



Northeastern  
University  
London  
Students' Union

Northeastern University London Students' Union

## Constitution

2026

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## Article 0 – Definitions and Interpretations

A. For purposes of this Constitution, unless otherwise stated:

- i. “The Union” refers to the Northeastern University London Students’ Union (NUSU).
- ii. “The University” refers to Northeastern University London.
- iii. “Member” refers to any current student automatically or formally recognised as a member of the Union under Article 2 of this Constitution.
- iv. “Officer” refers to any elected or appointed student leader holding a constitutional Union role.
- v. “Union Committee” refers to the governing body of elected Union Officers as outlined within this constitution
- vi. “Student Body” refers collectively to all members of the Union.
- vii. “Academic Term Time” refers to any period in which the University is actively operating teaching, assessment or official student activity, excluding formal vacation periods unless otherwise stated.
- viii. “Working Day” refers to any weekday, excluding weekends, public holidays and official University closure periods.
- ix. “Simple Majority” refers to more votes cast in favour than against amongst those eligible and voting.
- x. “Absolute Majority” refers to more than fifty percent (50%) of all eligible voting members, regardless of abstentions.
- xi. “Supermajority” refers to at least seventy-five percent (75%) of eligible votes cast.
- xii. “Quorum” refers to the minimum number of eligible voting members required for a meeting or a vote to proceed lawfully under this constitution.
- xiii. “Referendum” refers to a vote open to the full student membership of the Union.
- xiv. “By-Election” refers to any election held outside the standard annual election cycle.
- xv. “Society”, “Club”, or “Student Group” refers to any student-led organisation that is formally recognised by and under the Union.
- xvi. “Sabbatical Officer” refers to any officer undertaking their role on a full-time basis, whether elected or appointed in accordance with Union policy and relevant law.
- xvii. “Union Property” refers to all physical, financial, digital and intellectual assets held, purchased, managed or operated by the Union. This is including but not limited to, equipment, stock, branding, websites, social media accounts, documentation, subscriptions and funds.
- xviii. “Commercial Activity” refers to any Union-operated service or activity involving financial transactions, including but not limited to, Union

bars, ticketed events, sponsorships, merchandise sales and partnerships.

- xix. “Conflict of Interest” refers to any circumstance in which an Officer, staff member, volunteer or representatives personal, financial, academic, romantic, familial, or professional interests could improperly influence their decision-making or responsibilities within the Union.
- xx. “Confidential Session” refers to any meeting or section of a meeting restricted to authorised attendees due to legal, disciplinary, welfare, staffing, safeguarding, financial, or sensitive operational matters.

B. References within this constitution to:

- i. The singular includes the plural and vice versa
- ii. Any gender includes all genders
- iii. Written communication may include electronic communication

C. In the event of ambiguity or conflict in interpretation:

- i. This Constitution shall take precedence over subsidiary Union policy documents;
- ii. Applicable law and university regulations shall take precedence over this Constitution where legally required.

D. The Union Committee shall hold responsibility for interpreting this constitution in good faith, subject to any appeals or review procedures established later within this Constitution.

## Article 1 – Name, Status and Purpose

- a. Name
  - i. The official name of the organisation shall be the Northeastern University London Students' Union, hereafter referred to within this Constitution as “the Union” or “NUSU”.
- b. Status of the Union
  - i. The Union shall operate as the recognised democratic representative body for students at Northeastern University London.
  - ii. The Union shall function in accordance with:
    - 1. this Constitution;
    - 2. relevant University agreements and policies;
    - 3. and all applicable laws and regulations within the United Kingdom.
  - iii. The Union shall operate independently in representing the interests, welfare, views, and experiences of students while maintaining a constructive working relationship with the University.
  - iv. The Union may establish additional governance, charitable, commercial, representative, or operational structures where deemed necessary by the Union Committee and compliant with applicable law.
- c. Mission Statement
  - i. The mission of the Union is to represent, support, empower, and build community amongst students at Northeastern University London.
  - ii. The Union exists to:
    - 1. advocate for the academic, social, professional, and personal interests of students;
    - 2. create an inclusive and engaging student community;
    - 3. provide opportunities for leadership, development, activity, and representation;
    - 4. ensure students have a meaningful voice within the University;
    - 5. and enhance student life both on and beyond campus.
- d. Values of the Union
  - i. The Union shall strive to be:
    - 1. democratic and student-led;
    - 2. transparent and accountable;
    - 3. inclusive, representative, and accessible;
    - 4. respectful and supportive;
    - 5. ambitious, innovative, and collaborative;
    - 6. socially and environmentally responsible;
    - 7. and committed to the wellbeing, dignity, and success of all students.
  - ii. The Union shall pursue its objectives independently of any political party or religious organisation.
- e. Equality, Diversity and Inclusion

- i. The Union shall work to ensure that all students are treated fairly, respectfully, and equitably.
  - ii. The Union shall not unlawfully discriminate against any individual on the basis of any protected characteristic under the Equality Act 2010 or any other applicable legislation.
  - iii. The Union shall actively encourage participation from underrepresented, marginalised, and historically disadvantaged student groups wherever reasonably practicable.
- f. Freedom of Speech and Expression
  - i. The Union shall uphold the principles of lawful freedom of speech, expression, assembly, protest, and association.
  - ii. The Union shall support open discussion and democratic engagement, provided such activity remains within the bounds of applicable law, safeguarding obligations, and Union policy.
- g. Environmental and Social Responsibility
  - i. The Union shall endeavour to operate in a socially, ethically, and environmentally responsible manner.
  - ii. The Union shall consider sustainability, accessibility, welfare, and community impact in its decision-making, activities, partnerships, and commercial operations.
- h. Authority of the Constitution
  - i. This Constitution shall act as the primary governing document of the Union.
  - ii. All subsidiary Union policies, procedures, handbooks, constitutions, and operational documents shall comply with this Constitution.

## Article 2 – Membership of the Union

### a. Membership Eligibility

- i. All currently enrolled students at Northeastern University London shall automatically be considered members of the Union unless they choose to opt out in accordance with this Constitution.
- ii. Membership shall normally include, but not be limited to:
  1. undergraduate students;
  2. postgraduate students;
  3. apprenticeship learners;
  4. mobility and exchange students;
  5. and any other student category recognised by the University.
- iii. Students shall normally become members of the Union from the beginning of their official period of study at the University.
- iv. Membership shall cease upon:
  1. graduation;
  2. withdrawal from the University;
  3. suspension or expulsion from the University;
  4. or voluntary termination of Union membership.

### b. Associate and Honorary Membership

- i. The Union Committee may establish categories of associate, honorary, alumni, or affiliate membership where deemed beneficial to the Union.
- ii. Unless explicitly stated otherwise by Union policy, associate or honorary members shall not:
  1. vote in Union elections or referenda;
  2. stand for elected Union office;
  3. or exercise constitutional decision-making powers.

### c. Rights of Members

- i. All members of the Union shall have the right to:
  1. participate in Union activities, events, societies, sports clubs, campaigns, and services;
  2. vote in Union elections and referenda, subject to any eligibility restrictions outlined within this Constitution;
  3. stand for elected Union office, subject to eligibility requirements;
  4. submit motions, proposals, feedback, complaints, and petitions to the Union;
  5. request transparency and accountability from elected Officers;
  6. attend open Union meetings where appropriate;
  7. and access publicly available Union documents, policies, and reports.
- ii. The Union may restrict access to confidential meetings, documents, or proceedings where reasonably necessary for:
  1. safeguarding;

2. welfare;
  3. staffing;
  4. disciplinary;
  5. legal;
  6. financial;
  7. or operational reasons.
- d. Responsibilities of Members
- i. Members of the Union are expected to:
    1. conduct themselves respectfully and responsibly;
    2. comply with Union policies and procedures;
    3. contribute to maintaining an inclusive, safe, and welcoming community;
    4. respect the democratic processes of the Union;
    5. and avoid conduct which may reasonably bring the Union into serious disrepute.
  - ii. Membership of the Union does not exempt any individual from university regulations or applicable law.
- e. Opting Out of Membership
- i. Any member may voluntarily opt out of Union membership by submitting written notice through emailing the general student union inbox (this can be found via the website).
  - ii. Students who opt out of Union membership may lose access to certain Union services, opportunities, voting rights, leadership positions, or activities as determined by Union policy and applicable law.
  - iii. The Union shall maintain an accessible and transparent process for opting out of membership.
- f. Equality of Membership
- i. Membership rights and opportunities within the Union shall be equally available to all members, subject only to lawful eligibility requirements contained within this Constitution or applicable policy.
  - ii. The Union shall endeavour to ensure that its activities, governance, and opportunities remain accessible and inclusive to the widest possible range of students.
- g. Interpretation of Membership
- i. The Union Committee shall hold responsibility for resolving disputes relating to Union membership status, subject to any appeals or review procedures established elsewhere within this Constitution.

## Article 3 – Governance of the Union

- a. Governing Authority
  - i. The Union Committee shall act as the primary governing and decision-making body of the Union, subject to: this Constitution; applicable law; binding student referenda; and any relevant agreements with Northeastern University London.
  - ii. The Union Committee shall act in the best interests of the student membership as a whole.
  - iii. The Union Committee shall maintain accountability, transparency, and democratic oversight in its decision-making wherever reasonably practicable.
- b. Composition of the Union Committee
  - i. The Union Committee shall consist of the elected Officers of the Union as outlined in Article 4 of this Constitution.
  - ii. The Union Committee may invite Union staff, advisors, students, or external individuals to attend meetings in a non-voting advisory capacity where appropriate.
  - iii. No invited attendee who is not a constitutional Officer of the Union may vote in Union Committee decisions unless explicitly authorised elsewhere within this Constitution.
- c. Powers and Responsibilities of the Union Committee
  - i. The Union Committee shall hold responsibility for:
    - 1. the strategic direction of the Union;
    - 2. the administration and governance of Union affairs;
    - 3. oversight of Union finances, assets, and commercial operations;
    - 4. approving and overseeing Union policy;
    - 5. ensuring compliance with this Constitution and applicable law;
    - 6. safeguarding the welfare and interests of students within Union activity;
    - 7. supporting democratic engagement and representation;
    - 8. and ensuring the operational sustainability of the Union.
  - ii. The Union Committee may establish subcommittees; working groups; advisory panels; representative structures; and operational policies where deemed necessary for the effective functioning of the Union.
  - iii. Any such body established under Article 3(c)(ii) shall remain subordinate to this Constitution and accountable to the Union Committee.
- d. Meetings of the Union Committee
  - i. The Union Committee shall meet regularly during Academic Term Time.
  - ii. The President shall normally chair meetings of the Union Committee.

- iii. In the absence of the President, the responsibility of chairing meetings shall pass to an appropriate Officer as determined by Union policy or constitutional succession.
  - iv. Meetings may take place: in person; remotely; or through hybrid formats.
  - v. The Union Committee shall endeavour to circulate agendas and relevant papers in advance of meetings wherever reasonably practicable.
  - vi. Minutes of non-confidential Union Committee meetings shall be recorded and made reasonably accessible to Union members.
- e. Quorum and Voting
  - i. Quorum for Union Committee meetings shall be two-thirds (2/3) of voting Officers unless otherwise specified within this Constitution.
  - ii. Unless otherwise stated within this Constitution, decisions of the Union Committee shall be made through a simple majority vote.
  - iii. In the event of a tied vote, the Chair of the meeting shall hold a casting vote.
  - iv. Officers with a declared conflict of interest relating to a specific matter: must declare that conflict; may be required to abstain from discussion or voting; and may temporarily leave the meeting where appropriate.
  - v. Abstentions shall not count as votes cast.
- f. Conflicts of Interest
  - i. Officers, staff members, volunteers, and representatives of the Union must act in the best interests of the Union and its members.
  - ii. Any individual involved in Union decision-making must declare any actual, potential, or perceived conflict of interest.
  - iii. The Union Committee may establish further conflict of interest procedures through subsidiary policy.
- g. Confidentiality and Closed Sessions.
  - i. The Union Committee may enter confidential session where reasonably necessary for matters involving staffing; safeguarding; welfare; disciplinary processes; complaints; legal advice; financial sensitivity; or operational risk.
  - ii. Attendance during confidential sessions shall be restricted to authorised individuals as determined by the Chair.
  - iii. Individuals attending confidential sessions may be required to maintain confidentiality regarding the matters discussed.
- h. Accountability of Officers
  - i. Officers of the Union shall remain collectively and individually accountable to: the student body; this Constitution; and the governance structures of the Union.
  - ii. Officers are expected to:

1. fulfil the responsibilities of their office;
  2. attend meetings regularly;
  3. act professionally and respectfully;
  4. uphold Union policy and applicable law;
  5. and avoid conduct which may reasonably bring the Union into serious disrepute.
- iii. The Union Committee may investigate concerns relating to Officer conduct, performance, attendance, or governance responsibilities in accordance with this Constitution and associated Union policy.
- i. Emergency Powers
- i. Where immediate action is reasonably required to:
    1. protect student welfare;
    2. ensure safety;
    3. maintain legal compliance;
    4. protect Union assets;
    5. or prevent serious operational disruption

the President and relevant Officers may take temporary emergency action on behalf of the Union.
  - ii. Any emergency action taken under Article 3(i)(i) must: be proportionate; be reported to the Union Committee as soon as reasonably practicable; and remain subject to review by the Union Committee.
  - iii. Emergency powers shall not override this Constitution except where legally required or necessary to prevent immediate and serious harm.

## Article 4 – Union Officers and Sabbatical Officers

- a. The Role of Union Officers
  - i. Union officers shall act as the elected student representatives and leaders of the union.
  - ii. Officers are collectively responsible for:
    - 1. Representing the interests of students
    - 2. Supporting the effective operation of the union
    - 3. Upholding this constitution
    - 4. Maintaining the welfare, integrity and democratic functioning of the Union;
    - 5. And contributing to the strategic development of the Union.
  - iii. Officers shall exercise their responsibilities in good faith and in the best interests of the student membership.
- b. Composition of the Officer Team
  - i. President;
  - ii. Vice-President;
  - iii. Media and Communications Officer;
  - iv. Activities and Engagement Officer;
  - v. Events Officer;
  - vi. Academic Officer;
  - vii. Welfare and Inclusion Officer;
  - viii. Postgraduate Officer;
  - ix. Apprenticeship Officer;
  - x. Global Network Officer;
- c. Sabbatical Officers
  - i. The Union and University may establish full-time or part-time Sabbatical Officer positions where deemed operationally or strategically necessary.
  - ii. Sabbatical Officers may:
    - 1. Receive remuneration or salary;
    - 2. Undertake full-time union responsibilities
    - 3. And hold additional governance or operational responsibilities as determined by Union policy and applicable law.
  - iii. Sabbatical Officers shall remain accountable to:
    - 1. The student membership;
    - 2. This constitution;
    - 3. And the governance structures of the Union;
  - iv. The establishment, removal, or substantial restructuring of Sabbatical Officer positions shall require approval through constitutional or democratic procedures determined by the Union.
- d. Eligibility for Office

- i. Only current students of Northeastern University London who are members of the Union may stand for elected Union office unless otherwise specified within this constitution.
  - ii. Officers must remain eligible students for the duration of their term of office unless otherwise permitted by approved constitutional agreement.
  - iii. Specific officer positions may include additional eligibility requirements where relevant to the representation of a particular student group.
- e. Terms of Office
  - i. Officers shall normally serve for one academic year unless;
    - 1. Removed from office;
    - 2. Resigning
    - 3. Becoming ineligible
    - 4. Out of cycle election period
    - 5. Or otherwise ceasing to hold office under this constitution
  - ii. The standard terms of office and election cycle shall be determined elsewhere within this constitution.
  - iii. Officers may seek re-election unless they have been removed from office or are otherwise prohibited by this constitution.
- f. Responsibilities of Officers
  - i. All officers are expected to:
    - 1. Fulfil the duties of their office
    - 2. Attend meetings and required union activities regularly;
    - 3. Communicate professionally and respectfully;
    - 4. Act honestly and responsibly in Union matters;
    - 5. Uphold confidentiality where required;
    - 6. Comply with union policy and applicable law;
    - 7. And support and inclusive and welcoming student community
  - ii. Officers may hold additional responsibilities through;
    - 1. Union policy;
    - 2. Delegated authority;
    - 3. Committee decisions;
    - 4. Or operational necessity.
- g. Collective Responsibilities
  - i. Officers shall uphold the principle of collective responsibility in relation to official decisions of the Union Committee.
  - ii. Officers may express personal disagreement with decisions provided they:
    - 1. Do not undermine the lawful operation of the union;
    - 2. Do not breach confidentiality;
    - 3. And do not misrepresent official union policy.
- h. Resignation, Removal and Vacancies

- i. Any officer may resign from office by submitting written notice to the President or appropriate Officer.
  - ii. An officer shall automatically cease to hold office if they;
    - a. Cease to be eligible for Union membership;
    - 2. Are removed through constitutional procedures;
    - 3. Resign;
    - 4. Dies;
    - 5. Or are otherwise unable to continue their duties.
  - iii. Vacancies arising within Union office shall be addressed through the appropriate by-election or appointment procedures outlined elsewhere within this Constitution.
  - iv. Interim arrangements may be established by the Union Committee to ensure operational continuity during vacancies.
- i. Handover and Transitions
  - i. Outgoing officers are expected to support an orderly and professional transition to incoming officers.
  - ii. Officers shall provide appropriate handover information, documentation, records, access credentials, and operational guidance where reasonably practicable.
  - iii. Union property, records, accounts, equipment, and digital assets must be returned or appropriately transferred at the end of an Officer's term.
- j. Officer Conduct and Accountability
  - i. Officers are expected to uphold high standards of conduct, professionalism, integrity and accountability.
  - ii. Officers shall avoid conduct which may harm the performance or reputation of the union.
  - iii. Concerns relating to Officer conduct, performance, attendance, or governance responsibilities may be investigated in accordance with this constitution and associated union policy

## Article 5 – Roles and Responsibilities of Officers

- a. General Responsibilities of All Officers
  - i. All Officers shall:
    - 1. represent and advocate for the interests of students;
    - 2. contribute to the strategic development and effective operation of the Union;
    - 3. attend Union Committee meetings and participate actively in Union activity;
    - 4. maintain professional, respectful, and constructive communication;
    - 5. uphold this Constitution and associated Union policy;
    - 6. act in the best interests of the student membership;
    - 7. support an inclusive, safe, and welcoming student community;

8. Respect and maintain upkeep of Union space and assets;
  9. Attend all union events (excluding legitimate exceptions);
  10. and work collaboratively with fellow Officers, Union staff, student groups, and the University.
- ii. Officers may additionally undertake responsibilities delegated through:
    1. Union Committee decisions;
    2. operational necessity;
    3. Union policy;
    4. project work;
    5. or collaborative initiatives.
- b. President
- i. The President shall:
    1. act as the primary representative and spokesperson of the Union;
    2. provide strategic leadership and direction for the Union;
    3. Sit as a member of the Northeastern University London's board of Governors;
    4. chair meetings of the Union Committee unless otherwise delegated;
    5. oversee the governance, sustainability, and effective operation of the Union;
    6. represent the student body in meetings with the University, external organisations, and the wider Northeastern global network;
    7. oversee Union campaigns, strategic initiatives, and major operational projects;
    8. support and coordinate the work of Officers and Union staff;
    9. oversee the delivery of Union events, services, and activities;
    10. contribute to the oversight of Union finances, staffing, safeguarding, and commercial activity;
    11. Be the counter-signatory to the union bank account
    12. ensure compliance with relevant legislation, University policy, and this Constitution;
    13. support accountability, transparency, and democratic engagement within the Union;
    14. and support the long-term development and sustainability of the Union;
    15. Produce a yearly impact report;
    16. Produce full financial accounts for the Union with the vice-president;
    17. Managing the upkeep of Union governing documents, such as the constitution, union policies and especially the working budget alongside the vice-president;

18. Oversee the Union Admin inbox
- ii. The President may additionally:
  1. represent the Union at external conferences, partnerships, and sector events;
  2. oversee strategic planning and governance review;
  3. support major student campaigns and advocacy initiatives;
  4. and coordinate institutional relationships on behalf of the Union.
  5. Request and pitch for further funding from the University if needed;
  6. Lead and run campaigns in the interest of the student body;
  7. Hold a union-related credit card
- c. Vice-President
  - i. The Vice-President shall:
    1. support the President in the leadership, governance, and operation of the Union;
    2. support the administration and coordination of Union projects, campaigns, and initiatives;
    3. oversee governance, compliance, policy, and constitutional administration where appropriate;
    4. support financial administration, budgeting processes, and oversight of Union expenditure;
    5. Be a counter-signatory for the Union;
    6. support the coordination and accountability of Officers and Union activity;
    7. assist in responding to student concerns, complaints, and operational issues;
    8. support strategic planning and organisational development across the Union;
    9. Act as HR and Legal within the union, overseeing working rights, charity law and complaints (where relevant in the complaints policy).
    10. and act on behalf of the President where reasonably necessary.
  - ii. The Vice-President may additionally:
    1. oversee governance reviews and policy development;
    2. support operational continuity and risk management;
    3. coordinate cross-officer initiatives;
    4. and support institutional reporting and compliance processes.
    5. Hold a union-related credit card.
- d. Media Officer
  - i. The Media Officer shall:
    1. oversee the public-facing identity, communications, and branding of the Union;

2. manage and develop Union digital platforms, including social media and websites;
  3. support the promotion of Union events, campaigns, societies, and initiatives;
  4. oversee the creation and distribution of Union communications and promotional materials;
  5. monitor engagement analytics and audience interaction; support sponsorship, networking, and external promotional opportunities where appropriate;
  6. maintain the accessibility and professionalism of Union communications;
  7. produce and send out the monthly union newsletter;
  8. be the initial point of contact for union partnerships and collaborations;
  9. produce a weekly schedule of events for the student population;
  10. respond to student group requests for social media advertisement;
  11. responsible for physical advertisement on campus;
  12. Serve as a liaison between the marketing team and the student union;
  13. develop and create a communications strategy and plan for the year at the beginning of term;
  14. Manage and upkeep the Union LinkedIn;
  15. and contribute to the development of the Union's identity and student engagement strategy.
- ii. The Media Officer shall endeavour to ensure that Union communications remain:
1. accurate;
  2. accessible;
  3. inclusive;
  4. professional;
  5. and representative of the student community.
- e. Activities and Engagement Officer
- i. The Activities and Engagement Officer shall:
1. oversee societies, sports clubs, and student-led activity within the Union;
  2. support the creation, development, and sustainability of student groups;
  3. may coordinate other engagement initiatives and community-building activity;
  4. Sit as a member of the Society Budget Committee
  5. oversee society budgets with the Society Budget Committee and support processes relating to student groups;

6. coordinate major student engagement initiatives including, but not limited to, Societies Fair, Sports Day, and Husky Cup;
  7. support training, development, and guidance for student leaders and society committees;
  8. act as the primary liaison between the Union and student-led groups;
  9. and support the development of an active, inclusive, and engaging student community.
- ii. The Activities and Engagement Officer may additionally support:
    1. volunteering initiatives;
    2. student leadership development;
    3. engagement campaigns;
    4. collaborative student programming;
    5. and wider community-building activity.
- f. Events Officer
- i. The Events Officer shall:
    1. oversee the planning, coordination, and delivery of Union events and programming;
    2. coordinate venues, vendors, logistics, and operational planning for Union events;
    3. Prepare and plan event budgeting, risk assessment, accessibility, and safety procedures;
    4. contribute to the operation and oversight of Union social events and bar activity;
    5. oversee the union bar with the president and vice president including staffing, scheduling and stock;
    6. work collaboratively with Officers, societies, staff, and external partners to deliver engaging and inclusive events;
    7. support fundraising and community-building initiatives through events;
    8. contribute to the organisation of Welcome Week and other major Union activity;
    9. and oversee the maintenance and coordination of the Union events calendar.
- g. Academic Officer
- i. The Academic Officer shall:
    1. represent and advocate for the academic interests and concerns of students, including by supporting academic campaigns and feedback projects;
    2. support the student representative system and lead on communications for the system
    3. engage with student feedback initiatives, including but not limited to NSS and PTES processes;

4. attend relevant academic boards, committees, and meetings where appropriate, or delegate to another union representative where necessary;
  5. proactively support students navigating academic concerns, complaints, appeals, and academic processes;
  6. facilitate communication between students and the University on academic matters, through collaboration with student representatives and engagement with University faculty and staff;
  7. support academic advocacy, consultation, and student voice initiatives, including by coordinating regular Student Voice Café events;
  8. and contribute to improving the academic experience of students across the University.
- ii. The Academic Officer may additionally:
1. support the promotion and sourcing of academic career related activities for students;
  2. and support academic volunteering related endeavours;
- h. Welfare and Inclusion Officer
- i. The Welfare and Inclusion Officer shall:
1. support student welfare, wellbeing, accessibility, inclusion, and safety within Union activity;
  2. act as a point of contact for student welfare and inclusion concerns where appropriate;
  3. Support and encourage student safety and relevant initiatives;
  4. support campaigns and initiatives relating to mental health, accessibility, equality, diversity, inclusion, and liberation;
  5. support widening participation and community inclusion initiatives;
  6. work collaboratively with relevant University support services and departments;
  7. support students through appropriate signposting to wellbeing, hardship, scholarship, and support services;
  8. contribute to the development of safe, accessible, and welcoming Union spaces and activity;
  9. and advocate for an inclusive and supportive student experience.
- ii. The Welfare and Inclusion Officer may additionally:
1. support safeguarding and awareness initiatives;
  2. coordinate welfare campaigns;
  3. support volunteering and community initiatives;

4. and contribute to accessibility improvements across Union activity.
- i. Postgraduate Officer
    - i. The Postgraduate Officer shall:
      1. represent the interests and experiences of postgraduate students within the Union and the University;
      2. support communication and engagement with the postgraduate student community;
      3. advocate for postgraduate academic, social, and welfare concerns;
      4. support the development of postgraduate-focused societies, initiatives, and programming;
      5. contribute to postgraduate community-building and integration within the wider student body;
      6. and support initiatives relating to postgraduate wellbeing, dissertation, and research experience where appropriate.
  - j. Apprenticeship Officer
    - i. The Apprenticeship Officer shall:
      1. represent the interests and experiences of apprenticeship students within the Union and the University;
      2. support communication and engagement with apprenticeship student cohorts;
      3. advocate for apprenticeship-specific academic and student experience concerns;
      4. support the integration of apprenticeship students within the wider student community;
      5. Support the creation and growth of apprentice societies with the activities and engagement officer;
      6. collaborate with the Academic Officer and other relevant Officers where appropriate;
      7. and contribute to the development of apprenticeship-focused initiatives, engagement, and representation.
  - k. Global Network Officer
    - i. The Global Network Officer shall:
      1. represent the interests and experiences of students engaging with Northeastern University's global network;
      2. support students transitioning between Northeastern campuses and programmes;
      3. support integration and engagement between London students and the wider Northeastern global community;
      4. work collaboratively with university global mobility teams, student governments, and relevant departments;

5. support initiatives, partnerships, and events involving Northeastern's global network; contribute to the development of cross-campus collaboration and community;
6. support mobility, exchange, semester abroad, and double-degree student integration;
7. Support global initiatives and opportunities;
8. and support students with questions relating to global opportunities, transitions, and wider Northeastern engagement where appropriate.

## Article 6 – Elections and Democratic Processes

### a. Democratic Principles

- i. The Union shall operate as a democratic and student-led organisation.
- ii. Elections, voting procedures, and democratic processes within the Union shall be conducted in a manner that is:
  1. fair;
  2. transparent;
  3. accessible;
  4. accountable;
  5. and representative of the student membership.
- iii. All eligible members of the Union shall have the right to participate in Union democratic processes in accordance with this Constitution

### b. Eligibility to Vote and Stand in Elections

- i. All current members of the Union shall normally be eligible to vote in Union elections and referenda.
- ii. Candidates standing for elected office must:
  1. be members of the Union;
  2. satisfy any eligibility requirements relating to the role;
  3. comply with election rules and procedures;
  4. and remain eligible throughout the election process.
- iii. The Union may establish additional eligibility requirements where reasonably necessary for representative positions linked to specific student groups or experiences.

### c. Annual Elections

- i. The Union shall ordinarily hold annual elections for elected Officer positions.
- ii. Election timelines, nomination periods, campaign periods, voting periods, and announcement procedures shall be determined by the Union Committee and published to students in advance wherever reasonably practicable.
- iii. Elections may take place through secure digital, in-person, or hybrid voting methods as determined by the Union.

- iv. The Union shall endeavour to ensure that elections remain accessible and reasonably inclusive to all eligible students.
- d. Election Administration
  - i. The Union Committee shall ensure that elections are administered fairly and impartially.
  - ii. The Union may appoint a Returning Officer, Elections Committee, or other appropriate body to oversee elections and resolve election-related concerns.
  - iii. Individuals overseeing elections should endeavour to act impartially and in the interests of maintaining fair democratic processes.
  - iv. The Union may establish additional election procedures, guidance, and operational rules through subsidiary election policy.
- e. Voting and Election Results
  - i. Unless otherwise specified, elected positions shall ordinarily be decided by a simple majority of votes cast.
    - 1. This has to be above 10% of the undergraduate student body to close the vote.
  - ii. The Union may adopt alternative voting systems where approved through constitutional or democratic procedures.
  - iii. Election results shall normally be published to the student membership following the conclusion and verification of voting
  - iv. The Union may establish minimum turnout thresholds or validation requirements where deemed appropriate.
- f. Campaigning and Candidate Conduct
  - i. Candidates may campaign through lawful and respectful means including:
    - 1. social media;
    - 2. digital content;
    - 3. printed materials;
    - 4. public engagement;
    - 5. videos and campaign media;
    - 6. manifestos;
    - 7. and other approved campaigning methods.
  - ii. Campaigning must remain:
    - 1. respectful;
    - 2. truthful;
    - 3. non-discriminatory;
    - 4. accessible where reasonably practicable;
    - 5. and compliant with Union policy and applicable law.
  - iii. Candidates must not:
    - 1. harass, intimidate, or pressure students;
    - 2. knowingly spread false or misleading information;

3. misuse Union resources, staff support, or official Union platforms;
  4. impersonate another candidate, Officer, or representative;
  5. engage in discriminatory, abusive, or defamatory campaigning;
  6. interfere unfairly with another candidate's campaign;
  7. or use academic pressure, financial incentives, or coercion to influence votes.
- iv. Current Officers, Union staff, and individuals acting on behalf of the Union must not use official Union resources, mailing lists, social media platforms, institutional authority, or Union funds to unfairly advantage or disadvantage any candidate.
  - v. The Union may establish:
    1. campaign spending limits;
    2. digital campaigning guidance;
    3. accessibility expectations;
    4. poster and publicity rules;
    5. endorsement guidance;
    6. and additional election conduct procedures through subsidiary election policy.
  - vi. The Union is not required to hold mandatory election hustings or live candidate debates.
  - vii. The Union may instead provide alternative opportunities for candidate engagement including:
    1. candidate manifestos;
    2. digital campaign materials;
    3. moderated online content;
    4. candidate question submissions;
    5. interviews;
    6. or optional candidate forums.

g. Referenda

- i. A referendum may be held on matters significantly affecting the Union or student membership.
- ii. Referenda may be called through:
  1. a decision of the Union Committee;
  2. a valid student petition process;
  3. or other constitutional procedures established by the Union.
- iii. The Union shall publish clear information relating to referendum questions, timelines, and voting procedures wherever reasonably practicable.
- iv. Referendum outcomes shall normally be binding unless:
  1. inconsistent with applicable law;
  2. inconsistent with University obligations;
  3. or otherwise unconstitutional.

- h. Votes of No Confidence
  - i. Members of the Union shall have the right to challenge the position of an elected Officer through a Vote of No Confidence.
  - ii. A Vote of No Confidence may be initiated through:
    - 1. a petition signed by an appropriate number of Union members as determined by Union policy;
    - 2. or a supermajority vote of the Union Committee.
  - iii. The Officer concerned shall:
    - 1. be informed of the concerns raised;
    - 2. be given reasonable opportunity to respond;
    - 3. and be treated fairly throughout the process.
  - iv. Votes of No Confidence shall normally be conducted through a democratic vote of eligible Union members.
  - v. Where a Vote of No Confidence is successful, the Officer shall cease to hold office, and the vacancy shall be addressed in accordance with this Constitution.
- i. Officer Attendance, Activity and Accountability
  - i. Officers are expected to actively participate in the governance, activities, and responsibilities of the Union.
  - ii. Where an Officer repeatedly:
    - 1. fails to attend meetings without reasonable explanation;
    - 2. fails to engage with the responsibilities of their role;
    - 3. becomes uncontactable for a sustained period;
    - 4. or otherwise demonstrates persistent inactivity,
    - 5. the Union Committee may initiate a review of that Officer's position.
  - iii. Prior to any formal action:
    - 1. reasonable attempts should be made to contact and support the Officer concerned;
    - 2. the Officer shall normally be informed of concerns raised regarding their participation or activity;
    - 3. and the Officer shall be given reasonable opportunity to respond.
  - iv. Following review, the Union Committee may:
    - 1. issue recommendations or support measures;
    - 2. temporarily reassign responsibilities;
    - 3. initiate a Vote of No Confidence procedure;
    - 4. or declare the office vacant through appropriate constitutional procedures.
- j. By-Elections and Vacancies
  - i. The Union may hold by-elections to fill vacant elected Officer positions where reasonably necessary.

- ii. The Union Committee may establish interim arrangements to ensure operational continuity until a by-election or formal appointment process can take place.
  - iii. The Union may determine not to hold a by-election where:
    - 1. the remaining term of office is sufficiently short;
    - 2. operational continuity can reasonably be maintained;
    - 3. or holding a by-election would be disproportionate or impractical.
- k. Complaints and Appeals Relating to Elections
  - i. Members may submit complaints relating to election conduct, campaigning, voting procedures, or democratic processes in accordance with Union policy.
  - ii. Complaints should be considered fairly, proportionately, and without unreasonable delay.
  - iii. The Union may establish appeals procedures and sanctions relating to election misconduct through subsidiary election policy.
  - iv. Sanctions relating to election misconduct may include:
    - 1. warnings;
    - 2. campaigning restrictions;
    - 3. disqualification;
    - 4. rerunning of elections;
    - 5. or other proportionate measures deemed appropriate.
- l. Democratic Interpretation and Review
  - i. The Union Committee may establish additional democratic procedures, election guidance, and accountability mechanisms where necessary for the effective operation of the Union.
  - ii. All democratic processes established under this Article shall remain subordinate to:
    - 1. this Constitution;
    - 2. applicable law;
    - 3. and principles of fairness, accessibility, and democratic accountability.

## Article 7 – Societies, Sports Clubs and Student Groups

- a. Recognition of Student Groups
  - i. The Union shall recognise and support student-led groups that contribute positively to student life and align with the values and objectives of the Union.
  - ii. For the purposes of this Constitution: “Student Group” shall be the collective term for all recognised student-led organisations within the Union; Student Groups may be recognised as either:
    - a. Societies;

or b. Sports Clubs.

- iii. To be recognised as a Student Group, applicants must:
  - 1. submit an application through the process determined by the Union;
  - 2. provide a clear purpose and intended activities;
  - 3. identify a minimum of five Union members who wish to join the group;
  - 4. nominate an initial committee;
  - 5. and comply with any relevant Union policies and procedures.
- iv. Recognition of a Student Group shall require approval from at least two of the following Officers:
  - 1. the President;
  - 2. the Vice-President;
  - 3. the Activities and Engagement Officer.
- v. The Union may refuse recognition where a proposed Student Group:
  - 1. duplicates the purpose of an existing group without sufficient justification; presents unreasonable legal, financial, safeguarding, or operational risks;
  - 2. conflicts with the values or objectives of the Union;
  - 3. or would otherwise be unsuitable for recognition.

b. Provisional Recognition and Probationary Status

- i. Newly approved Student Groups shall ordinarily be recognised on a provisional basis for a probationary period.
- ii. The purpose of the probationary period shall be to:
  - 1. support the development of the Student Group;
  - 2. assess sustainability and member engagement;
  - 3. ensure compliance with Union policies and procedures;
  - 4. and determine whether the Student Group should receive full recognition.
- iii. The standard probationary period shall normally last one academic semester unless otherwise determined by the Activities and Engagement Officer.
- iv. During the probationary period, Student Groups shall:
  - 1. recruit and maintain active membership;
  - 2. demonstrate reasonable levels of activity and engagement;
  - 3. comply with Union policies and procedures;
  - 4. maintain a functioning committee structure;
  - 5. complete any required Union training;
  - 6. and participate in any required development activities.
- v. Probationary Student Groups shall normally hold at least one activity, event, meeting, or engagement opportunity during their probationary period.
- vi. At the conclusion of the probationary period, the Student Group may:

1. be granted full recognition;
  2. have its probationary period extended;
  3. or have recognition withdrawn.
- vii. Decisions relating to probationary status shall require approval from at least two of the following Officers:
1. the President;
  2. the Vice-President;
  3. the Activities and Engagement Officer.
- viii. Student Groups that fail to progress beyond probationary status may be dissolved without the full derecognition process outlined elsewhere within this Article.
- ix. Previously dissolved or derecognised Student Groups may apply for recognition through the standard recognition process.
- c. Status and Rights of Student Groups
- i. Recognised Student Groups shall be entitled to:
    1. Union recognition and support;
    2. participation in Union fairs and promotional opportunities;
    3. access to Union facilities and resources where available;
    4. apply for funding or budget allocations where applicable;
    5. use approved Union branding and promotional channels;
    6. and participate in Student Group development opportunities.
  - ii. Recognition as a Student Group does not create an independent legal entity separate from the Union.
- d. Student Group Committees
- i. Each Student Group shall maintain a committee consisting of:
    1. a President;
    2. a Secretary;
    3. a Treasurer.
  - ii. Student Groups may additionally establish:
    1. a Vice-President;
    2. or other committee positions where appropriate.
  - iii. Committee members must:
    1. be Union members;
    2. remain eligible throughout their term of office;
    3. and comply with Union policies and procedures.
  - iv. Student Groups shall hold democratic elections for committee positions at least once per academic year.
  - v. Student Groups shall undertake reasonable handover procedures between outgoing and incoming committee members.
  - vi. Committee members may be required to complete training, inductions, or development activities reasonably required by the Union.

- vii. Failure to complete mandatory training may result in restrictions being placed upon Student Group activity until the requirement has been fulfilled.
  - viii. Student Groups may be required to maintain a constitution or governing document in a format approved by the Union.
- e. Responsibilities of Student Groups
- i. Student Groups are expected to:
    - 1. operate in a lawful, safe, and responsible manner;
    - 2. act in accordance with Union policy;
    - 3. contribute positively to the student experience;
    - 4. foster an inclusive and welcoming environment;
    - 5. uphold the reputation of the Union;
    - 6. and maintain effective governance and leadership.
  - ii. Student Groups shall normally organise and deliver at least two activity, event, meeting, competition, campaign, or engagement opportunity per academic semester.
  - iii. Student Groups must not engage in conduct that:
    - 1. discriminates unlawfully against individuals or groups;
    - 2. creates unreasonable safeguarding concerns;
    - 3. misuses Union resources;
    - 4. or otherwise brings the Union into serious disrepute.
  - iv. Student Groups shall use names, branding, logos, and promotional materials responsibly and must not:
    - 1. falsely imply official University authority;
    - 2. misrepresent the Union;
    - 3. infringe intellectual property rights;
    - 4. or otherwise create confusion regarding their status.
- f. Finance and Funding
- i. Student Groups may apply for and receive funding, grants, sponsorship, fundraising income, membership income, and other approved financial support.
  - ii. Student Groups may establish membership fees where:
    - 1. the fee is reasonable and proportionate;
    - 2. the purpose of the fee is clearly communicated to members; and the fee complies with Union financial procedures and approval processes.
  - iii. Student Groups may seek and receive sponsorship from external organisations, subject to any sponsorship approval procedures established by the Union.
  - iv. Sponsorship arrangements, membership income, fundraising income, ticket income, and other externally generated funds must be declared to the Union in accordance with Union financial procedures.
  - v. Student Groups may retain and utilise funds generated through:

1. sponsorship;
2. membership fees;
3. fundraising activities;
4. ticket sales;
5. and other approved income-generating activities, provided that such funds are administered in accordance with Union financial procedures.
- vi. Student Groups must comply with Union financial procedures, policies, reporting requirements, and approval processes.
- vii. Student Groups may be required to provide budgets, receipts, expenditure records, sponsorship agreements, financial information, or reports where reasonably requested by the Union.
- g. Events, Activities and Risk Management
  - i. Student Groups may organise events, activities, trips, competitions, campaigns, and other initiatives consistent with their purpose.
  - ii. Student Groups must obtain any approvals required by Union policy before undertaking activities involving:
    1. significant expenditure;
    2. travel;
    3. external speakers;
    4. alcohol;
    5. overnight stays;
    6. elevated safeguarding risks;
    7. or other higher-risk activity.
  - iii. Student Groups may be required to complete:
    1. risk assessments;
    2. event plans;
    3. safeguarding documentation;
    4. financial documentation;
    5. or other operational requirements determined by the Union.
  - iv. Student Groups inviting external speakers, performers, trainers, or guests must comply with relevant Union and University procedures.
  - v. Student Groups must not enter contractual agreements on behalf of the Union unless expressly authorised to do so.
  - vi. The Union may temporarily suspend specific activities or events where reasonably necessary for safeguarding, legal, financial, reputational, or operational reasons.
- h. Sports Clubs
  - i. Sports Clubs shall be recognised Student Groups whose primary purpose involves sporting participation, competition, recreation, coaching, or physical activity.
  - ii. Sports Clubs may be subject to additional requirements relating to:
    1. safety;

2. training;
3. insurance;
4. competition rules;
5. governing body requirements;
6. and risk management.
- iii. The Activities and Engagement Officer shall ordinarily act as the primary liaison between the Union and recognised Sports Clubs.
- iv. The university may have direction over sports where they provide funding, as outlined in memorandum of understanding.
- i. Conduct and Complaints
  - i. Student Groups and their committee members remain accountable to the Union.
  - ii. Concerns relating to:
    1. misconduct;
    2. discrimination;
    3. bullying;
    4. harassment;
    5. safeguarding;
    6. financial mismanagement;
    7. or serious breaches of Union policy may be investigated in accordance with Union procedures.
  - iii. The Union may require corrective actions, training, governance changes, committee restructuring, financial reviews, or other reasonable measures following investigation.
  - iv. The Union may mediate disputes between Student Groups where appropriate.
- j. Suspension, Derecognition and Appeals
  - i. The Union may suspend or derecognise a Student Group where:
    1. membership falls below five members for a sustained period;
    2. the group becomes inactive;
    3. serious misconduct occurs;
    4. Union policies are repeatedly breached;
    5. financial procedures are ignored;
    6. mandatory training requirements are not met;
    7. significant safeguarding concerns arise;
    8. significant legal or operational concerns arise;
    9. or the Student Group otherwise acts in a manner inconsistent with this Constitution.
  - ii. The Union may temporarily suspend a Student Group while concerns are investigated.
  - iii. Any decision to suspend or derecognise a Student Group shall normally require approval from:
    1. the President;

2. the Vice-President;
3. and the Activities and Engagement Officer.
- iv. Prior to any decision:
  1. the Student Group shall normally be informed of the concerns raised;
  2. reasonable efforts shall be made to engage with the committee;
  3. and the Student Group shall be given reasonable opportunity to respond.
- v. Student Groups may appeal decisions relating to:
  1. recognition;
  2. probationary status;
  3. suspension;
  4. Derecognition;
  5. or other significant sanctions.
- vi. Appeals must normally be submitted in writing within ten Working Days of the decision being communicated.
- vii. Appeals shall be considered by a panel consisting of Officers who were not directly involved in the original decision.
- viii. The appeals panel may:
  1. uphold the original decision;
  2. amend the original decision;
  3. overturn the original decision;
  4. or return the matter for further review.
- ix. The decision of the appeals panel shall be final.

## Article 8 – Finance, Assets and Commercial Activity

### a. Financial Principles

- i. The Union shall manage its finances in a responsible, transparent, and accountable manner.
- ii. Union funds, assets, and resources shall be used solely in furtherance of the Union's objects and for the benefit of its members.
- iii. The Union shall seek to ensure that financial decisions are:
  1. prudent;
  2. sustainable;
  3. lawful;
  4. and in the best interests of the student membership.
- iv. The Union shall seek to maintain appropriate financial reserves where reasonably practicable.

### b. Financial Oversight

- i. The Union Committee shall hold ultimate responsibility for the financial oversight of the Union.
- ii. The President and Vice-President shall be responsible for the day-to-day oversight of Union finances and financial administration.

- iii. The Union shall maintain appropriate financial procedures, controls, and approval processes.
  - iv. All Officers, staff, Student Groups, and individuals handling Union funds must comply with Union financial procedures.
- c. Budgeting and Financial Planning
  - i. The President and Vice-President shall prepare an annual budget for the Union.
  - ii. The proposed budget shall be presented to the Union Committee for review and approval.
  - iii. The Union Committee may amend, approve, or reject proposed budgets.
  - iv. The Union may revise budgets during the academic year where reasonably necessary.
  - v. Financial planning should seek to support:
    - 1. the long-term sustainability of the Union;
    - 2. student activities and services;
    - 3. operational requirements;
    - 4. and strategic priorities.
- d. Income and Revenue
  - i. The Union may generate income through:
    - 1. University funding or grants;
    - 2. sponsorship and partnership arrangements;
    - 3. fundraising activities;
    - 4. ticket sales;
    - 5. commercial activities;
    - 6. merchandise sales;
    - 7. membership fees;
    - 8. investments where permitted by law;
    - 9. and any other lawful source of income.
  - ii. Income generated by the Union shall be used in furtherance of the Union's objects and activities.
- e. Sponsorship and Partnerships
  - i. The Union and its Student Groups may enter sponsorship and partnership arrangements with external organisations.
  - ii. Sponsorship arrangements must comply with Union policies and approval procedures.
  - iii. The Union Committee shall determine sponsorship approval procedures and delegated authority arrangements.
  - iv. The Union may refuse sponsorship or partnership arrangements where they:
    - 1. conflict with the Union's values or objectives;
    - 2. create unreasonable legal, reputational, financial, or safeguarding risks;

3. or are otherwise deemed unsuitable.
- f. Student Group Finances
    - i. Student Groups may receive:
      1. Union funding;
      2. sponsorship income;
      3. membership fee income;
      4. fundraising income;
      5. ticket income;
      6. and other approved sources of funding.
    - ii. Student Groups may retain and utilise income generated through their activities, subject to Union financial oversight and procedures.
    - iii. All Student Group finances shall remain subject to:
    - iv. Union financial procedures;
    - v. reporting requirements;
    - vi. auditing or review processes;
    - vii. and financial oversight mechanisms established by the Union.
    - viii. Student Groups may be required to provide budgets, receipts, expenditure records, sponsorship agreements, and financial reports where reasonably requested.
  - g. Commercial Activity
    - i. The Union may undertake commercial activities in support of its objects and operations.
    - ii. Commercial activities may include:
      1. operation of bars, caf  s, or hospitality services;
      2. ticketed events;
      3. merchandise sales;
      4. sponsorship arrangements;
      5. fundraising initiatives;
      6. and other lawful income-generating activities.
    - iii. Commercial activities shall be managed in accordance with applicable law, University requirements, and Union policy.
    - iv. Income generated through commercial activities shall be applied for the benefit of the Union and its members.
  - h. Assets and Property
    - i. All assets, equipment, stock, intellectual property, branding, digital platforms, and property acquired or held by the Union shall remain the property of the Union unless otherwise determined.
    - ii. Assets purchased, acquired, or maintained by Student Groups using Union-administered funds shall remain subject to Union ownership and oversight.
    - iii. The Union shall maintain appropriate records of significant assets where reasonably practicable.

- iv. Union property and assets shall not be used for personal benefit except where expressly authorised.
- i. Staffing and Operational Resources
  - i. The Union may employ staff, engage contractors, or otherwise obtain operational support where reasonably necessary.
  - ii. The President and Vice-President shall ordinarily oversee staff management arrangements on behalf of the Union.
  - iii. Staff shall operate in accordance with applicable law, employment obligations, and Union procedures.
  - iv. Nothing within this Article shall prevent the University or another appropriate body from employing or administering contractual arrangements for Sabbatical Officers or other representatives associated with the Union.
- j. Financial Reporting and Records
  - i. The Union shall maintain accurate financial records.
  - ii. The Union shall prepare and publish an annual financial report for its members.
  - iii. Financial reports should provide reasonable information regarding:
    - 1. income;
    - 2. expenditure;
    - 3. assets;
    - 4. liabilities;
    - 5. and the overall financial position of the Union.
  - iv. Financial records shall be retained in accordance with applicable law and Union procedures.
- k. Emergency Financial Authority
  - i. Where urgent action is reasonably necessary to protect the Union, its members, staff, assets, or operations, emergency expenditure may be authorised by the President and Vice-President.
  - ii. Any emergency expenditure shall be reported to the Union Committee as soon as reasonably practicable.
  - iii. Emergency expenditure shall remain subject to subsequent review through normal Union governance procedures.

## Article 9 – Staff, Employment and Volunteers

- a. Staff and Operational Support
  - i. The Union may employ staff, engage contractors, consultants, or other professional support where reasonably necessary to support its operations, services, activities, and strategic objectives.
  - ii. Staff may be employed on a full-time, part-time, casual, temporary, or fixed-term basis in accordance with applicable law and Union procedures.

- iii. The Union may engage external professional services where specialised expertise, operational support, or legal compliance requires such arrangements.
  - iv. Nothing within this Constitution shall prevent the University or another appropriate body from employing or administering contractual arrangements for Sabbatical Officers or other representatives associated with the Union.
- b. Management of Staff
  - i. The President and Vice-President shall ordinarily oversee staff management arrangements on behalf of the Union.
  - ii. Staff oversight shall be exercised jointly by the President and Vice-President wherever reasonably practicable.
  - iii. The President and Vice-President may delegate operational supervision responsibilities where appropriate.
  - iv. Staff shall remain accountable through the management and reporting structures established by the Union.
  - v. Staff management arrangements shall comply with applicable law, employment obligations, and Union procedures.
- c. Volunteers
  - i. The Union recognises the important contribution made by volunteers to the operation and development of the Union.
  - ii. For the purposes of this Constitution, volunteers may include: elected Officers; Student Group committee members; student representatives; event volunteers; campaign volunteers; and other individuals contributing their time and skills without employment status.
  - iii. Volunteers shall not be considered employees of the Union solely by virtue of holding elected, representative, or voluntary positions.
  - iv. The Union shall seek to provide volunteers with appropriate support, guidance, training, and opportunities for development.
- d. Rights and Expectations of Volunteers
  - i. Volunteers shall be treated with dignity, fairness, and respect.
  - ii. Volunteers are expected to: act in accordance with this Constitution; comply with relevant Union policies and procedures; behave responsibly and professionally; contribute positively to the student community; and uphold the values and objectives of the Union.
  - iii. Volunteers may be required to complete training, inductions, or development activities relevant to their role.
  - iv. The Union shall seek to provide a safe, inclusive, and supportive environment for volunteers.
- e. Employment Matters, Conduct and Welfare
  - i. The Union shall maintain appropriate procedures relating to: recruitment; employment; performance management; grievances;

- disciplinary matters; wellbeing; equality, diversity, and inclusion; and other employment-related matters.
- ii. Employment matters shall be managed fairly, reasonably, and in accordance with applicable law.
- iii. Staff shall be entitled to access appropriate grievance and complaint procedures.
- iv. Staff disciplinary matters shall be addressed through established procedures and appropriate investigation where necessary.
- v. The Union shall seek to promote the wellbeing, safety, and professional development of staff.
- f. Professional Relationships and Conflicts of Interest
  - i. Staff, Officers, and volunteers shall maintain professional and respectful working relationships.
  - ii. Individuals involved in decision-making relating to recruitment, supervision, promotion, disciplinary action, remuneration, or performance management shall declare any actual, potential, or perceived conflicts of interest.
  - iii. No Officer shall ordinarily exercise sole supervisory authority over: a close family member; a partner; a member of their household; or any individual where a significant conflict of interest may reasonably arise.
  - iv. Where such circumstances occur, appropriate safeguards, oversight arrangements, or alternative reporting structures shall be implemented.
  - v. The Union may establish additional conflict of interest requirements through policy.
- g. Delegation and Operational Authority
  - i. The Union may delegate operational responsibilities to staff, contractors, volunteers, committees, or other authorised individuals where appropriate.
  - ii. Delegation of responsibility shall not remove the accountability of the Union's governance structures under this Constitution.
  - iii. Individuals exercising delegated authority shall remain accountable to the Union and act within the limits of their delegated responsibilities.
  - iv. The Union Committee may establish additional arrangements relating to delegated authority and operational decision-making where reasonably necessary.
- h. Recognition and Appreciation
  - i. The Union recognises the significant contribution made by staff and volunteers to the success of the Union.
  - ii. The Union shall endeavour to foster a culture of respect, collaboration, inclusion, development, and recognition across all areas of Union activity.

- iii. The Union may establish awards, recognition schemes, training opportunities, or other initiatives to celebrate and support staff and volunteers.

## Article 10 – Media, Communications and Data Protection

### a. Communications

- i. The Union shall maintain appropriate communication channels to inform Members about its activities, decisions, opportunities, services and campaigns.
- ii. The Union may communicate through any appropriate medium, including digital platforms, social media, websites, newsletters, publications, events and other forms of communication.
- iii. The President, Vice-President, authorised Officers and authorised members of staff may make official statements on behalf of the Union within their areas of responsibility.
- iv. No individual Member may represent themselves as speaking on behalf of the Union unless authorised to do so.

### b. Student Media

- i. The Union may support and facilitate student-led media, including publications, broadcasts, digital media and other forms of student expression.
- ii. Recognised student media shall be editorially independent and free from undue interference by the Union, University or any external organisation, subject to the law, this Constitution and Union policies.
- iii. The Union may establish procedures governing the recognition, funding and operation of student media.
- iv. Nothing in this Article shall prevent the Union from taking action where content is unlawful, constitutes misconduct, presents a safeguarding concern, or creates a significant risk to the Union's legal obligations.

### c. Branding, Digital Assets and Intellectual Property

- i. The Union shall retain ownership of its;
  - 1. Name;
  - 2. Branding;
  - 3. Logos;
  - 4. Publications;
  - 5. Websites;
  - 6. digital platforms;
  - 7. and other intellectual property unless otherwise agreed.
- ii. All Union-managed communication channels, social media accounts, websites, mailing lists, databases, software platforms and other digital

- assets shall remain the property of the Union regardless of the individual responsible for their creation or management.
- iii. Officers, staff, volunteers and Members shall cooperate with any reasonable request to transfer access, credentials, records or administration rights relating to Union-owned assets.
  - iv. The use of Union branding by Members, societies, sports clubs or external organisations may be regulated through Union policy.
- d. Artificial Intelligence and Digital Communications
- i. The Union may use artificial intelligence and other digital tools to support its communications, administration and services.
  - ii. The use of such tools shall remain subject to appropriate human oversight, accountability, privacy protections and applicable law.
  - iii. The Union may adopt policies governing the responsible, ethical and transparent use of artificial intelligence.
  - iv. The union will declare when there is use of artificial intelligence in its digital communications.
- e. Data Protection
- i. The Union shall process personal data in accordance with applicable data protection legislation and recognised good practice.
  - ii. The Union shall take reasonable steps to ensure that personal information is collected, stored, used and disposed of securely.
  - iii. Members shall have the rights afforded to them under applicable data protection legislation.
  - iv. The Union may adopt policies governing data protection, privacy, information security and records management.
- f. Confidentiality
- i. Officers, staff, volunteers and representatives of the Union shall respect the confidentiality of information obtained through their roles, except where disclosure is required by law, safeguarding obligations or authorised Union procedures.
  - ii. Confidential information must not be used for personal advantage or disclosed without proper authority.
- g. Records
- i. The Union shall maintain appropriate records of its governance, finances, elections, memberships, activities and decisions.
  - ii. Records shall be retained and managed in accordance with legal requirements and Union policies.
  - iii. The Union shall take reasonable steps to preserve institutional knowledge and ensure the orderly transfer of information, records and responsibilities between successive Officers, representatives and staff.

## Article 11 – Welfare, Safeguarding and Conduct

- a. Commitment to Student Welfare
  - i. The Union shall promote the welfare, wellbeing, safety and inclusion of its Members.
  - ii. The Union shall seek to create a welcoming, supportive and respectful environment in which all Members can participate fully in Union activities and democratic processes.
  - iii. The Union may provide welfare support, signposting, campaigns, training, peer support initiatives and other services intended to benefit Members.
- b. Safeguarding
  - i. The Union shall take reasonable steps to safeguard the wellbeing and safety of Members, volunteers, Officers, staff and participants in Union activities.
  - ii. The Union shall maintain appropriate safeguarding arrangements and may adopt policies, procedures and training requirements relating to safeguarding.
  - iii. Where safeguarding concerns arise, the Union may take reasonable action to reduce risk, support affected individuals and refer matters to appropriate services or authorities where necessary.
- c. Relationship with University Policies
  - i. The Union shall work constructively with the University to promote a safe, respectful and inclusive community.
  - ii. The Union may have regard to relevant University policies and procedures relating to safeguarding, harassment, discrimination, misconduct, dignity and respect, provided that the Union remains independent in its governance and decision-making.
  - iii. Nothing in this Constitution shall require the Union to duplicate University disciplinary or regulatory processes.
- d. Support and Referral
  - i. The Union shall not ordinarily act as an investigative body in matters concerning student welfare, misconduct, harassment, discrimination or safeguarding.
  - ii. Where appropriate, the Union may support Members by providing advice, advocacy, representation, signposting or referral to relevant University departments, external organisations or specialist services.
  - iii. The Union may encourage Members to report concerns to appropriate authorities but shall respect individual autonomy wherever reasonably possible.
  - iv. The student union sabbatical president will operate as a mandatory reporter.
  - v. Student Union officers will not operate as mandatory reporters.
- e. Confidentiality and Disclosure

- i. The Union shall seek to maintain the confidentiality of welfare-related disclosures made by Members.
  - ii. Officers, staff and volunteers shall not be required by this Constitution to report disclosures without the consent of the individual concerned.
  - iii. However, confidentiality may be limited where there is a reasonable belief that:
    - 1. a person faces a serious or immediate risk of harm;
    - 2. a safeguarding obligation arises under law;
    - 3. disclosure is necessary to protect the safety of an individual or the wider community.
    - 4. Where reasonably practicable, the individual concerned should be informed before information is shared.
- f. Standards of Conduct
  - i. All Members participating in Union activities shall treat others with dignity, respect and fairness.
  - ii. The Union shall not tolerate:
    - 1. Unlawful discrimination;
    - 2. Harassment;
    - 3. Bullying;
    - 4. Victimisation;
    - 5. Abuse;
    - 6. or other serious misconduct.
  - iii. The Union may adopt codes of conduct, behavioural expectations and related policies governing participation in Union activities.
- g. Events and Activities
  - i. The Union shall take reasonable steps to ensure that its events, activities, societies, sports clubs and services are conducted in a safe and responsible manner.
  - ii. The Union may establish risk management, health and safety, safeguarding and conduct requirements for participation in Union activities.
- h. Training and Awareness
  - i. The Union may provide:
    - 1. Training;
    - 2. Guidance;
    - 3. Safeguarding;
    - 4. Inclusion;
    - 5. Consent;
    - 6. bystander intervention;
    - 7. Equality, diversity and other related matters.
  - ii. Officers, representatives, volunteers and staff may be required to undertake relevant training appropriate to their roles.

## Article 12 – Complaints, Discipline and Disputes

- a. Purpose
  - i. The Union shall maintain fair, transparent and proportionate procedures for handling complaints, disputes and disciplinary matters arising within its activities, services and governance.
  - ii. The Union may adopt policies and procedures governing complaints, investigations, disciplinary action, appeals and dispute resolution.
- b. Complaints
  - i. Any Member may submit a complaint regarding:
    - 1. the conduct of an Officer, representative, volunteer or participant in Union activities;
    - 2. the actions or decisions of a Union body;
    - 3. the conduct of a society, sports club or other recognised student group;
    - 4. the delivery of Union services, events or activities.
  - ii. The Union shall take reasonable steps to consider complaints in a timely and impartial manner.
  - iii. The complaint shall be raised in accordance with the complaints policy.
  - iv. The complaint should otherwise be raised to the vice-president. If the vice-president is a subject of the complaint, it should be raised to the president.
  - v. Where the complaint involves either the president or vice-president, the complaint should be raised to the line-manager of the sabbatical president.
- c. Informal Resolution
  - i. Where appropriate, the Union should seek to resolve concerns through informal discussion, mediation, clarification or other early resolution processes.
  - ii. Nothing in this Article prevents the Union from proceeding directly to formal processes where the seriousness of the matter requires it.
- d. Fair Process
  - i. Any person subject to a complaint, investigation or disciplinary process shall be entitled to:
    - 1. be informed of the substance of the concern;
    - 2. have a reasonable opportunity to respond;
    - 3. be treated fairly and without bias; and
    - 4. receive information about any decision affecting them.
  - ii. No person shall participate in the determination of a matter where they have a conflict of interest.
- e. Interim Measures
  - i. Where there are reasonable grounds to believe that an individual, group or activity presents a significant safeguarding, conduct,

- operational or reputational risk to the Union or its Members, temporary measures may be imposed pending investigation or resolution.
- ii. Such measures may include temporary suspension from specified activities, events, positions, responsibilities or Union privileges.
  - iii. Any interim measure shall be proportionate, reviewed regularly and shall not in itself be taken as evidence of wrongdoing.
  - iv. The authority to impose interim measures shall be determined by Union policy.
- f. Disciplinary Action
- i. Where misconduct is established, the Union may take proportionate action including:
    - 1. advice, guidance or training requirements;
    - 2. formal warnings;
    - 3. restrictions on participation in specified Union activities;
    - 4. suspension from Union activities, positions or privileges;
    - 5. removal from an appointed or elected Union position in accordance with this Constitution;
    - 6. Or withdrawal of recognition, funding or privileges from a society, sports club or student group.
  - ii. Any action taken shall be proportionate to the nature and seriousness of the matter.
- g. Complaints Against Officers
- i. Complaints concerning elected Officers shall be considered through a process that is independent of the Officer concerned.
  - ii. No Officer who is the subject of a complaint may participate in the investigation, consideration or determination of that complaint.
  - iii. The Union may establish panels, committees or other arrangements to consider complaints against Officers in accordance with Union policy.
- h. Appeals
- i. The Union shall provide a mechanism through which decisions made under complaints or disciplinary procedures may be reviewed or appealed.
  - ii. Grounds for appeal may include:
    - 1. procedural error,
    - 2. new evidence,
    - 3. bias,
    - 4. disproportionality
    - 5. or other grounds specified in Union policy.
- i. Relationship with University Procedures
- i. The Union shall not ordinarily investigate matters that fall primarily within the jurisdiction of the University, law enforcement agencies, regulatory bodies or other competent authorities.

- ii. Where a matter is being considered through a University or external process, the Union may suspend, defer or limit its own procedures pending the outcome of that process.
  - iii. Nothing in this Article prevents the Union from taking reasonable interim measures to protect individuals, activities or the interests of the Union.
- j. Vexatious or Abusive Complaints
  - i. The Union may decline to progress complaints that are frivolous, vexatious, malicious or constitute an abuse of process.
  - ii. Any such decision shall be made fairly and in accordance with Union policy.
- k. Disputes Between Student Groups
  - i. The Union may facilitate mediation, arbitration or other dispute resolution processes where disagreements arise between societies, sports clubs, representatives or other recognised groups.
  - ii. The Union may make decisions necessary for the effective operation of its activities where disputes cannot otherwise be resolved.

## Article 13 – Advisory Board and Oversight

- a. Establishment
  - i. The Union may establish an Advisory Board to provide independent advice, support and oversight in relation to the Union’s governance, finances, strategy and long-term development.
  - ii. The Advisory Board shall act in an advisory capacity and shall not exercise executive authority over the Union.
- b. Composition
  - i. The composition, appointment and terms of office of Advisory Board members shall be determined by Union policy.
  - ii. The Advisory Board may include current students, Officers, staff, alumni, University representatives and external individuals with relevant expertise.
  - iii. The Union shall seek to ensure that the Advisory Board collectively possesses appropriate knowledge and experience in areas such as governance, finance, legal compliance, student representation, charity governance, organisational development and higher education.
- c. Functions
  - i. The functions of the Advisory Board may include:
    - 1. providing advice and guidance to Officers, staff and Union bodies;
    - 2. reviewing governance, financial management, risk and compliance arrangements;
    - 3. supporting strategic planning and organisational development;

4. promoting continuity and institutional knowledge;
  5. offering independent perspectives on matters affecting the Union; and
  6. making recommendations for the improvement of the Union's activities, services and governance.
- d. Independence and Democratic Authority
- i. The Advisory Board shall respect the democratic authority of Members and elected representatives.
  - ii. The Advisory Board shall not:
    1. override decisions properly made under this Constitution;
    2. direct the day-to-day activities of Officers, staff or Union bodies;
    3. interfere with elections, referenda or other democratic processes.
- e. Reporting
- i. The Advisory Board may provide reports, recommendations or observations to the Union Committee, Members or other Union bodies.
  - ii. Union bodies shall give due consideration to any recommendations made by the Advisory Board but shall not be bound by them unless otherwise required by law.
- f. Future Governance Arrangements
- i. Nothing in this Article prevents the Union from adopting alternative governance arrangements where required by law, regulation, charitable status, incorporation or other organisational developments, provided that any such changes are made in accordance with this Constitution.

## Article 14 – Constitutional Amendments

- a. Amendment of the Constitution
- i. This Constitution may be amended by the Members in accordance with this Article.
  - ii. No amendment shall take effect unless adopted through the procedures set out in this Constitution.
- b. Proposing Amendments
- i. Proposed amendments may be submitted by:
    1. the Union Committee;
    2. the President;
    3. a constitutional review process authorised by the Union Committee;
    4. a petition signed by at least twenty Members or one percent of the Membership, whichever is greater.
  - ii. The Union Committee shall make reasonable arrangements for proposed amendments to be considered by Members.

- c. Notice
  - a. Members shall be provided with reasonable notice of large proposed constitutional amendment.
  - b. Notice shall include:
    - i. the proposed wording;
    - ii. an explanation of the purpose and effect of the amendment;
    - iii. details of the process through which Members may consider and vote upon the proposal.
- d. Approval
  - i. A constitutional amendment shall be approved if:
    - 1. it receives the support of at least two-thirds of votes cast; and;
    - 2. any additional requirements imposed by law or regulation have been satisfied.
  - ii. Unless otherwise determined by Union policy, constitutional amendments shall be decided through a referendum of Members.
- e. Minor and Administrative Amendments
  - i. The Union Committee may approve minor amendments that:
    - 1. correct typographical, grammatical or formatting errors;
    - 2. update references to legislation, policies, job titles or organisational structures; or
    - 3. resolve ambiguities where the original intent of the Constitution is not materially altered.
  - ii. Any amendment made under this section shall be reported to Members and shall not substantially alter the rights, powers, responsibilities or governance arrangements established by this Constitution.
- f. Constitutional Review
  - i. The Union may periodically review this Constitution to ensure that it remains effective, lawful and appropriate for the needs of the Membership.
  - ii. A constitutional review may result in recommendations for amendment in accordance with this Article.
- g. Interpretation
  - i. Where uncertainty arises regarding the interpretation of this Constitution, the Union Committee may issue a temporary interpretation pending any amendment or clarification.
  - ii. Such interpretations shall be consistent with the purpose and spirit of this Constitution and shall not override its express provisions.
- h. Protection of Democratic Rights
  - i. No amendment shall remove or substantially restrict the right of Members to participate in the democratic governance of the Union, including;
    - 1. the right to vote,
    - 2. stand for elected office,

3. submit proposals
  4. or hold representatives accountable,
  5. unless approved through a referendum of Members.
- ii. Any such amendment shall be clearly identified as affecting democratic rights during the amendment process.

## Article 15 – Dissolution of the Union

- a. Dissolution
  - i. The Union may only be dissolved in accordance with this Article.
  - ii. Dissolution shall be considered a measure of last resort and shall only occur where the continued operation of the Union is no longer reasonably practicable or sustainable.
- b. Proposal for Dissolution
  - i. A proposal to dissolve the Union may only be made by:
    1. a resolution of the Union Committee supported by at least two-thirds of its members;
    2. a petition signed by at least ten percent of the Membership.
  - ii. Any proposal for dissolution shall include a statement explaining the reasons for the proposal and the anticipated consequences of dissolution.
- c. Notice
  - i. Members shall be provided with reasonable notice of any proposal to dissolve the Union.
  - ii. The notice shall include:
    1. the reasons for the proposal;
    2. the implications for Members;
    3. any arrangements proposed for the disposal of assets, liabilities and records; and
    4. details of the voting process
- d. Approval
  - i. The Union shall only be dissolved if:
    1. the proposal is approved by at least two-thirds of votes cast in a referendum of Members;
    2. any legal, regulatory or contractual requirements have been satisfied.
- e. Assets and Liabilities
  - i. Upon dissolution, the Union's assets, funds and property shall first be applied towards the settlement of any outstanding liabilities and obligations.
  - ii. Any remaining assets shall be transferred to an organisation, institution or charitable body whose purposes are substantially similar to those of

- the Union, as determined through the dissolution process and subject to any legal requirements.
- iii. No Member shall receive any financial distribution or personal benefit arising from the dissolution of the Union.
- f. Records and Continuity
- i. Reasonable steps shall be taken to preserve records of the Union and ensure an orderly conclusion of its affairs.
  - ii. Where appropriate, arrangements may be made for relevant records, archives and historical materials to be retained by the University or another suitable body.
- g. Student Representation
- i. Where the Union is dissolved, reasonable efforts shall be made to ensure that arrangements for student representation are considered and communicated to Members.
  - ii. Nothing in this Article shall require the University or any other organisation to establish a successor body.

## Article 16 – Further Policies

- a. Adoption of Policies
- i. The Union may adopt, amend and withdraw policies, procedures, regulations, codes of conduct and other governing documents necessary for the effective administration of its activities, services and governance.
  - ii. Such policies shall be consistent with this Constitution.
- b. Status of Policies
- i. Policies adopted by the Union shall be binding upon Union bodies, Officers, representatives, volunteers, staff, societies, sports clubs and Members where applicable.
  - ii. No policy shall override, contradict or diminish the provisions of this Constitution.
  - iii. Where a conflict arises between a policy and this Constitution, the Constitution shall prevail.
- c. Authority
- i. The Union Committee shall be responsible for approving, reviewing and maintaining Union policies unless otherwise provided by this Constitution.
  - ii. The Union Committee may delegate responsibility for drafting, implementing or reviewing policies where appropriate.
- d. Publication and Accessibility
- i. The Union shall take reasonable steps to ensure that its current policies are accessible to Members.

- ii. Policies affecting Members should be communicated clearly and made available through appropriate channels.
- e. Review
  - i. The Union may periodically review its policies to ensure that they remain effective, lawful and appropriate to the needs of the Membership.
  - ii. Policies may be amended or withdrawn where necessary.
- f. Recommended Policies
  - i. The Union may maintain policies relating to matters including, but not limited to:
    - 1. elections and referenda;
    - 2. finance and expenditure;
    - 3. societies and sports clubs;
    - 4. complaints and discipline;
    - 5. safeguarding and welfare;
    - 6. equality, diversity and inclusion;
    - 7. health and safety;
    - 8. data protection and information security;
    - 9. staff and volunteer management;
    - 10. risk management;
    - 11. media and communications;
    - 12. artificial intelligence and digital technologies; and
    - 13. any other matter relevant to the operation of the Union.
- g. Residual Authority
  - i. Where this Constitution does not make specific provision for a matter, the Union Committee may make reasonable decisions necessary for the effective operation of the Union, provided that such decisions are consistent with the purpose, principles and provisions of this Constitution.
  - ii. Such decisions shall remain subject to the democratic accountability mechanisms established by this Constitution.
- h. Policy Register
  - i. The Union shall maintain a register of its current policies, procedures, regulations and other governing documents.
  - ii. The register shall be made reasonably accessible to Members and updated as necessary to reflect the current position of the Union.
  - iii. Where a policy, procedure or governing document has been amended, replaced or withdrawn, the Union may retain appropriate records of previous versions for governance, accountability and institutional memory purposes.