

Durham Students' Union

Standing Orders

These Standing Orders were updated on 16 May 2019.

Preamble

These Standing Orders should be read in conjunction with the Articles of Association of Durham Students' Union and any appendices and annexes attached herewith.

Terms used in these Standing Orders shall be as defined in the Articles of Association. The following terms which are not defined in the Constitution shall have the following meanings unless the context otherwise requires:-

“Colleges” Those Maintained Colleges and Recognised Colleges as defined by the University;

“Course” A programme or course of study leading to a qualification awarded by the University;

“Course Constituency” An electoral constituency based upon Course cohort structures;

“Faculty” An aggregate of areas of academic study as defined by the University;

“Officer” The elected officers of the Union, including Sabbatical Trustees;

“Secretary” The University Secretary.

Standing Order A: Rights and Benefits of Membership

Democratic Rights

1. All Members shall be entitled to take part in all aspects of its democracy. Nothing in these Standing Orders shall be interpreted as allowing a committee or officer of the Union to restrict democratic rights, except by application of criteria set forth in these Standing Orders.
2. All Members shall have the right to stand for election and vote in elections subject to restrictions laid out in these Standing Orders.
3. Any Member shall have the right to opt out of Union membership.
 - 3.1. Students wishing to do so must complete an opt-out form and return it to the Union.
 - 3.2. A copy of the form will be sent to the Secretary.
 - 3.3. The opt-out shall be valid for a student's academic career unless the student opts back into the Union.
 - 3.4. Any change to the opt-out form must be approved by the University.
4. Any Member shall be entitled to make a complaint under the terms of the Complaints Procedure.

Equal Opportunities

5. The Union shall have, and abide by, an Equal Opportunities Policy.
6. All bodies of the Union including Student Groups shall abide by the Equal Opportunities Policy.

Facilities and Benefits

7. Members shall be entitled to:
 - 7.1. make use of all welfare, commercial and other services provided by the Union, where doing so does not conflict with the right of another Member to do the same;
 - 7.2. to join any Student Group affiliated to the Union.
8. Students who have opted out of Union membership shall be entitled to make reasonable use of all welfare, commercial and other services provided by the Union where doing so does not conflict with the rights of Members to do the same, except where events or facilities are for Members only.
9. The Union shall have a disciplinary procedure for Members.
10. Nothing in this standing order shall prevent the holder of any licence which permits the sale or consumption of alcohol or the provision of entertainment of any sort on Union premises from taking any reasonable action to preserve such licences.

Data Protection

11. The Union will approve, and abide by, a Data Protection Policy.

Standing Order B: Policy

Definition

1. Policy shall be a statement of the political and representational will or beliefs of the Union, and shall be binding upon all Officers and bodies of the Union.
2. No policy may contradict the Articles of Association or these Standing Orders.
3. Governance and Grants Committee shall keep a record of all policy.
4. Subject to the law, policies may be approved on any matter not explicitly forbidden by the Articles of Association.

Creation

5. Any policy motion passed by one or more of these bodies shall constitute policy:
 - 5.1. Referendum
 - 5.2. General Members Meetings
 - 5.3. Board of Trustees
 - 5.4. Assembly
 - 5.5. Committees
6. The order of precedence on matters of policy shall be as defined above, subject to the provision of the Articles of Association.

Assignment

7. Responsibility for implementation of a policy may be assigned to a committee or an Officer or any combination of committees and Officers.
8. Assembly may re-assign responsibility for implementation of any policy to a committee or an Officer or any combination of committees and Officers.

Alteration

9. Governance and Grants Committee shall advise Assembly on the removal of any policy or section of policy that has become redundant or for which the implementation has been fully completed.
10. Any body may alter or remove existing policies by the passing of a motion by simple majority, provided that it does not:
 - 10.1. Alter or remove a policy passed by a body of greater precedence within the current or immediate previous Academic Year, or;

10.2. alter or remove a policy passed by itself within the current or immediate previous Academic Year except where a request is received from a number of voting members of that body which is equal to or greater than the quorum figure for that body.

11. If a body passes a policy which conflicts with an existing policy, the earlier policy shall be removed, provided that Governance and Grants Committee makes Assembly aware of this conflict at the time the policy is presented to Assembly.

Renewal

12. Governance and Grants Committee shall present current policies of the Union for review at the second Assembly meeting in the second Academic Year after the policies' adoption or most recent renewal.

13. Assembly shall renew or remove the policy or refer the policy to an Officer or committee for discussion.

14. Any policy which is renewed shall be considered to have been approved as policy on the date of renewal.

15. Any policy which is not renewed or referred elsewhere shall immediately lapse.

16. Any policy which is referred to an Officer or committee and not renewed or amended before the end of the next academic term shall immediately lapse.

Standing Order C: Elections and Referendums

1. The election of Sabbatical Trustees, Student Trustees and delegates to the National Union of Students National Conference shall be conducted annually on such dates as Assembly and the Board of Trustees shall agree.
2. Governance and Grants Committee shall decide the dates of the nomination period, training, hustings and other events relevant to the administration of such elections in order to ensure maximum participation by Members in the election process.
3. Such elections shall be conducted by electronic cross-campus ballot using the Single Transferable Vote method, as detailed in an Appendix to these Standing Orders.
4. All other Officers and delegates shall be elected in accordance with regulations as may be decided from time-to-time by Assembly.
5. By-elections shall be conducted in a similar manner as outlined above.

Returning Officers

6. The Senior Returning Officer and Deputy Returning Officer shall be appointed annually by the Board of Trustees.
7. Neither the Senior Returning Officer nor the Deputy Returning Officer shall be a Member of the Union.
8. The Senior Returning Officer shall have overall responsibility for the conduct of all cross-campus ballots including the counting of the ballot
9. The administration of the election shall be managed by the Deputy Returning Officer.
10. Any changes to the election regulations must be approved by Assembly and the Board of Trustees and the University Secretary.

Complaints

11. The Deputy Returning Officer shall receive and investigate complaints.
12. Decisions made by the Deputy Returning Officer may be appealed to the Senior Returning Officer.
13. Decisions made by the Senior Returning Officer may be appealed to Governance and Grants Committee.

Re-Open Nominations

14. The option to Re-open Nominations shall be treated as a candidate in all elections.

Referendums

15. Notice of all referendums shall be given using the methods specified in the Standing Orders for cross-campus ballots, in the form of the motion to be voted upon.

16. A referendum shall take the form of an electronic cross-campus ballot.

17. Voting and the counting of votes shall take place in accordance with these Standing Orders and be treated as an election under the Election Regulations, except for the following:

17.1. That there shall be no 'Re-Open Nominations' option;

17.2. Voting shall start no sooner than seven and no later than twenty-one clear days after notice is given.

18. A budget shall be made available to a Member wishing to support one or more options in a referendum for the production of publicity in support of these options.

19. Such budgets shall be approved by Governance and Grants Committee.

Standing Order D: Assembly

Role and Powers

1. The primary role and powers of Assembly shall be as laid out in the Articles of Association.
2. Assembly shall have the following additional powers:
 - 2.1. To ratify grant allocations to Student Groups on the recommendation of the Governance and Grants Committee;
 - 2.2. To oversee the annual action plans of the Sabbatical Trustees;
 - 2.3. To identify priorities for and oversee the annual action plans of its sub-committees.

Membership

3. The membership of Assembly shall be constituted as follows:
 - 3.1. The Sabbatical Trustees;
 - 3.2. The Presidents of the recognised Associations;
 - 3.3. The Chair or delegate of each committee of Assembly;
 - 3.4. One Faculty Representative for each faculty as elected by Academic Affairs Committee;
 - 3.5. One person from each College, elected by and from the respective members of those Colleges;
 - 3.7. Four open places to be elected by Assembly members, of which one must be a first year undergraduate student, one must be a postgraduate, and one person who identifies as either a woman or a carer.

Quorum

4. The quorum shall be 50% plus one of the membership in post at the time of the meeting.
5. Any voting or decision made at a meeting that does not achieve quorum must be ratified at the next Assembly meeting quorate.

Dates of meetings

6. There shall be a minimum of two meetings of Assembly in each of the Michaelmas and Epiphany terms and a minimum of one meeting in the Easter term.

7. Governance and Grants Committee shall confirm the dates for meetings of Assembly.
8. Additional meetings may be called by Governance and Grants Committee at the request of ten members of Assembly or by the Trustees.
9. Five clear days' notice is required for additional meetings.
10. Governance and Grants Committee shall publish the agenda at least seven clear days in advance of the meeting.

Voting

11. All members of Assembly shall be entitled to vote on all matters of Assembly, except where explicitly excluded in these Standing Orders.
12. All members of Assembly shall hold no more than one vote each.
13. A voting member may send a delegate who may vote in their place to any Assembly meeting upon the consent of the Governance and Grants Committee. Any request to send a delegate must be sent Governance and Grants Committee no later than four clear days before Assembly.
14. Conflicts of interest shall be declared and the member declaring a conflict shall not be entitled to debate and vote on the matter where the member has a direct or indirect interest in the matter before Assembly.
15. Voting on all matters except elections shall be by show of hands or any other method approved by the Governance and Grants Committee
16. Voting on elections shall be conducted by secret ballot.
17. A vote on a motion which does not reach a simple majority of those members of Assembly present and voting shall be deemed to have been defeated.
18. The Chair shall not have a vote or a casting vote.

Election of Chair and Vice-Chair

19. The election of the Chair and Vice-Chair shall be considered at the first meeting of the Academic Year.
20. Assembly shall elect a Chair from amongst the Members of the Union.
21. Assembly shall elect a Vice-Chair from members of Assembly.
22. The Chair shall be prohibited from holding any other role within the Union Assembly or any of its committees or the Board of Trustees or any of its committees or any Common Room executive committee or equivalent excluding membership of Governance Committee and any role explicitly authorised in the Articles of Association or these Standing Orders.
23. During the process of electing the Chair, the President shall act as Chair.

24. If the Chair or Vice-Chair is unavailable for a meeting, or part of a meeting, the Assembly shall elect from its membership an acting Chair for the time during which the Chair or Vice-Chair is unavailable.

Proceedings

25. Items for inclusion on the agenda shall be submitted to Governance and Grants Committee at least ten clear days before the meeting at which they are to be discussed.

26. Governance and Grants Committee shall finalise the agenda.

27. The agenda and supporting documentation shall be published at least seven clear days before the meeting.

28. Governance and Grants Committee shall have discretion to include items which could not reasonably have been submitted at least ten clear days before the meeting.

29. Any such item must be of an urgent nature to the Members of the Union and could not reasonably be held over until the next meeting of Assembly.

30. Amendments to any motion must be submitted to Governance and Grants Committee at least four clear days before the meeting.

30.1. Minor amendments to the text of a motion may be proposed at the meeting and accepted at the discretion of the Chair provided they do not change the overall intent or effect of the motion.

31. The Chair shall be responsible for the orderly conduct of meetings.

32. Debates on motions shall normally follow this order:

32.1. Member proposing the motion;

32.2. Requests for clarification from members;

32.3. Member opposing the motion;

32.4. Alternating members of Assembly proposing and opposing the motion;

32.5. Members of Assembly with general comments on the motion;

32.6. Summation by the opposition;

32.7. Summation by the proposer.

33. Amendments shall be debated after the first proposition speech and in the same order outlined in clause 32.

34. The first proposition speech and the first opposition speech shall be of no more than three minutes' duration. Other speeches shall be of no more than two minutes duration.

35. The Chair shall have the right to restrict the number of speeches in favour of or opposed to the motion if no new material is being introduced to the debate.

36. Proceedings shall be recorded by a member of Union staff nominated by the Chief Executive.

Attendance

37. Any member of Assembly who cannot attend a meeting shall submit apologies to Governance and Grants Committee in advance of that meeting.

37.1. Failure to attend two or more successive meetings without good cause may result in censure.

38. Any Member of the Union may attend and speak at meetings of Assembly.

39. All members of Governance and Grants Committee should attend meetings of Assembly.

40. Any members of Union staff may attend meetings of Assembly and may speak at the discretion of the Chair.

Standing Order E: Committees and Forums

1. There will be committees and forums as approved by Assembly and described in the appendices to these Standing Orders.
2. All Members of the Union will be entitled to attend and speak at committee and forum meetings.
3. Any Committee may, with good reason, pass a motion by simple majority of the voting membership to meet in closed session. Any such motion shall apply only for the specified agenda item and will be reflected in the minutes.

Proceedings

4. Committees and forums shall publish a calendar of meeting dates as soon as practicable after the start of each Academic Year.
5. Committees and forums shall publish agendas and minutes for all meetings.
6. Committees shall present a work plan to Assembly on an annual basis and present an update report to all Assembly meetings.
7. Committees shall aim to develop policy for its own adoption, for recommendation for Assembly or for submission to a national conference. Any policy adopted by a committee must have been voted on by a minimum of 50% plus one members.
8. If a motion is submitted to Assembly, it may be deferred by Governance and Grants Committee to a relevant subcommittee for scrutiny.
9. Committees should work with and advise the Student Officers who are members of that committee.
10. Committee and forum meetings shall seek to reach decisions based on consensus. If decisions cannot be reached by consensus, a simple majority by show of hands shall suffice.
11. Each committee shall elect a chair from amongst their membership unless otherwise stated within these Standing Orders or Appendices.
12. The chair shall be responsible for ensuring the orderly conduct of meetings, including the timely dissemination of the agenda and papers
13. Proceedings of committees shall be recorded.
14. Committees shall have the power to establish working groups to undertake specific tasks.

Terms of Reference

15. The Terms of Reference of each committee shall be approved by Assembly and held as Appendices to these Standing Orders.

16. Committees and forums other than sub-committees of the Board of Trustees, without specific provision in the Articles of Association or these Standing Orders must have Terms of Reference approved annually by Assembly.

Complaints

17. Complaints about the conduct of a committee, forum or member in attendance at a committee or forum meeting must be made, in the first instance, to the chair of that Committee or forum or, thereafter, to Governance and Grants Committee.

Standing Order F: Sabbatical Trustees

1. Sabbatical Trustees (hereafter “Student Officers”) will hold office from 1st August in the Year of their election until 31st July of the following Year. The Board will have discretion to vary this to allow students to finish assessment for their programme, so long as the Officer is in post for no more than 12 months.
2. Retiring Student Officers are required to assist in training their successors to facilitate a smooth handover period.
3. Incoming Student Officers will receive a maintenance payment on a pro rata basis for training or events attended during this period.
4. There shall be five Student Officers:
 - 4.1. President;
 - 4.2. Undergraduate Academic Officer;
 - 4.3. Postgraduate Academic Officer;
 - 4.4. Welfare and Liberation Officer;
 - 4.5. Opportunities Officer.

Duties and Responsibilities

5. The Student Officers shall have the following duties:
 - 5.1. Act as a Trustee of the Union;
 - 5.2. Promote and defend the rights of members and act in the best interest of the Union at all times;
 - 5.3. Actively lead campaigns across all of the Durham University campuses on a range of issues that affect the diverse range of members including development of policy;
 - 5.4. Implement and uphold Union policy at all times;
 - 5.5. Work together as the Student Officer Team to deliver the strategic objectives and annual officer action plans;
 - 5.6. Attend, and report on their work to, Assembly and other committees when required;
 - 5.7. Attend ceremonial events on behalf of the Union;
 - 5.8. Attend committees as outlined in the committee membership list;
 - 5.9. Abide by the Seven Principles of Public Life (‘Nolan Principles’);

- 5.10. Attend staff development and training as required;
- 5.11. Collaborate with Union staff, to enhance services for members;
- 5.12. Have lead Student Officer responsibility for the development of strategies and plans relating to their portfolios;
- 5.13. Working to increase participation and to lower and/or remove barriers to participation in Union activities;
- 5.14. Working within the democratic structures to debate and discuss policies and issues and to implement policies; and
- 5.15. Fulfil any duties and obligations that arise consequentially upon signing a Sabbatical Trustee contract.

6. Individual Student Officers shall also have for the following duties:

President

6.1. The President shall have lead Student Officer responsibility for:

- 6.1.1. Increasing participation and engagement by members in the activities, democracy and governance of the Union and its subsidiary groups;
- 6.1.2. Effective implementation and administration of the governance and democratic structures of the Union;
- 6.1.3. Communications, including being the chief spokesperson;
- 6.1.4. Liaison between the Union and the University;
- 6.1.5. Liaison between the Union and the Common Rooms;
- 6.1.6. Liaison between the Union and the National Union of Students (NUS);
- 6.1.7. Liaison between the Union and the local community;
- 6.1.8. Liaison between the Officer Team and the Durham SU Chief Executive;
- 6.1.9. Leading the Durham University delegation at NUS National Conference; and
- 6.1.10. Coordinating the Student Officer Team.

Undergraduate Academic Officer

6.2. The Undergraduate Academic Officer shall be studying at an undergraduate level at the time of the election and will have lead Student Officer responsibility for:

- 6.2.1. Leading Durham SU's policy and campaigns on undergraduate academic matters;

6.2.2. Liaising with departments and faculties to improve undergraduate academic experience;

6.2.3. Supporting student representatives to effectively improve undergraduate academic experience;

6.2.4. Undergraduate academic support, learning resources and study facilities;

6.2.5. Undergraduate academic quality evaluation projects; and

6.2.6. Holding termly meetings with members regarding academic interests.

Postgraduate Academic Officer

6.3. The Postgraduate Academic Officer shall be studying at a postgraduate level at the time of the election and will have lead Student Officer responsibility for:

6.3.1. Leading Durham SU's policy and campaigns on postgraduate academic matters;

6.3.2. Liaising with departments and faculties to improve postgraduate academic experience;

6.3.3. Supporting student representatives to effectively improve postgraduate academic experience;

6.3.4. Postgraduate academic support, learning resources and study facilities;

6.3.5. Postgraduate academic quality evaluation projects; and

6.3.6. Holding termly meetings with members regarding academic interests.

Welfare and Liberation Officer

6.4. The Welfare and Liberation Officer shall have lead Student Officer responsibility for:

6.4.1. Leading Durham SU's policy and campaigns on welfare, including health and wellbeing, accommodation and equality and diversity

6.4.3. Enhancing non-academic facilities within the University;

6.4.4. Championing equality and diversity;

6.4.2. Supporting and coordinating self-defining students to come together in Durham SU's Liberation associations and liberation and rights campaigns;

6.4.3 Supporting student representatives to effectively improve welfare and liberation at Durham University

6.4.4. Internal and external community liaison, including statutory bodies;

6.4.7. Championing the Union's work in the community, including charity fundraising.

Opportunities Officer

6.5 The Opportunities Officer shall have lead Student Officer responsibility for:

6.5.1. Leading Durham SU's policy and campaigns on student opportunities and activities for all Durham students, including but not limited to Student Groups, student media, charity fundraising and volunteering.

6.5.2. Lead Durham SU's policy and campaigns to enhance student personal development through supporting students to participate in opportunities that develop them, have fun, and make a difference to the world around them.

6.5.3. Liaison with the University on wider student experience and development.

6.5.4. Leading Durham SU's engagement with Experience Durham.

Reporting

7. Student Officers are required to present an annual action plan to the first Assembly meeting of the Academic Year.

8. Student Officers shall present an update on the annual action plan to every regular meeting of Assembly.

Standing Order G: Student Groups

1. Student Groups shall include Societies, the Associations, Media, Nightline, and DUCK.
2. Any Student Group whose aims and objectives do not contravene the Union's policies and procedures may apply to be ratified as a Student Group of the Union.
3. Connection with a religious or party political organisation shall not be a bar to affiliation.
4. Ratification or any changes to any Student Group's constitution must be approved by Student Groups Committee after agreement by the membership of the Student Group.
5. Assembly shall approve the Student Group Agreement setting out conditions for new or continuing affiliation of Student Groups.

5.1. Any such regulations are subject to the approval of the Secretary and shall form an Appendix to these Standing Orders.

6. Assembly may, with good reason, suspend or terminate the affiliation of any Student Group to the Union.

Societies

7. There shall be the opportunity for students to set-up and run Societies, bringing together students of shared interest,
8. Student Groups Committee will be responsible for approving new Societies and continued ratification.
9. Societies will be subject to annual registration to continue as a ratified student group.

Associations

10. There shall be Associations which shall be responsible for providing representation and, where appropriate, support and social opportunities and activities, for students identifying with those Associations.
11. The recognised Associations shall be:
 - 11.1. Students with Disabilities Association;
 - 11.2. International Students' Association;
 - 11.3. Lesbian, Gay, Bisexual and Transgender + Association;
 - 11.4. Mature Students' Association;
 - 11.5 People of Colour.
12. Each Association shall present to Assembly a constitution for approval which will comply with these Standing Orders and Union policies.

13. Each Association shall elect an executive committee on an annual basis, including a President or equivalent, by a cross-campus ballot of all self-defining members.

14. Each Association shall produce and present at the first Assembly meeting of the academic year, an annual work plan detailing how it intends to comply with its representation responsibilities and, if appropriate, its support and social responsibilities.

15. Each Association shall hold an open meeting once a term for anyone who self-defines as belonging to that Association. These will be chaired by the association President and will discuss issues that are currently affecting the membership.

16. Associations will not be subject to annual ratification by Assembly but any changes to an Association's constitution must be approved by Assembly.

DUCK

17. As the fundraising arm of the Students' Union, DUCK will be responsible for organising events and activities to raise awareness of or money for chosen charities and support all students fundraising activity at Durham University.

18. For the purpose of elections within DUCK, all full members of the Students' Union are considered members of DUCK.

19. There shall be an election on an annual basis for DUCK committee positions.

20. The membership of the committee shall be defined in the DUCK handbook; any changes to this handbook must be approved by Assembly on an annual basis.

21. DUCK will not be subject to annual ratification by Assembly.

Nightline

22. Nightline is a student-led listening and signposting service for students, provided by trained volunteers.

23. The structure of the group shall be defined in the Nightline constitution.

24. Nightline will not be subject to annual ratification by Assembly.

Media

25. The defined Media groups shall be groups that undertake media activities which allow for the diverse range of interests of all Durham Students; where students are both the producers of media and its primary consumers.

26. Media activities shall be guided by the mission and values of Media at Durham Students' Union.

27. Media groups will not be subject to annual ratification by Assembly.

Standing Order H: Academic Representatives

1. There shall be representatives at Course, School/Department and Faculty level who shall be responsible for representing students' views on academic matters.
2. All academic representative roles shall be recruited in line with the academic representative recruitment framework.

Course Representatives

3. Each Course Constituency shall elect a number of Course Representatives.
4. The number of Course Representatives shall be approved annually by Assembly after consultation with the University.
5. Course Representatives shall be elected by and from a Course Constituency of which they are a member.
6. The duties of a Course Representative shall include:
 - 6.1. Fulfilling such duties as are outlined in the academic representative role descriptions;
 - 6.2. Actively participating in training events;
 - 6.3. Proactively communicating with and seeking feedback from peers on their academic experiences and reporting back on decisions or other actions;
 - 6.4. Representing students' view from their course at meetings;
 - 6.5. Participating in academic campaigns organised by the Union.

School/Department Representatives

7. There shall be one School/Department Representative in each school/department.
8. The School/Department Representatives shall be elected by and from the Course Representatives in each respective school/department.
9. The duties of a School/Department Representative shall include:
 - 9.1. Fulfilling their duties as outlined in the academic representative role description;
 - 9.2. Representing students' views from across the school/department at meetings;
 - 9.3. Actively participating in training events;
 - 9.4. Proactively communicating with, seek feedback from and leading Course Representatives from their respective school/department and reporting back on decisions or other actions;
 - 9.5. Participating in academic campaigns organised by the Union.

Faculty Representatives

10. There shall be eighteen Faculty Representatives who shall be appointed by the Union from the following constituencies:

- 10.1. Arts and Humanities (undergraduate) x2
- 10.2. Arts and Humanities (postgraduate – taught) x2
- 10.3. Arts and Humanities (postgraduate – research) x2
- 10.4. Science Faculty (undergraduate) x2
- 10.5. Science Faculty (postgraduate – taught) x2
- 10.6. Science Faculty (postgraduate – research) x2
- 10.7. Social Science and Health (undergraduate) x2
- 10.8. Social Science and Health (postgraduate – taught) x2
- 10.9. Social Science and Health (postgraduate – research) x2

11. The duties of a Faculty Representative shall include:

- 11.1. Fulfilling those duties outlined in the academic representative role description;
- 11.2. Representing students' views from across the faculty at meetings;
- 11.3. Actively participating in training events;
- 11.4. Attending and representing students' views at Assembly;
- 11.5. Proactively seeking feedback from course and departmental representatives in their respective faculty;
- 11.6. Participating in academic campaigns organised by the Union.

12. A Faculty Representative may not simultaneously act as a Course or School/Department Representative.

Term of Office

13. The term of office of all academic representatives shall be one academic year.

14. Course or School/Department Representatives may be removed from their positions by a majority vote of the members of the constituency from which they were elected.

15. Faculty Representatives may be removed from their positions by Assembly or by a majority vote of the School/Department Representatives in the respective Faculty.

Standing Order I: Conditions of Office

1. Any Committee Member may resign their committee membership by writing to Governance and Grants Committee, which will notify Assembly.
2. Where an Officer or committee member resigns from their position, a by-election must be held to fill the vacant position.
3. The remuneration of the Sabbatical Trustees shall be considered annually by the Board of Trustees.

Standing Order J: Disciplinary Processes

1. Assembly may, with good reason, approve by simple majority a motion of censure of any Officer, Assembly, or Committee member elected by the structures of the Union.
2. Assembly may approve a motion of no confidence in any Officer, Assembly or Committee member elected by itself or any of its sub-committees, to remove that person from office or prevent them taking up office.
 - 2.1. Any such motion must pass by a two-thirds majority or, if a motion of censure has previously been passed against that person, by a simple majority.
3. Disciplinary procedures shall be laid out in the Disciplinary Procedures Policy.

Standing Order K: Sub-committees of the Board of Trustees

The sub-committees of the Board of Trustees shall be constituted as outlined in this Standing Order.

Audit and risk committee

Role and responsibilities

1. The audit and risk committee is a sub-committee of the Board of Trustees and shall report directly to the Board.
2. The committee shall oversee all systems, controls and processes which may affect the Union's ability to meet its objectives.
3. The committee shall be responsible for:
 - 3.1. Ensuring that satisfactory risk management processes are in place;
 - 3.2. Ensuring that a satisfactory internal control environment is in place;
 - 3.3. Considering reports from the external auditors;
 - 3.4. Considering relevant areas of the annual report;
 - 3.5. Overseeing compliance with statutory and regulatory requirements;
 - 3.6. Advising the Board on the appointment and effectiveness of the external auditors.
4. The Board may assign other responsibilities from time-to-time.
5. The committee is authorised by the Board to deal with any appropriate matter falling within its terms of reference.
6. The committee is authorised by the Board to obtain appropriate legal and other professional advice in order to fulfil its responsibilities, but it must not incur direct expenditure without the prior approval of the Board.

Membership

7. The membership of the committee shall be appointed annually by the Board.
8. Subject to a majority of the members being Student Members, the membership shall include:
 - 8.1. At least one but no more than two Student Officers;
 - 8.2. At least one but no more than two Student Trustees;
 - 8.3. At least one but no more than two Co-opted Trustees; and

8.4. No more than two additional members with relevant experience who shall not be Members or staff of the Union.

9. No member may serve for more than three years.

10. The chair of the committee shall be appointed by the Board from amongst the Co-opted Trustees.

Attendance

11. The chief executive, the director of operations and the governance support manager shall normally attend meetings.

12. A representative of the external auditor shall be invited to attend meetings.

13. The committee may invite other staff or advisors to attend meetings as required.

14. The University shall nominate a member of University staff to attend meetings.

Proceedings

15. The committee shall meet at least three times per year.

16. The quorum shall be three members.

17. The committee shall report back to the Board in writing after each meeting.

Finance committee

Role and responsibilities

1. The finance committee is a sub-committee of the Board of Trustees and shall report directly to the Board.

2. The committee shall oversee the Union's financial affairs.

3. The committee shall be responsible for:

3.1. Reviewing monthly financial reports including management accounts, cash flow projections, balance sheet and capital expenditure;

3.2. Overseeing the annual budgeting process including capital planning;

3.3. Overseeing the production of the annual report;

3.4. Overseeing financial policies including investments and reserves;

3.5. Overseeing internal financial procedures;

3.6. Approving expenditure which is not provided for in the budget subject to any limits applied by the Board from time-to-time;

3.7. Acting on other financial matters;

- 3.8. Making recommendations to the Board on all of the above.
4. The Board may assign other responsibilities from time-to-time.
5. The committee is authorised by the Board to deal with any appropriate matter falling within its terms of reference.
6. The committee is authorised by the Board to obtain appropriate legal and other professional advice in order to fulfil its responsibilities, but it must not incur direct expenditure without the prior approval of the Board.

Membership

7. The membership of the committee shall be appointed annually by the Board.
8. Subject to a majority of the members being Student Members, the membership shall include:
 - 8.1. The President;
 - 8.2. At least one but no more than two other Student Officers;
 - 8.3. At least one but no more than two Student Trustees;
 - 8.4. At least one but no more than two Co-opted Trustees; and
 - 8.5. No more than two additional members with relevant experience who shall not be Members or staff of the Union.
9. No member may serve for more than three years.
10. The chair of the committee shall be appointed by the Board from amongst the Co-opted Trustees.

Attendance

11. The chief executive, the director of operations and the finance manager shall normally attend meetings.
12. The committee may invite other staff or external advisors to attend meetings as required.
13. The University shall nominate a member of University staff who shall normally attend meetings.

Proceedings

14. The committee shall meet at least six times per year.
15. The quorum shall be four members.
16. The committee shall report back to the Board in writing after each meeting.

Human resources and remuneration committee

Role and responsibilities

1. The human resources and remuneration committee is a sub-committee of the Board of Trustees and shall report directly to the Board.
2. The committee shall oversee the human resources affairs of the Union.
3. The committee shall be responsible for:
 - 3.1. Overseeing human resources policies and procedures;
 - 3.2. Overseeing the benefits of employment;
 - 3.3. Approving the recommendations of the chief executive on staff remuneration;
 - 3.4. Approving the chief executive's remuneration;
 - 3.5. Making recommendations to the Board on all of the above.
4. The Board may assign other responsibilities from time-to-time.
5. The committee is authorised by the Board to deal with any appropriate matter falling within its terms of reference.
6. The committee is authorised by the Board to obtain appropriate legal and other professional advice in order to fulfil its responsibilities, but it must not incur direct expenditure without the prior approval of the Board.

Membership

7. The membership of the committee shall be appointed annually by the Board.
8. Subject to a majority of the members being Student Members, the membership shall include:
 - 8.1. At least two but no more than three Student Officers;
 - 8.2. At least one but no more than two Student Trustees;
 - 8.3. At least one but no more than two Co-opted Trustees; and
 - 8.4. No more than two additional members with relevant experience who shall not be Members or staff of the Union.
9. No member may serve for more than three years.
10. The chair of the committee shall be appointed by the Board from amongst the Co-opted Trustees.

Attendance

11. The chief executive and the director of learning shall normally attend meetings.
12. The committee may invite other staff or external advisors to attend meetings as required.

Proceedings

13. The committee shall meet at least three times per year.
14. The quorum shall be three members.
15. The committee shall report back to the Board in writing after each meeting.

Governance and appointments committee

Role and responsibilities

1. The governance and appointments committee is a sub-committee of the Board of Trustees and shall report directly to the Board.
 2. The committee shall oversee the Board-level governance of the Union.
 3. The committee shall be responsible for:
 - 3.1. Evaluating the effectiveness of the Board-level governance structure, including sub-committees;
 - 3.2. Overseeing compliance with relevant regulatory, legal and code of practice requirements;
 - 3.3. Overseeing the recruitment process for Co-opted Trustees;
 - 3.4. Making recommendations to the Board on all of the above.
 4. The Board may assign other responsibilities from time-to-time.
 5. The committee is authorised by the Board to deal with any appropriate matter falling within its terms of reference.
 6. The committee is authorised by the Board to obtain appropriate legal and other professional advice in order to fulfil its responsibilities, but it must not incur direct expenditure without the prior approval of the Board.
- #### **Membership**
7. The membership of the committee shall be appointed annually by the Board.
 8. Subject to a majority of the members being Student Members, the membership shall include:
 - 8.1. The President;

- 8.2. At least one but no more than two other Student Officers;
- 8.3. The Chair of Assembly;
- 8.4. At least one but no more than two Student Trustees;
- 8.5. At least one but no more than two Co-opted Trustees; and
- 8.6. No more than two additional members with relevant experience who shall not be Members or staff of the Union.

9. No member may serve for more than three years.

10. The chair of the committee shall be appointed by the Board from amongst the Co-opted Trustees.

Attendance

11. The chief executive and governance support manager shall normally attend meetings.

12. The committee may invite other staff or external advisors to attend meetings as required.

Proceedings

13. The committee shall meet at least three times per year.

14. The quorum shall be three members.

15. The committee shall report back to the Board in writing after each meeting.

Appendix C1: Cross-campus Election Regulations

Roles & Responsibilities

College Election Co-ordinators

1. Every Common Room shall appoint a College Elections Co-ordinator (CEC).
2. College Election Coordinators shall be required to remain neutral for the duration of the elections period.
3. College Election Coordinators shall be responsible for:
 - 3.1 The oversight of College voting stations;
 - 3.2 Promotion of the elections in Colleges.

Candidates

4. Any candidate who is responsible for the administration of elections shall not carry out any such duties for the duration of the election period.
5. Assembly shall appoint a temporary replacement to cover the candidate's responsibilities, if necessary.
6. Candidates standing in cross-campus elections must be proposed and seconded by Members of the Union.
7. Candidates shall be required to comply with all reasonable requirements of the Deputy Returning Officer including but not limited to the following:
 - 7.1 Submitting all required documentation and materials before the published deadlines;
 - 7.2 Attending training, briefings, hustings and other events as part of the election process;
 - 7.3 Complying with all Union and University policies and regulations and the law;
 - 7.4 Managing the conduct of their campaign teams.

Nominations

8. The period for receipt of nomination forms for cross-campus elections shall be open for no fewer than seven clear days and more than fourteen clear days.
9. A nomination for election shall be deemed valid if it complies with the requirements of the nomination form.

Campaigning

10. Candidates/campaigns shall act in a responsible manner.

11. Candidates/campaigns shall not canvass in libraries or other places used exclusively for study.

12. Candidates/campaigns shall not use Union, University or similar resources to which they have access by virtue of an office or position of responsibility unless equal access to such resources is available to all candidates in the election.

13. Candidates/campaigns shall not accept sponsorship from any third party.

14. Candidates/campaigns shall not seek endorsement from any person who is involved in the administration of the elections.

15. Governance and Grants Committee will set the maximum amount that may be spent by candidates/campaigns on their campaign. The Union will reimburse this amount in full upon presentation of the required documentation, including receipts.

16. The Union will publish all manifestos online.

17. Candidates/campaigns must comply with any request from the Senior Returning Officer or Deputy Returning Office to access or view and materials including social media published by any candidate.

Husting Sessions

18. Governance and Grants Committee shall organise candidate husting sessions to be held at appropriate locations across the University for the purposes of Student Officer candidates husting and for Members to ask questions of the candidates.

19. Such sessions shall be of a form and at such times as Governance and Grants Committee decides in order to maximise participation by Members in the election process.

Voting and Counting

20. Voting shall take over four days and shall commence at 08:00 on the first day and cease at 17:00 on the fourth day.

21. The Senior Returning Officer may suspend voting at certain times if necessary to ensure the security and integrity of the ballot.

22. The count will be conducted as soon as practicable after the close of the voting period.

23. The results will be confirmed and published as soon as practicable but only after all complaints relating to the conduct of the election have been resolved.

Complaints

Registering a complaint

24. All complaints regarding the conduct of those involved in any election or the fairness of said election or application of the election regulations or other Union policies or University regulations during any election shall be directed to the Deputy Returning Officer and shall normally be submitted prior to the announcement of the result.

25. Any complaint which at the discretion of the Deputy Returning Officer could not have reasonably been submitted before the announcement of the result may be considered after the result has been announced.

26. All complaints must be submitted in writing to the Deputy Returning Officer.

27. Complaints shall only be accepted from Members.

Investigating a complaint

28. The Deputy Returning Officer will investigate all complaint(s) to determine whether a breach of regulations is likely to have occurred and shall present a report to the Senior Returning Officer.

29. The Senior Returning Officer can take any reasonable actions including but not limited to:

29.1 The removal of publicity from any area;

29.2 The alteration of details on any website and/or social network site used as publicity;

29.3 A deduction in the subsidy the Union pays to the candidate(s);

29.4 Exclusion of a candidate or group of candidates;

29.5 Invalidation of the election to the relevant positions; or

29.6 Any other lesser sanction that the Senior Returning Officer may deem appropriate to the offence.

30. Where a complaint has been received in regards to a breach in any University policy or regulation, the complainant will also be directed to the University's complaints procedures.

Appeals

31. A candidate may appeal to the Governance and Grants Committee any decision made by the Senior Returning Officer.

32. An appeal must be submitted in writing to the Governance and Grants Committee within one working day of the Senior Returning Officer's decision being notified to the candidate.

33. The bases on which Governance and Grants Committee may uphold an appeal are:

33.1 Due process has not been followed correctly;

33.2 New evidence has emerged since the original decision which may affect a result or decision;

33.3 No decision has been made within a reasonable time.

34. A meeting of Governance and Grants Committee shall be convened within 48 hours of receiving a complaint.

35. Governance and Grants Committee's decisions will be published and communicated to the appellant within two working days.

36. If the appellant is not satisfied with the outcome of the appeal, he or she can make a complaint under the Union's complaints procedure.

Appendix E1: Committee and Forum Membership and Objectives

1. The membership and objectives of committees and forums shall be as detailed in this Appendix. Meeting frequency as noted in the table is guidance; meeting frequency is to be determined by each committee or forum.
2. Committees and forums may review their membership and objectives and in accordance with the provisions of the Articles of Association and these Standing Orders suggest changes.
3. All committees may make policy or policy recommendations to Assembly relating to their respective areas of responsibility and objectives.

Committee	Objectives	Membership	Meetings	Chair
Academic Affairs Committee	To identify and discuss matters relating to academic affairs and academic support across the University. To develop or recommend academic policy for the Union To share best practice and learn from each other's experiences To work with and advise the Academic Affairs Officer To direct the work of the Union on all academic and academic support matters To elect representatives for Assembly	Postgraduate and Undergraduate Academic Officers Faculty Representatives	Monthly	Elected by and from the core membership excluding the Academic Officers
DUCK Committee	To discuss matters and work on issues relating to fundraising at Durham University	DUCK Chair Elected members of the DUCK Executive Committee (DUCK handbook)	Fortnightly	DUCK Chair

<p>Governance and Grants Committee</p>	<p>To review and make recommendations on governance To review policy seeking adoption by Assembly To oversee the administration of all elections To work towards increasing democratic participation in the Students' Union To adjudicate on appeals against decisions of the Senior Returning Officer To monitor the progress of policy implementation To allocate grants in accordance with regulations agreed by Assembly and the Board of Trustees To ensure allocated funding is used in compliance with stipulations To review and act on delegation requests</p>	<p>President Opportunities Officer Chair of Assembly 5 x Members elected by Assembly with three of those reserved for those who are members of a society 1 x Student Trustee</p>	<p>Monthly</p>	<p>Elected from the membership of the committee excluding officers</p>
<p>Junior Common Room Presidents Committee</p>	<p>To discuss matters relating to Junior Common Rooms (JCRs) To work to enhance the college experience of members of JCRs To work to improve the governance and support available to JCRs To identify, draft, adopt or recommend policy on issues relating to Junior Common Rooms</p>	<p>President President or equivalent of each JCR President of Ustinov Graduate Common Room</p>	<p>Fortnightly</p>	<p>Elected by and from the membership excluding the President</p>

Middle Common Room Presidents Committee	<p>To discuss matters relating to Middle Common Rooms</p> <p>To work to enhance the college experience of members of Middle Common Rooms</p> <p>To work to improve the governance and support available to Middle Common Rooms</p> <p>To identify, draft, adopt or recommend policy on issues relating to Middle Common Rooms</p>	<p>President</p> <p>One representative from the postgraduate communities as elected by each of the colleges</p>	Fortnightly	Elected by and from the membership excluding the President
Student Groups Committee	<p>To identify and discuss matters relating to Student Groups excluding Associations</p> <p>To review and recommend changes to the Student Group Agreement</p> <p>To identify, draft, adopt or recommend policy on issues relating to student groups</p> <p>To work to develop Student Groups and their members</p> <p>To enhance collaboration between Student Groups</p> <p>To work to improve the governance and support available to Student Groups</p> <p>Attend Societies Forum to help facilitate discussion</p> <p>To work with and advice the Opportunities Officer</p>	<p>Chair</p> <p>Opportunities Officer</p> <p>6 x Members elected by society members at Societies Forum representing each category of societies</p> <p>1 x Media Rep</p> <p>1 x Association Liaison Rep</p>	Monthly	Elected by Societies Forum

<p>Students' Union Reps Committee</p>	<p>To provide a forum for feedback to the SU from common room exec and students via Students' Union Reps To scrutinise and contribute to the effectiveness of SU campaigns and events using feedback from Common Rooms To provide a forum for the SU President and relevant Officers to update Students' Union Reps regarding the activities of the SU and University-wide issues To nominate Students' Union Reps to represent students on relevant University Working Groups To support Students' Union Reps in the drafting of relevant policy for Assembly To set priorities for Students' Union Reps to collectively work towards throughout the year d to monitor progress towards these goals</p>	<p>President One union representative from each college as elected by each of the colleges</p>	<p>Fortnightly</p>	<p>Elected by and from the membership excluding the President</p>
<p>Societies Forum</p>	<p>To identify and discuss matters relating to Student Groups, specifically Societies To enhance collaboration between Student Groups, specifically Societies To receive updates regarding issues affecting Student Groups, specifically Societies</p>	<p>Opportunities Officer Student Groups Committee members Any member of a Union student group</p>	<p>Termly</p>	<p>Opportunities Officer and Student Groups Committee Chair</p>