:</b>	

*\*Please note that all candidates must have a proposer and seconder who is a registered student in the College at the time of the elections*

### Declaration

I am a student at the Northern Regional College and I am willing to stand for the position of \_\_\_\_\_ in the Students' Union.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please

**All forms should be returned to the above by / /**

.....

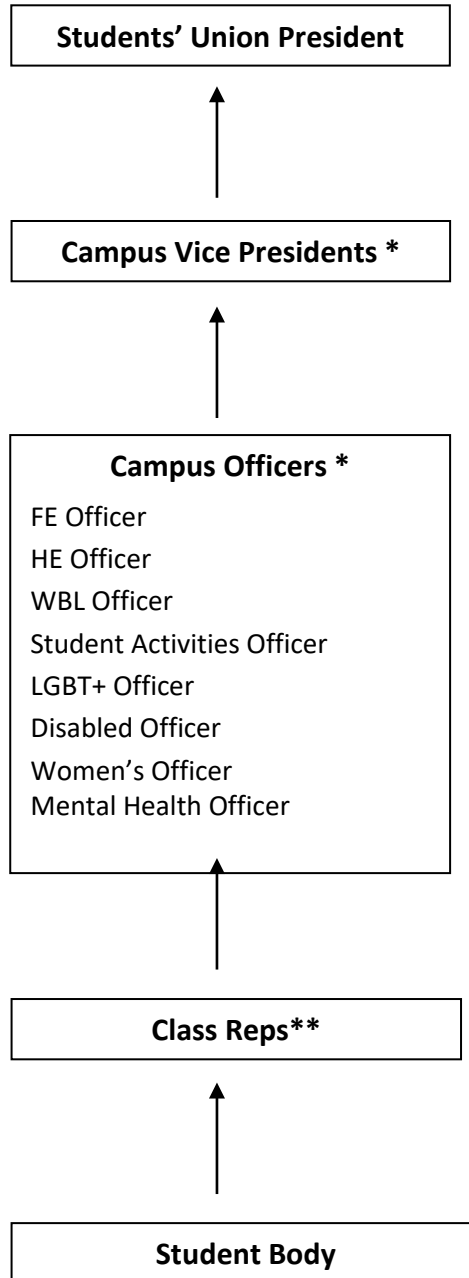
This section will be retained by the Returning Officer and will be used solely for sending you information or contacting you about the election.

Candidate Email: \_\_\_\_\_

Candidate Contact Tel No: \_\_\_\_\_

## Appendix 3 – Roles and Responsibilities of Officers

### Students' Union Structure



*\*One for each of the six campuses  
\*\*Maximum Two per class*

## **Class Representative**

### **Roles and Responsibilities:**

1. The main role of Class Reps is to gather views from their classmates regarding various aspects of their course and to communicate these at the Class Reps Meetings to the wider Student Leadership Team.
2. Actively seeking student opinion on academic and College issues.
3. Feeding back student opinion to Student Leadership Team and Campus Officers via a verbal and written report.
4. Act as a representative – make sure that you are speaking on behalf of all students on the course and not just giving your personal opinion.
5. Attending the Class Rep Meetings – organised to listen to the opinions of Class Reps and provide them with information about developments in the College.
6. Attending Class Representative Training organised by the Students' Union.

### **Skills and Qualities Required:**

- Good listener
- Dedicated
- Open
- Non-bias
- Confident
- Team worker

## **Students' Union President**

\* The Students' Union President will act also as the Northern Regional Colleges Student Governor. Remuneration and expenses will be provided. As Student Governor the elected Students' Union President is eligible for remuneration at the following rate:

- £250 for a Governing Body meeting;
- £150 for a committee meeting or event sanctioned by the Governing Body Chair

All require prior approval from the Board of Governors and all details are subject to change without notice\*

### **Roles and Responsibilities:**

1. Be the main representative of the Students' Union.
2. Serve as Student Governor on the College Board of Governors and other relevant college committees, and report back to the Student Leadership Team.
3. Lead delegates to conferences and meetings to external bodies, and represent the Union at National Level (ie. NUS-USI and NUS conferences) as well as attending training events throughout the year.
4. Liaise with the NUS-USI President, FE Officer and officer team.
5. Work closely with Students' Union staff.
6. Meet the college management, and report back to the Student Leadership Team.
7. Encourage students to get involved in the Students' Union.
8. Whenever possible, ensure the Students' Union works as a motivated team and encourage Student Leadership Team members to work to the best of their ability, and to chair meetings as and when required.
9. Be the official spokesperson of the Students' Union to the media and other external bodies.
10. Be responsible for any other duties as decided by the Student Leadership Team and Campus Officers.
11. Report to the Class Reps Meetings and Student Leadership Team meetings.
12. Chair Student Leadership Team meetings.

13. Work with Campus Officers and Class Reps in co-ordinating and prioritising campaigns.
14. Attend training events including the NUS-USI Development Day and NUS-USI FEstival residential.
15. Represent the College at a National Level, at NUS-USI Regional Council Meetings, FE Conference and NUS-USI Annual Conference.
16. Represent the College at NUS Conference.
17. Behave in a manner befitting the role, which represents the college to both internal and external stakeholders.

**Skills and Qualities Required:**

- Communication skills
- Team worker
- Time keeping
- Leadership
- Good work ethic
- Ensure officer activities are effective
- High level of self-awareness, including the ability to represent the student body at internal and external events.

## **Campus Vice President**

### **Roles and Responsibilities:**

1. Be the main representative for the campus.
2. Represent students and student interests internally and externally to improve the student experience on their relevant campus.
3. Provide advice to students and promote awareness of welfare issues.
4. Promote participation in the Students' Union.
5. Promote participation in clubs and societies by assisting with the set-up and running of student-led clubs and societies.
6. Ensure the Students' Union and the College have an excellent reputation within the local community.
7. Chair campus Class Reps Meetings.
8. Report to the Class Reps Meeting and Student Leadership Team meetings.
9. Work with campus Class Reps in co-ordinating campaigns.
10. Attend training events and NUS-USI Festival residential.
11. Represent the College at a National Level, at NUS-USI Regional Council Meetings, FE Conference and NUS-USI Annual Conference.
12. Represent the College at NUS Conference.



## **Student Activities Officer**

### **Roles and Responsibilities Required:**

1. Be responsible for providing a diverse programme of events in social spaces within the College in order to ensure the development of a vibrant and inclusive student community.
2. Liaise with the Campus President to ensure that all social activities are well publicised to ALL students.
3. Work across the campus in order to create a sense of community, working with the rest of the Campus Officers and Class Reps.
4. Promote participation in clubs and societies by assisting with the set-up and running of student-led clubs and societies.
5. Research students' interests and design a schedule of Students' Union activities that will fit with these.
6. Attend training events and NUS-USI Festival residential.
7. Represent the college at a National level, at NUS-USI Regional council meetings, and FE Conference.
8. Report to the Class Reps Meeting and Campus Officer meetings

## **Work Based Learning (WBL) Officer**

\*Must be a work based learner on relevant campus\*

### **Roles and Responsibilities Required:**

1. Represent the voice of all work based learners at the College including apprentices, training for success students, etc.
2. Be responsible for communicating with other work based learners via email and focus groups to discuss their views, experiences and opinions of the College and work placements
3. Represent the College on the National Society of Apprentices NI (NSoANI) leadership team. Attend all NSoANI training and meetings.
4. Work with other campus officers to help with the Students' Union and learner voice provision.
5. Attend training events and NUS-USI FEstival residential
6. Represent the college at a National level, at NUS-USI Regional council meetings, and FE Conference.
7. Report to the Class Reps Meeting and Campus Officer meetings

## **Further Education (FE) officer**

\*Must be enrolled on an FE course on relevant campus\*

### **Roles and Responsibilities Required:**

1. Responsible for representing Further Education students on the relevant campus to the student body, to the Students' Union, the College, and the wider community at campaign events, meetings and other forums
2. Promote the involvement of FE students in all areas of the Students' Unions activities
3. Feed in any FE academic issues to relevant meetings
4. To ensure that the Union engages with the NUS-USI FE campaign and officer
5. Attend training events and NUS-USI Festival residential
6. Represent the college at a National level at NUS-USI Regional council meetings, and FE Conference.
7. Report to the Class Reps Meeting and Campus Officer meetings

## **Higher Education (HE) officer**

\*Must be enrolled on an HE course on relevant campus\*

### **Roles and Responsibilities Required:**

1. Responsible for representing Higher Education students on the relevant campus to the student body, to the Students' Union, the College, and the wider community at campaign events, meetings and other forums
2. Promote the involvement of HE students in all areas of the Students' Unions activities.
3. Feed in any HE academic issues to relevant meetings.
4. To ensure that the Students' Union engages with the NUS-USI HE campaigns.
5. Attend training events.
6. Represent the college at a National level at NUS-USI Regional council meetings, and HE Policy Day.
7. Report to the Class Reps Meeting and Campus Officer meetings.

## **Women's Officer**

\*Must define as a woman studying on relevant campus\*

### **Roles and Responsibilities Required:**

1. Ensure that women's view and opinions are reflected throughout the whole of the Student's Union's work.
2. Provide a woman's perspective on all matters concerning the Students' Union and the college, and a regular forum/group for women to meet.
3. Organise social and educational closed women's meetings.
4. Form a campus women's campaign committee.
5. Establish, maintain contact and provide information from groups and organisations, which work on women's issues.
6. Promote the positive involvement of women in all areas of the Students' Union's activities.
7. Represent the views of women students to the Students' Union and the College.
8. Submit policy to NUS-USI women's conference and attend relevant NUS-USI women's campaign events.
9. Attend training events and NUS-USI Festival residential.
10. Represent the college at a National level at NUS-USI Regional council meetings, and FE Conference.
11. Report to the Class Reps Meeting and Campus Officer meetings.

## **Lesbian, Gay, Bisexual and Transgender+ (LGBT+) Officer**

\*Must define as a LGBT+ studying on relevant campus\*

### **Roles and Responsibilities Required:**

1. Ensure that LGBT+ student views and opinions are reflected throughout the whole of the Student Union's work.
2. Provide a LGBT+ perspective on all matters concerning the Students' Union and the College, and a regular forum/group for LGBT+ students to meet.
3. Organise social and educational LGBT+ meetings and events.
4. Promote the positive involvement and inclusive environment of LGBT+ students in all areas of the student unions activities.
5. Submit policy to NUS-USI LGBT+ conference and attend relevant NUS-USI LGBT+ campaign events including PRIDE.
6. Attend training events and NUS-USI Festival residential.
7. Represent the college at a National level at NUS-USI Regional council meetings, and FE Conference.
8. Report to the Class Reps Meeting and Campus Officer meetings.

## **Disabled Students Officer**

### **Roles and Responsibilities Required:**

1. Ensure that disabled students views and opinions are reflected throughout the whole of the Student Union's work.
2. Provide a disabled students perspective on all matters concerning the Students' Union and the College, and a regular forum/group for disabled students to meet.
3. Liaise with the NUS-USI Disabled Students Officer and campaign committee.
4. Establish, maintain contact, and provide information from groups and organisations, which work on Disability issues.
5. Promote the positive involvement of disabled students in all areas of the Student Union's activities.
6. Monitor the College provision for students with disabilities, promoting these services to all students.
7. Submit policy to NUS-USI Disabled Students Conference and attend relevant NUS-USI Disabled Students Campaign meetings.
8. Attend training events and NUS-USI FEstival residential
9. Represent the college at a National level at NUS-USI Regional council meetings, and FE Conference.
10. Report to the Class Reps Meeting and Campus Officer meetings

## **Student Mental Health Officer**

### **Roles and Responsibilities Required:**

1. Ensure that mental health areas are reflected throughout the whole of the Student Union's work.
2. Provide a mental health students perspective on all matters concerning the Students' Union and the College
3. Liaise with the NUS-USI Students Officer and campaign committee.
4. Establish, maintain contact, and provide information from groups and organisations, which work on mental health issues.
5. Promote the positive involvement of students in all areas of the Student Union's activities.
8. Attend training events and NUS-USI FFestival residential
9. Represent the college at a National level at NUS-USI Regional council meetings, and FE Conference.
10. Report to the Class Reps Meeting and Campus Officer meeting.
11. Set up/promote student mental health group/forum for students to meet.



## **Appendix 4 – Meetings**

1. All meetings of the Students' Union, including the Student Conference/AGM, will be held within the College academic terms.
2. All elected students are expected to attend their relevant campus or College wide meetings as appropriate.
3. Appropriate Student Services staff may/will coordinate meetings and may attend to act as secretary.

### **Class Rep Meetings**

1. To be held a minimum of six times per academic year, with the first meeting being no later than two weeks after the annual class rep elections have taken place.
2. These meetings will be chaired by the Campus Vice President when in post.
3. The Students' Union President is eligible to attend any campus Class Rep Meeting but is not required to attend every meeting.
4. The order of business will be taken as follows:
  - Apologies
  - Minutes from the previous meeting
  - Reports from Officers
  - Information from Student Services team
  - Campus Issues
  - Student Suggestions
  - Any other business
  - Date of next meeting
5. At least one meeting per term will be declared as an open meeting were any member of the Students' Union can attend. Only Class Reps will be entitled to vote and raise motions to be discussed.

### **Meetings of the Student Leadership Team**

1. Student Leadership Team meetings will occur a minimum of four times per academic year.
2. The Students' Union President and Campus Vice Presidents are required to attend.

3. Notification of meetings will be set at the beginning of each academic year.
4. These meeting will be chaired by the Students' Union President.

### **Campus Officer Meetings**

1. These meetings will occur a minimum of four times per academic year.
2. The Campus Vice President and Campus Officers are required to attend.
3. Notification of meetings will be set at the beginning of each academic year.
4. These meetings will be chaired by the Campus Vice President.
5. The Students' Union President may attend Campus Officer Meetings.

### **Students Conference**

1. The Conference of the Students' Union will be called in the final term of each academic year and will incorporate the AGM.
2. All members will be given at least two weeks' notice of the Conference through the Students' Union communications.
3. The purpose of this meeting is to provide students with a report on the activities and campaigns of the Students' Union over the previous year.
4. The conference will be chaired by the Students' Union President and will be supported by the Student Services team.
5. The Student Leadership Team will decide on the format including guest speakers.

### **Voting At Meetings**

1. The Students' Union President and Campus Vice Presidents are entitled to one vote at Student Leadership Team Meetings.
2. The Students' Union President, Campus Vice Presidents and Campus Officers are entitled to vote at Campus Officer Meetings.
3. Each Class Rep is entitled to vote at Class Rep Meetings.

4. Each member of the Students' Union is entitled to cast one vote on any decision put to the Students' Union at the Student Conference.
5. Votes in all instances are not transferable and only members present at the time a decision is put to a meeting may vote.
6. In all cases the Chair of the meeting may use a casting vote if appropriate. The method of voting for elections to sub committees is at discretion of the Chair. In the event of a vote of no confidence in the Chair a new Chair will be appointed from those full voting attendees.
7. Observers and/or College staff present at any meeting are not allowed to vote and only have the right to speak with approval of the chair.

### **Conduct of Meetings**

All students attending meetings are expected to adhere to the Code of Conduct as set by the Student Leadership Team. The conduct of all meetings is set out in Appendix 5.

### **Minutes**

Minutes of meetings of the Students' Union, Student Leadership Team meetings, Campus Officers meeting, Class Rep Meetings, any of its subcommittees will be kept by the Student Services team and are available upon request.

## **Appendix 5 – Code of Conduct**

### **Code of Conduct**

1. The Students' Union is required to adhere to a code of conduct outlined by the Student Leadership Team which will be endorsed and/or amended at the start of the academic year.
2. The code should incorporate the Student Equal Opportunities Policy of the College.
3. All members of the Students' Union shall be required to conform to this code, particularly when representing the College at Students' Union events and activities off campus.
4. The code of conduct may include sanctions up to and including the indefinite suspension of any or all of the privileges of membership.
5. Any breach of the Code of Conduct may result in disciplinary action in accordance with the Colleges Disciplinary Procedure.
6. All students are required to adhere to the College Code of Conduct. This is especially important for members of the Student Leadership Team.

## **Appendix 6 – Policies and Motions**

### **Adoption of Policies and Motions**

1. All Students' Union policies and/or motions must have been passed by the Student Leadership Team in accordance with this appendix.
2. Policies must be presented to the Student Leadership Team in writing before they are presented at Class Rep meetings where they will be discussed.
3. Only Class Reps will be entitled to vote and raise motions and/or policies to be discussed.
4. The Chair may make a ruling or interpretation of the policy or motion at any point, or at the request of any member.

### **Speeches**

1. The order and maximum duration on any motions or amendment shall be as follows:
  - a) first speech in favour – 4 minutes
  - b) first speech against – 4 minutes
  - c) second speech in favour – 3 minutes
  - d) second speech against – 3 minutes
  - e) speeches from the floor – 3 minutes
  - f) summation – 2 minutes
2. The proposer of any motion shall have the right to sum up on the debate immediately before the vote is taken.
3. There shall be no new information or points of information during the summing up speech.
4. No item shall be discussed for more than thirty minutes.

### **Voting**

1. Each Class Rep shall have one vote.
2. This vote may only be exercised in person.

3. In the event of equal members of votes for or against, the Chair shall have a casting vote. Otherwise the Chair shall not vote.

### **Recording of Policies and Motions**

1. The Student Leadership Team will maintain a Policy Document, in which all its current policies and motions shall be recorded. This document will be made available to all members and to all College employees upon request.
2. Any policy adopted by the Student Leadership Team, which contradicts an earlier policy, will be deemed to amend the earlier policy and must be recorded in the Policy Document.

### **Duration of Policies and Motions**

1. Any two members of the Student Leadership Team or fifteen Class Reps may, in accordance with this appendix make a proposal to revoke or amend any policy contained in the Policy Document.
2. All policies will automatically be revoked four years after being adopted or last amended. Notice will be given at Campus Officer meetings' of those policies which are due to be revoked at the following Class Rep meeting. A motion may be proposed, to retain, with or without amendment, any such policy for a further period of up to four years.
3. Any policy revoked will be marked as such in the Policy Document.

## Appendix 7 – Clubs & Societies

Any Club or Society can be recognised by the Students' Union provided that:

1. An application to form the club/society is signed by at least three full members and given to the Student Leadership Team
2. The application must include:
  - The name of the Club/Society.
  - The aims and objectives of the club (which must not be contrary to those of the Students' Union).
  - What day and time the club meetings will take place and what location.
  - Summary of initial funding needed if any and on-going expenses.
3. The formation of the Club/Society must be approved by and voted for by a majority of the Student Leadership Team.
4. The recognition of a Club/Society and its funding can be withdrawn by the Student Leadership Team if it receives evidence that the Club/Society is contravening the Students' Union constitution and/or College rules.
5. No Club/Society can hold a separate bank account. All monies received must be banked in accordance with College procedures.
6. Approval may or may not be provided based on the strength of the application and number of students involved with the society.
7. The Student Leadership Teams decision to accept or decline an application is final.

# Application for Club or Society

**Office Use Only**

Approved / Declined

*Signatures -*

President or Deputy:

Staff Member:

## 1. Name

The Club/Society shall be called:

The Student's Union of Northern Regional College's \_\_\_\_\_  
Club/Society.

The primary base for this Club/Society will be \_\_\_\_\_.

## 2. Aims

The aims of the \_\_\_\_\_ Club/Society are to:

- 
- 
- 
- 
- 
- 
- 
- 

## 3. Club or Society Overview

## 5. Budget/Resources Required:



## 6. Membership

- Membership will be drawn from the learners of Northern Regional College whose main campus is that which the society is proposed to be established.
- All Northern Regional College learners will be eligible for membership of the club/society, provided that their main base is that at which the club/society is established.
- There will be at least ten members of the society including executive officers.

Membership fee to be charged (if any): \_\_\_\_\_

## 7. Finance

- Approved funding will come in the form of an allocation made by the Student Leadership Team if applicable.
- Additional funds may come from a subscription fee charged to members, which will be fixed prior to the establishment of the club or society.
- Any other fund raising activities will be facilitated as far as possible by the Students' Union.
- All funds will remain in the control of the Students' Union and will only be released when a formal request receives their approval and is in line with College procedure.

Proposed Committee Members	Interested Members
<b>Chairperson</b> Name: Student ID Number: Signature:	Name: Student ID Number: Signature:
<b>Vice Chairperson</b> Name: Student ID Number: Signature:	Name: Student ID Number: Signature:
<b>Secretary</b> Name: Student ID Number: Signature:	Name: Student ID Number: Signature:
<b>Treasurer</b> Name: Student ID Number: Signature:	Name: Student ID Number: Signature:
	Name: Student ID Number: Signature: Name: Student ID Number: Signature: Name: Student ID Number: Signature: Name: Student ID Number: Signature: