

MDXSU Regulations

Approval By: Board of Trustees

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1. Regulation 1: General Regulations

This purpose of this regulation is to provide clarity and definitions for words and phrases used throughout the Union's regulations.

1.1. General

- 1.1.1. Middlesex University Students' Union (company number 11972527) shall be referred to in the Union's regulations as "the Union"
- 1.1.2. Middlesex University shall be referred to in the Union's regulations as "the University"
- 1.1.3. The Union's regulations set out the working practices of the Union.

1.2. Definitions

- 1.2.1. University Days – The term "University Days" as used in these regulations shall refer to clear days within the University's academic calendar and shall not be applied to University closure days, holidays or public holidays.

2. Regulation 2: Membership of the Union

The purpose of this regulation is to define the types of Union membership, members expected conduct and the process students must complete to opt out of Union membership.

2.1. There will be three types of Union membership:

2.1.1. Full Student Membership (including Full-Time Sabbatical Officers of the Union)

2.1.1.1. Full Student Membership shall be determined by Article 9 of the Articles of Association.

2.1.1.2. Full Student Membership gives holders of this membership the right to:

- i. Access the facilities and resources made available by the Union
- ii. Take part in Union elections, including both voting and standing, in accordance with regulations 9
- iii. Representation from the Union to the University and any other external bodies related to students as students
- iv. Full access to membership of any student group associated with the Union, and the ability to both vote or stand for elected Student Group Committee positions
- v. To contribute to setting of Union policy as outlined in regulation 4 and 8.

2.1.2. Associate Membership:

2.1.2.1. Associate Membership may be held by individuals for the purpose of ensuring that individual is able to access and hold particular and individual rights held by Full Student Members. An associate member will be informed of the rights and restrictions of their membership upon approval.

2.1.2.2. Associate Membership shall be approved by Union Council, in accordance with regulation 4.

2.1.2.3. Associate Members will not be able to vote in Union elections, set policy or hold elected office at the Union.

2.1.3. Honorary Life Membership

2.1.3.1. Honorary Life Membership shall be approved by Union Council, in accordance with regulation 4.

2.1.3.2. Honorary Life Members will not be able to vote in Union elections, set policy or hold elected office at the Union.

2.2. For the avoidance of doubt, full members are not Company Law Members as defined in the Articles of Association.

2.3. Membership status of different students:

2.3.1. Joint and Franchised Collaborative Provision Students:

2.3.1.1. Students studying Collaborative Programmes (both joint or franchised) who attend the University London campus for part, or all of their studies will during which time automatically become full members of the Union.

2.3.1.2. Students studying Collaborative Programmes (both joint or franchised) who do not attend the University London Campus to complete any of their studies are not entitled to join the Union as provision for such students to become members of a student representative body within their own institution is the responsibility of the Partner Institution.

2.3.2. Validated and Validated/Funded Students – Students on Validated and Validated/Funded Collaborative Programmes are not entitled to become full members of the Union, and provision for such students to become members of a student representative body within their own institution is the responsibility of the Partner Institution.

2.4. The rights and privileges of any member of the Union can be suspended or removed in accordance with the Union’s Code of Conduct (Appendix One)

2.5. Opting out of membership:

2.5.1. In accordance with Section 22(2)c of the 1994 Education Act, a member has the right to opt out of their membership of the Union

2.5.2. A member wishing to opt out of their membership will need to do so in writing to the University Secretary and Chair of the Trustee Board.

3. Regulation 3: Officers of the Union

The purpose of this regulation is to list the elected officers of the Union and outline the responsibilities of the representatives roles which make up the Union Council.

- 3.1. Full-Time (Sabbatical/Student) Officers will be elected in accordance with Article 20 of the Articles of Association and Regulation 9
- 3.2. There shall be four Full-Time (Sabbatical/Student) officers:
 - i. President
 - ii. Vice President: Professional and Social Sciences
 - iii. Vice President: Science and Technology
 - iv. Vice President: Arts and Creative Industries
- 3.3. Role of the Full-Time (Sabbatical/Student) Officers:

The full-time officers will oversee and direct the day to day running of the Union and ensure that students are represented at every level of decision making to the University, locally and nationally.
- 3.4. Responsibilities of Full-Time (Sabbatical/Student) Officers:
 - 3.4.1. Carry out all duties and responsibilities in accordance with the Articles of Association, the regulations and Union Council Policies in accordance with regulation 4
 - 3.4.2. Behave in a manner that maintains the strong reputation of the Union and the office in which they have been elected
 - 3.4.3. Represent fairly the opinions and issues of Middlesex University students
 - 3.4.4. Represent the Union and its members interest in a professional manner, both internally and externally
 - 3.4.5. Chair Union Council Meetings and Sub-Committees and carry out duties assigned to them which are reasonably consistent with that Officer's position
 - 3.4.6. Act as responsible Trustees of the Union in accordance with Article 28 of the Articles of Association.
 - 3.4.7. Set the political campaigning direction for the Union under their elected mandate
 - 3.4.8. Undertake an effective handover period before leaving office
- 3.5. Full-Time (Sabbatical/Student) Officer Roles
 - 3.5.1. **President**

Accountable to: Union Council, Annual General Meeting, Referendum, Board of Trustees.

Meetings Chaired: Union Council, Trustee Board, Union Council Sub-Committee

Term of Office: Twelve months commencing in July

Purpose of the Role: The President is ultimately responsible for the leadership and direction of the Union through their role as Chair of the Trustee Board, leading the Full-Time (Sabbatical/Student) Officer team, and for overseeing communications

between the Union and its members, as well as maintaining an overview of all Union activities.

The President will be the lead delegate for NUS National Conference, in accordance with Regulation 9.3.4.

The President role description outline key roles and responsibilities in more detail.

3.5.2. **'Vice President: Professional and Social Sciences', 'Vice President: Science and Technology', 'Vice President: Arts and Creative Industries'**

Accountable to: Union Council, Annual General Meeting, Referendum, Trustee Board

Meetings Chaired: Union Council Sub-Committees

Term of Office: Twelve months commencing in July

Purpose of the role: The Vice Presidents are responsible for academic representation within their faculty constituency and supporting the President in overseeing communication between the Union and its members. To support and maintain communication with academic representatives and to act to improve learning and teaching within their faculties. To Chair and undertake work, including executive policy, assigned by Union Council Sub-Committees.

The Vice President will lead on various aspects of Union activity, with responsibilities for each of the below areas to be decided on by the Full-Time (Sabbatical/Student) Officer team, including:

- a. Student Groups
- b. Wellbeing
- c. Advice
- d. Student Media
- e. Citizenship and Engagement
- f. Community Relations
- g. Careers, Employability and Entrepreneurship
- h. Income Generation
- i. Sustainability and the Environment
- j. Housing
- k. Halls

The Vice President role description outlines key roles and responsibilities in more detail

3.6. Part-Time Officers will be elected in accordance with Regulation 9

3.6.1. Part-Time Officers will be voting members of Union Council, in accordance with Regulation 4.2.2.

3.6.2. There will be the following Part-Time Officers:

- i. Two representatives from each Liberation Group, in accordance with Regulation 6.3.

- ii. One representative from each of the Student Communities, in accordance with Regulation 7.5.
- iii. Three representatives from Student Media, equally weighted across the Student Media streams currently in operation
- iv. Two representatives from faith-based student groups
- v. Two representatives from academic-based student groups
- vi. Two representatives from general interest student groups
- vii. Two representatives from campaigning student groups
- viii. Two representatives from international student groups
- ix. The Chair of the Student Groups Executive Committee, in accordance with Regulation 5.
- x. 18 academic representatives equally weighted across the Academic Departments; this number should remain equal to the number of university academic departments so many increase or decrease appropriately.

3.7. Removal from Office and Union Council

- 3.7.1. Full-Time Officers may be removed from office in accordance with Article 26 of the Articles of Association
- 3.7.2. Part-Time Officers may be removed from their position on Union Council following a vote of no confidence brought to Union Council by 25% of voting members (round up):
 - i. Motions of no confidence signed by 25% of Union Council members must be presented to the Union Council Chair at least ten working days prior to the scheduled Union Council meeting.
 - ii. Motions of no confidence must be debated on and voted at Union Council in accordance with Regulation 4.1.4.
 - iii. The Trustee Board shall appoint an independent Chair to oversee the debate
 - iv. Motions of no confidence must state the reasons why the officer should be removed from of Union Council, and must refer to the role description of the Part-Time office.
 - v. Motions of no confidence are passed by a simple majority (50%+1 of Union Council members)
- 3.7.3. Successful Motions of no confidence in a full-time officer shall be referred to the Trustee Board. The Board shall examine the motion and any supporting evidence. The Full-Time Officer in question shall be suspended on full pay whilst the investigation is ongoing.
- 3.7.4. The Trustee Board may either uphold the motion of no confidence resulting in the Officer ceasing to be an employee of the Union, or write to the proposer of the motion explaining their reasons for not upholding the motion which in turn will be communicated with the members of Union Council
- 3.7.5. Successful motions of no confidence in a Part-Time Office will result in the officer ceasing to hold their position on Union Council immediately.
- 3.7.6. In cases of a Full or Part-Time Officer being removed from Office, the Trustee Board will be responsible for making arrangements for a by-election or making other arrangements

4. Regulation 4: Union Council

The purpose of this regulation is to outline the roles, responsibilities and ways of working for Union Council and its sub-committees.

- 4.1. Union Council will, subject to Article 26 of the Articles of Association, have the following powers:
 - 4.1.1. Determine Union Policy, in accordance with these regulations
 - 4.1.2. Create no more than 4 policy Sub-Committees, to be Chaired by 1 Full-Time office, in accordance with Regulation 3:
 - i. Sub-Committees shall be responsible for executing policy
 - ii. Sub-Committees shall consist of voting members of council, and are to be determined at each Union Council
 - iii. Sub-Committees will be held accountable to the following Union Council
 - iv. Sub-Committees shall meet on a schedule decided by that Sub-Committee
 - 4.1.3. Receive reports and hold to account the elected Full-Time Officers, in accordance with Regulation 3
 - 4.1.4. Hear, debate and vote on motions of no confidence in Full and Part Time Officers in accordance with Regulation 3.7.
- 4.2. Voting members of Union Council shall consist of:
 - 4.2.1. The Full-Time Officers in accordance with Regulation 3.2.
 - 4.2.2. The Part-Time Officers in accordance with Regulation 3.6.2
 - 4.2.3. No student shall hold more than one voting seat on Union Council at any one time
- 4.3. Any other student may attend Union Council but shall hold no voting rights.
- 4.4. A minimum of 3 Union Councils will be held per academic year. Dates of the Union Council shall be published on the Union's website prior to the start of the academic year.
- 4.5. Quoracy of Union Council shall be 50% of voting members (rounded up – calculated against filled positions only).
- 4.6. Union Council shall be Chaired by the President
- 4.7. Policy ideas shall be submitted to Union Council through an online tool.
 - 4.7.1. All policy ideas signed by 10 students shall be taken to Union Council:
 - i. Policy ideas which receive support from 80% of Union Council will become Union policy
 - ii. Policy ideas which receive support from over 50% but under 80% of Union Council shall be referred to an all-student referendum, in accordance with Regulation 8.2.2.
 - iii. Policy ideas receiving support from under 50% of Union Council will be rejected and will not become Union policy.
 - 4.7.2. Policy set by Union Council shall lapse 3 years after it is passed
 - 4.7.3. All policy passed by Union Council is subject to ratification by the Trustee Board to ensure there is no financial, reputational or legal risk to the Union.

- 4.7.4. In a situation where two pieces of passed yet-to-lapse policy contradicts, the policy passed most recently will take precedent and dedicate the Union's position
- 4.7.5. Current Union Policy shall be made available on the Union's website.

5. Regulation 5: Student Groups Executive Committee

The purpose of this regulation is to outline the roles, responsibilities and ways of working for the Union Student Groups Executive Committee

- 5.1. A Student Group Executive Committee will be elected in accordance with Regulation 5.4. and Regulation 9
- 5.2. The Student Group Executive Committee shall be responsible for awarding funding of bids over £50. Bids under £50 will be considered by the Full-Time Officer responsible for Student Groups.
- 5.3. Timelines and processes for funding applications shall be set up the Student Groups Executive Committee at its first meeting of the year, and shall be made available for Student Groups.
- 5.4. Membership of the Student Group Executive Committee Shall be:
 - i. One Student Chair
 - ii. The Full-Time Officer responsible for Student Groups, in accordance with Regulation 3.5.2.
 - iii. Two elected representatives from faith-based student groups
 - iv. Two elected representatives from academic-based student groups
 - v. Two elected representatives from general interest student groups
 - vi. Two elected representatives from campaigning student groups
 - vii. Two elected representatives from international student groups
 - viii. Three elected representatives from Student Media
 - ix. Two elected representatives from each of the four Liberation Groups in accordance with Regulation 6.1.
- 5.5. Members of the Student Group Executive Committee shall also be voting members of Union Council, in accordance with Regulation 3.6 and Regulation 5.5.
- 5.6. The categorisation of Student Groups will be determined by a Union staff member responsible for supporting student groups. The Full-Time Officer responsible for Student Groups, in accordance with Regulation 3.5.2, will have the final say on any dispute regarding student group categorisation
- 5.7. The Student Group Executive Committee shall meet a minimum of 3 times per year.
- 5.8. Quoracy of the Student Group Executive Committee shall be 50% (rounded up – calculated against filled positions only)
- 5.9. Union Staff Members may attend Student Group Executive Committee meetings to assist in the smooth running of the Committee but will not hold any voting rights.

6. Regulation 6: Liberation Groups

The purpose of this regulation is to provide structure and guidance for successfully running Union-affiliated Liberation Groups whilst outlining democratic rights in Union decision-making processes.

- 6.1. Liberation groups shall be formed each year and shall include:
 - i. Black Students Liberation
 - ii. LGBT Students Liberation
 - iii. Women Students Liberation
 - iv. Disabled Students Liberation
- 6.2. The Liberation Group role will include, but will not be limited to:
 - 6.2.1. Promoting the views and interests, and organising activity of common concern for members of that group
 - 6.2.2. Making policy proposals to Union Council, in accordance with Regulation 4
 - 6.2.3. Directing the Union's policy and campaign activity within their remit
 - 6.2.4. Control the governance, democratic structures and decision making processes within their Liberation Group
- 6.3. A Committee which shall include a President for each Liberation Group shall be elected in accordance with Regulation 9. Two representatives of each shall be voting members of Union Council, in accordance with Regulation 3.6.2i
- 6.4. Meetings of each Liberation Group shall occur as often as the Group decides
- 6.5. Changes to the name and terminology of any liberation group should be approved by a simple majority vote of Union Council, following the prior approval of the Liberation groups committee.
 - 6.5.1. If a committee does not exist, for any reason, then a simple majority vote of Union Council shall suffice.
 - 6.5.2. All efforts should be made to gather the views of Liberation group members before any such name or terminology change takes place.
 - 6.5.3. Name or terminology changes should not occur with the intention of limiting or removing a student's right to be a member of the Liberation group when such right is already held.
- 6.6. Any full member of the Union who self-defines into a specific Liberation Group shall be entitled to be a member, having voting rights for the Liberation Group Committee or hold an elected position on the Liberation Group Committee.

7. Regulation 7: Student Communities

The purpose of this regulation is to provide structure and guidance for successful running Union-affiliated Student Communities whilst outlining democratic rights in Union decision-making processes.

- 7.1. Student Communities will be defined as groups where members exchange views and participate in activity which related to their community identity.
- 7.2. The role of Student Communities will be to:
 - 7.2.1. Promote the views and interests of that community
 - 7.2.2. Organise activity of common concern for members of that community
 - 7.2.3. Submit ideas to Union Council to create Union Policy
 - 7.2.4. Direct the Union's policy and campaign activity within the remit of that community
- 7.3. Student Communities shall be formed each year and shall include:
 - i. International Students
 - ii. Postgraduate Students
 - iii. Mature Students
 - iv. Commuter Students
 - v. Parent and Carer Students
- 7.4. Union Council will have the power to form new Student Communities where there is a demand through a simple majority vote of Union Council members in favour of a proposal.
- 7.5. One representative from each Student Community will be a voting member of Union Council, in accordance with Regulation 3.6.2ii
- 7.6. Meetings of each Student Community shall occur as often as the Group decides
- 7.7. Any full member of the Union who defines into a specific Student Community shall be entitled to be a member of that Student Community, have voting rights or hold a position on Union Council

8. Regulation 8: Referenda

The purpose of this regulation is to outline the ways in which students can put an idea to referendum.

- 8.1. A referendum shall be a vote in which every full member of the Union as defined in Regulation 2 shall be able to vote in a yes or no question.
- 8.2. Referenda may be called by:
 - 8.2.1. A resolution of the Trustees
 - 8.2.2. An idea for Union Council which receives support from 50%-80% of voting members, in accordance with Regulation 4.7.1ii
 - 8.2.3. A secure petition signed by at least 1% of full student members, members as defined in Regulation 2
 - i. Petition shall be open for up to 100 days
- 8.3. The person or body proposing the referendum shall be responsible for proposing the question to the Trustee Board to ensure it is:
 - 8.3.1. Balanced and not leading towards one response; and
 - 8.3.2. Complies with the requirements of the Union
- 8.4. Referenda have the power to set policies, challenge affiliations or to amend or revoke any Regulations
- 8.5. A referendum to pass policy or affiliations shall only be passed when:
 - 8.5.1. A simple majority of members have voted in favour, and
 - 8.5.2. 2.5% of Full Student Members have voted
- 8.6. A referendum to challenge, amend or revoke any regulations, shall only pass when:
 - 8.6.1. 75% of voters have voted in favour, and
 - 8.6.2. 2.5% of Full Student Members have voted
- 8.7. Ensuring the referendum is carried out democratically and legitimately shall be the responsibility of the Trustee Board, who shall publish schedules and rules at the start of each year.

9. Regulation 9: Elections

The purpose of this regulation is to outline the necessary regulations put in place to ensure the Union is able to conduct a range of elections in a fair, accessible and democratic manner.

- 9.1. The Union is a democratic organisation and the conduct of elections is of paramount importance
- 9.2. The regulations exist in order to assist the Union to:
 - i. Conduct all elections fairly
 - ii. Promote equality of opportunity in elections by ensuring that all members are able to take part in the democratic processes of the Union
 - iii. Ensure that all breaches of election regulations are dealt with swiftly and efficiently
 - iv. Run the electoral processes in a spirit of friendliness and cooperation
- 9.3. These regulations, together with all relevant Regulations and Articles of Association, shall apply to Union elections:
 - 9.3.1. Full-Time Officers, in accordance with Regulation 3.2
 - 9.3.2. Part-Time Officers, in accordance with Regulation 3.6
 - 9.3.3. Student Trustees, in accordance with Articles 21 of the Articles of Association
 - 9.3.4. Remaining delegates to National Union of Students (NUS) conferences and all other democratic conferences, in line with NUS policy
 - 9.3.5. All other vacant positions listed within these Regulations and the Articles of Association.
- 9.4. There shall be a Returning Officer responsible for the smooth running of the elections and upholding regulations
 - 9.4.1. The Returning Officer will be reputable person, external to the Union and independent of any election candidate
 - 9.4.2. The Returning Officer will not be a former or current student of the University, a current or former staff member of the Union or a current or former staff member of the University
 - 9.4.3. The Trustee Board shall nominate a Returning Officer by a majority vote, and the University shall have the right to approve or reject the proposed
 - 9.4.4. The Returning Officer will be responsible for approving election rules created by the Assistant Returning Officer
- 9.5. There shall also be an Assistant Returning Officer and an Appeals Officer:
 - 9.5.1. The Assistant Returning Officer shall be a member of the Union staff and shall be responsible for the day-to-day running of the election, and shall be responsible for proposing election rules to the Returning Officer
 - 9.5.2. The Assistant Returning Officer shall be assigned by the Trustee Board
 - 9.5.3. The Appeals Officer shall be a member of University staff, as requested by the Trustee Board, and shall be responsible for ruling on appeals. Once the University have nominated an Appeals Officer, the Trustee Board will be responsible for ratifying the decision.

- 9.6. The Returning Officer shall produce an elections timetable at the start of each academic year to include all foreseeable elections, including by-elections and scheduled referenda
 - 9.6.1. The elections timetable shall be held physically in the Union's registered office, as well as digitally on the Union's website, and shall include full schedules (including nomination dates and eligibility, voting dates, publication of results)
- 9.7. Elections shall be open to all members, with allowances made for constituencies (to be determined by the Returning Officer in the elections schedule), and are to be held via electronic means, as agreed by the Trustee Board.
- 9.8. Candidates must be Full Student Members, as defined in Regulation 2, and shall stand for no more than one Union Council voting member position, in accordance with Regulation 4.2.3.
- 9.9. Full-Time Officer candidates shall be elected via a cross campus ballot, however candidates for Vice President positions must have been a student of the faculty they are standing for
- 9.10. In accordance with Section 22 of the 1994 Education, no candidate shall stand for a Full-Time Office position if they have previously served for two years as a major union office holder at Middlesex Students' Union. I.E. a full-time officer position.
- 9.11. Part-Time Officers shall be elected by their constituencies, which will be set out by the Returning Officer along with the elections timetable
- 9.12. Ballots shall use the Single Transferable voting system
- 9.13. RON (re-open nominations) shall appear on the ballot for all elections
- 9.14. The Returning Officer shall publish a Complaints Procedure alongside the elections timetable which shall include the process and deadlines which will be followed for candidates to make complaints about election activity

10. Regulation 10: Transitional Arrangements

The purpose of this regulation is to govern the transition of the Union's governance from the previous constitution ("Middlesex University Students' Union Constitution" last amended January 2013 hereafter referred to as "the previous constitution", "the previous standing orders" and "the previous appendices" variously). It shall cease to exist, unless amended, at the end of the 2019/2020 academic year.

10.1. Transitional Arrangements Committee

- 10.1.1. A Transitional Arrangements Committee shall be formerly established in order to oversee the transition from the previous constitution to the new constitution and regulations
- 10.1.2. The President shall convene the Transitional Arrangements Committee
- 10.1.3. Membership of the committee shall be determined by the committee itself, who may co-opt members as necessary in order to carry out its aims, but shall at least consist of:
 - 10.1.3.1. The President (Chair)
 - 10.1.3.2. The Director, or the Director's nominee
 - 10.1.3.3. Two members of the Trustee Board (under the previous constitution) as nominated and selected by the President.
 - 10.1.3.4. The Director may a member of Union staff to act as clerk to this committee.
- 10.1.4. The committee shall assume responsibility for the transition according to this regulation and shall carry out its work in the interests of continuity and democracy, ensuring that decisions of a political nature are made by the relevant democratic organs of the Union and that decisions made by the Transitional Arrangements Committee are purely administrative
- 10.1.5. Periodically the Transitional Arrangements Committee should report its progress and decisions made to the Trustee Board.

10.2. Transitional Principles

- 10.2.1. The previous constitution and regulations of the Union, as well as its regulatory appendices and standing orders, shall no longer apply or be seen to apply to the governance of the Union.
- 10.2.2. Any decision made under the previous Constitution, schedules or standing orders shall be binding and these governing documents should be kept on file for reference.