

CENTRAL SU

The Constitution of Central Students' Union ("Central SU" or "Union" or "Student Union")

This constitution shall take effect from ____ and invalidates all former constitutions of Central SU.

This Constitution shall be subject to review by Student Forum and The Royal Central School of Speech and Drama Governing Body at least every five years, in accordance with the Education Act 1994.

The Royal Central School of Speech and Drama ("School" or "Central") recognises Central Students' Union as intending to operate as a democratically run organisation, committed to serving and representing the students of the School.

Central SU welcomes a diverse community of students and is committed to promoting equality in all of its activities and aims to ensure a supportive, accessible and inclusive environment for students, free from unlawful discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, economic circumstance or gender or sexual orientation. Central SU is committed to being a zero-tolerance organisation that will combat all forms of sexual violence and harassment on or off campus.

The Union is proud to work with other groups and individuals within the community to promote and celebrate diversity, which helps to make Central the dynamic, inclusive and creative institution that it is.

This constitution is a legal document that sets out the activities and procedures of the Union. It provides a framework for the operation of the Students' Union by:

- Defining what the Students' Union can or cannot do;
- Indicating how the Executive and Development Committees and its other governance bodies can act on behalf of Students' Union members;
- Outlining how members can engage with the democracy of the Students' Union;

The constitution is made up of three sections:

Section 1 - The Articles

This section defines the aims and objectives of the Union as well as setting out what can or cannot be done.

Section 2 - The Schedules

This section gives further operational details in relation to the workings of the Union

Section 3 - The Appendices

This section includes other regulations by which the Union has to abide by.

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Contents

Section 1: The Articles

- 1.0 Name and Status
- 2.0 Aims and Objectives
- 3.0 Membership
- 4.0 Student Forum
- 5.0 Development Committee
- 6.0 Executive Committee
- 7.0 Trustee Board
- 8.0 Clubs and Societies
- 9.0 Affiliations to External Organisations
- 10.0 Complaints Procedure
- 11.0 Union Finance
- 12.0 Minutes
- 13.0 Amendments
- 14.0 Indemnity
- 15.0 Referendum
- 16.0 Code of Conduct
- 17.0 Interpretation
- 18.0 The School's Board of Governors

Section 2: The Schedules

- Schedule One – Election Regulations
- Schedule Two – Clubs and Societies
- Schedule Three - Student Forum Meeting Regulations
- Schedule Four – Finance Regulations
- Schedule Five – Job Descriptions

Section 3: The Appendices

- Appendix 1: Opting Out
- Appendix 2: Complaints Procedure
- Appendix 3: Job Descriptions
- Appendix 4: Students' Union Code of Practice

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Section 1: The Articles

1.0 Name and Status

- 1.1 There will be a Students' Union in the name of The Royal Central School of Speech and Drama Student's Union (throughout this document the organisation will be referred to as 'Central SU', or 'Central Students' Union' or 'Union').
- 1.2 Central SU is an unincorporated association.
- 1.3 The Royal Central School of Speech and Drama will be referred to as 'the School' or 'Central' throughout this document.

2.0 Aims and Objectives

- 2.1 To promote the interests and welfare of students at The Royal Central School of Speech and Drama ("Students") who join the Union ("Members") during their course of study and representing, supporting and advising Students;
- 2.2 To be the recognised representative channel between Members and The Royal Central School of Speech and Drama and any other external bodies;
- 2.3 To provide social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of Members;
- 2.4 To protect the rights Members and campaign for and on behalf of the best interests of Members.

3.0 Membership

- 3.1 All Students shall be entitled to use the facilities of Central SU and take part in its educational, social, sporting and cultural activities. Members shall be allowed to speak and vote at Central SU meetings, to nominate, to stand and to vote in Central SU elections. All Students whether Members or not shall be entitled to hold office in and be members of clubs and societies affiliated to the Union.
- 3.2 All students who are registered at The Royal Central School of Speech and Drama on accredited award bearing courses are automatically members of Central SU unless they have decided to give up their membership;
- 3.3 Any sabbatical officer shall be considered a Member of Central SU;
- 3.4 A Member shall cease to be a member of Central SU if:
 - 3.4.1 They opt out of membership of the SU, which any student may do according to the 'Opting Out' regulations found in Appendix 1 of this constitution;

- 3.4.2 The Member ceases to be a student of The Royal Central School of Speech and Drama;

4.0 Student Forum

- 4.1 The Student Forum shall be the supreme decision making body of the Union, except for any decision made by referendum. The Student Forum shall raise issues that are of concern to its Members to the senior management team of The Royal Central School of Speech and Drama and act on behalf of all Members of Central SU.
- 4.2 The membership of Student Forum shall be made up of the following categories:
 - 4.2.1 members of The Development Committee;
 - 4.2.2 Student Trustees;
 - 4.2.3 Elected Society Leaders;
 - 4.2.4 All other Members of Central SU;
- 4.3 Any individual(s) who are not a full Member of Central SU who wish to attend must receive written permission from the Chair.
- 4.4 The functions of the Student Forum will be to:
 - 4.4.1 Approve, repeal and amend the policy of the Union;
 - 4.4.2 Recommend changes to the Union's constitution (including schedules) as appropriate, subject to the approval of the School's Board of Governors;
 - 4.4.3 Instruct and hold accountable the members of the Development Committee;
 - 4.4.4 Monitor and discuss the events and decisions of the School's decision making bodies and to raise concerns of Members to the School's senior management team where appropriate;
 - 4.4.5 Approve reports from the Executive Committee, Development Committee and Trustee Board;
 - 4.4.6 Confer recognition of clubs and societies;
 - 4.4.7 Elect delegates to appropriate NUS conferences and councils if the Union wishes to be associated with NUS from time to time.
- 4.5 The first Student Forum of the year shall be chaired by the President. The first meeting shall:
 - 4.5.1 Approve Central SU's annual budget and accounts on recommendation by the Trustee Board;
 - 4.5.2 Approve the Union's annual report;
 - 4.5.3 Elect the Student Forum Chair;
 - 4.5.4 Confer recognition on clubs and societies
- 4.6 An ordinary Student Forum meeting shall be called at least once per term by the President.
- 4.7 An extra-ordinary Student Forum meeting may be called to discuss a particular issue subject to the approval of the Executive Committee.

- 4.8 Student Forum meetings shall be conducted according to Schedule 3 of this constitution (Meeting Regulations)
- 4.9 Student Forum meetings shall only be quorate for so long as there are at 5% of Student Forum members present.
- 4.10 In the event that the Chair of the Student Forum is absent or of any conflict of interest with any items for discussion, they shall be resigned for the duration of the items during which the deputy chair or President (if not Chair) shall act as Chair.
- 4.11 The Chair may not vote unless the vote is by secret ballot or if the vote is tied, in which case they shall have the casting vote.

5.0 Development Committee

- 5.1 The Development Committee shall be collectively responsible for fulfilling the aims of Central SU and setting a clear strategy for the Union's activity in all matters. The Development Committee also acts as a channel of communication between Central SU Members, staff of the School and third party organisations. The Development Committee shall be subordinate to the Student Forum and Executive Committee.
- 5.2 The Development Committee shall be made up of the President, Vice Presidents and a number of part-time elected officers as agreed by the Student Forum from time to time. The specific roles and duties of all elected officers shall be laid out in Appendix 3 of this constitution but so that Student Forum may from time to time vary the roles and duties of such officers, change their titles, establish and/or disestablish such roles other than President on the basis that there shall at all times be at least 6 members of the Development Committee.
- 5.3 All officers (with the exception of the Vice President (Postgraduate) for so long as such role is not terminated by the Student Forum) shall be elected in the Summer Term of each year according to the Election Regulations laid out in Schedule 1 of this constitution. They will serve as members of the Development Committee from August 1st of that year to July 31st of the following year.
- 5.4 The Vice President (Postgraduate) will be elected in a by-election in the Autumn Term. The Vice President (Postgraduate) will serve from their date of election until September 30th of the following year.
- 5.5 The President may be a sabbatical post. There shall be no other sabbatical posts. No Member shall be eligible to stand and serve for more than two sabbatical terms of office in accordance with the Education Act 1994.
- 5.6 Development Committee meetings shall be chaired by the President or their nominee (being a member of the Development Committee) and shall be called at least three times a term.

- 5.7 Development Committee meetings shall only be quorate for so long as there is at least 50% of serving Development Committee members present.
- 5.8 Any member of the Development Committee who fails to attend two consecutive meetings of the Development Committee without giving apologies to the President will be referred to the Student Forum for possible censure from the Student Forum.
- 5.9 In the event of three consecutive Development Committee meetings missed without apology, an elected officer is considered to have resigned from both their elected officer post and the Development Committee with immediate effect.
- 5.10 The Development Committee officers or Student Trustees may be removed from office by:
- 5.10.1 a two-thirds majority vote at a quorate meeting of the Student Forum;
 - 5.10.2 a referendum of the members of the Union;
 - 5.10.3 a breach of Central's disciplinary regulations on the grounds of gross misconduct resulting in exclusion from Central;
- 6.0 The regulations for a ballot to remove a member of the Development Committee or Student Trustee from office shall be determined by the Returning Officer, within the limits of this constitution.
- 7.0 Any resignation by any member of any constituent body of the Union must be in writing to the President. Resignations shall take effect immediately, and be reported to all Central SU Members.
- 8.0** In the case of any vacancy arising, a by-election shall be held in accordance with Schedule One (Election Regulations) of this constitution.

6 Executive Committee

- 6.10 The Executive Committee shall be responsible for the day-to-day running of Central SU according to the terms of this constitution, its schedules and appendices and active policy. The Executive Committee shall be subordinate to the Student Forum.
- 6.11 The Executive Committee shall be made up of the following elected officers:
- 6.11.2 the President;
 - 6.11.3 the Vice President (Acting);
 - 6.11.4 the Vice President (Drama, Applied Theatre & Education);
 - 6.11.5 the Vice President (Theatre Practice);
 - 6.11.6 the Vice President (Post Graduate);
 - 6.11.7 two elected officers of the Development Committee, elected by a secret ballot that is open to members of the Development Committee.

but so that the Student Forum shall be able to vary the titles of all the above officers except President.

- 6.12 The role of the Executive Committee shall be to:
- 6.12.2 carry out the decisions made by the Student Forum
 - 6.12.3 act on behalf of the Student Forum when an emergency meeting cannot be held;
 - 6.12.4 act as a channel of communication between the Student Forum and the senior management of the School where appropriate;
 - 6.12.5 be responsible for all sensitive, confidential and reserved business of Central SU and report on these matters to the Student Forum and Development Committee, redacting necessary information in order to comply with confidentiality and data protection legislation;
 - 6.12.6 approve budget requests over £100;
 - 6.12.7 approve and sign contracts and commitments for the Union where necessary in accordance with the strategy of the Union for time to time as approved by the Student Forum
 - 6.12.8 take action for and on behalf of the Union where appropriate in accordance with the strategy of the Union for time to time as approved by the Student Forum
 - 6.12.9 subject to available funding, engage a person to support the administration of the Union ("Union Support Officer"); and
 - 6.12.10 plan and facilitate development/training days for elected officers where appropriate.

- 6.13 Executive Committee meetings shall be chaired by the President or their nominee (being a member of the Executive Committee) and shall be called at least once a month during term time.
- 6.14 Executive Committee meetings shall only be quorate for so long as there is at least 50% of serving Executive Committee members present.
- 6.15 The chair may not vote unless the vote is tied, in which case they shall have the casting vote.
- 6.16 Any member of the Executive Committee who fails to attend two consecutive meetings of the Development Committee without giving apologies to the President will be referred to the Student Forum for possible censure from the Student Forum.
- 6.17 In the event of three consecutive Executive Committee meetings missed without apology, an elected officer is considered to have resigned from both their elected officer post and the Executive Committee immediate effect.

7 Trustee Board

- 7.10 The Trustee Board of Central SU shall be responsible to the Student Forum for the financial affairs of the Union and shall ensure that any money is spent in accordance with the aims and objectives of Central SU.
- 7.11 The Trustee Board of Central SU shall be made up of:
 - 7.11.2 the President;
 - 7.11.3 the Vice President (Postgraduate);
 - 7.11.4 two elected Student trustees (“Student Trustees”);
 - 7.11.5 two external trustees.
- 7.12 Student Trustees shall be elected in a cross-campus ballot and will serve for one year from the date of their election.
- 7.13 External trustees shall be nominated and approved by the Student Forum. They will serve for a maximum of three years.
- 7.14 External trustees shall be appointed on the basis that they offer specific expertise and skills attributing to the discharge of the functions of the Trustee Board in the development of Central SU.
- 7.15 The role of the Trustee Board shall be to:
 - 7.15.2 Ensure that the Union finances operate efficiently and effectively;
 - 7.15.3 Ensure that financial reports are made to each Student Forum;
 - 7.15.4 Prepare the Union’s annual report detailing the activities of the Union, the Union finances, including any donations

made to external organisations, and any other information required under current legislation;

7.15.5 Settle and submit the Union budget, annual report and any other information required under current legislation to the School for approval.

- 7.16 Trustee Board meetings shall be called by the President and shall meet at least once a term. Further meetings may be called by a written request of a majority of Trustee board members to the President. The chair will be the President. The deputy chair will be elected by the Board in the first meeting of each academic year.
- 7.17 Trustee Board meetings shall only take place if there are over 50% of eligible members present including at least one external trustee.
- 7.18 Any member of the Trustee Board who fails to attend two consecutive meetings of the Trustee Board without giving apologies to the President will be referred to the Student Forum for possible censure from the Student Forum.
- 7.19 In the event of three consecutive Trustee Board meetings missed without apology, any Trustee is considered to have resigned from their position with the Trustee Board immediate effect.

8 Clubs and Societies

- 8.10 There will be clubs and Societies affiliated with Central SU.
- 8.11 Clubs and societies must be approved by Student Forum before they are to become official affiliates of Central SU.
- 8.12 Clubs and societies must adhere to requirements set out in Appendix 5 of this constitution and must not present any conflict to the aims and objectives of Central SU.
- 8.13 The Union shall ensure that the allocation of Union resources to clubs and societies shall be fair, and made in writing to all Students

9 Affiliations to External Organisations

- 9.10 Any proposal for the Union to formally affiliate to an external organisation must be approved by Student Forum. Any affiliation shall be reviewed by the Student Forum at least annually.
- 9.11 The School and Members of Central SU shall be informed of all new affiliations to external organisations at the earliest possible

convenience, no later than a month after affiliating. The notice shall include the name of the organisation being affiliated with and the affiliation or subscription fee or donation to be paid.

9.12 Details of all affiliations to external organisations, including the names of the organisations and each affiliation fee or donation paid, shall be included in the annual report of the Union which shall be made available to all Members of the Union, all other Students and to the School's Governing Board.

9.13 In the event of an objection to a current affiliation to any particular external organisation, a petition signed by at least 5% of the Members of Central SU must be presented to the President. A referendum shall be held on the issue. The referendum shall be carried out in accordance with Article 15.0 of this constitution. A further referendum on the same affiliation cannot be called during the same academic year.

10 Complaints Procedure

10.10 Complaints about the conduct of members of the Development Committee or the Executive Committee [or Trustee Board] shall be dealt with under the complaints procedure contained in Appendix 2 of this constitution.

11 Union Finance

11.10 The Trustee Board shall be subject to no other restrictions except those contained in clause 7.0 and Schedule 4 of this constitution and any which may be imposed by the Student Forum.

11.11 The Trustee Board shall be responsible for ensuring that the financial affairs of the Union are properly conducted, annual budget, amendments to the budget and all other short-term financial reports and financial proposals in respect of the Union are discussed and approved by Student Forum.

11.12 A copy of Central SU's annual budget shall be presented to Student Forum and the School's Governing Board each year for approval.

11.13 The organisation of Central SU's finances and systems of control shall be contained in Schedule 4 of this constitution.

- 11.14 The financial reports of the Union shall be made available to all Students and the School. Such reports shall include details of a list of all the organisations that the Union donated to in the time period covered by such reports and details of such donations.

12 Minutes

- 12.10 At all formal meetings laid out in this constitution, minutes shall be taken by a nominee of the Chair which shall be circulated and any necessary corrections made, at the next appropriate meeting. Approved minutes shall be filed and made available to any Member of the Union upon request.
- 12.11 Minutes taken from Student Forum meetings shall be made publically available on the Union's website once approved.
- 12.12 Draft minutes must be labelled as such.
- 12.13 A copy of this constitution, including any amendments, a copy of the annual report and any plans for the Union's activities, including the budget, shall be made available to all Students on the Union's website.
- 12.14 All meetings of the constituent bodies of Central SU shall be considered open to any Member of the union. However, the members of the meeting of such constituent body may vote to hold a specific meeting or an item of a meeting as a closed session, in which case non-members of such constituent body will be asked to leave.

13 Amendments

- 13.10 Student Forum shall be the only body permitted to amend this constitution. All amendments to this constitution or schedules will be subject to approval by the School's Governing Board before becoming effective.
- 13.11 All amendments to this constitution or schedules shall require the support of a minimum of two-thirds of the Members present and entitled to a vote at a quorate meeting of the Student Forum.
- 13.12 The constitution shall be formally reviewed by Central SU and the School at least every five years from the date of the current document's implementation and approval by the School's Governing Body.

14 Indemnity

14.10 Every executive officer and person approved to make decisions of behalf of the Union shall be entitled to be indemnified out of the assets of the Union against all losses or liability which they may incur in or about the execution of their office or otherwise in relation thereto; and no officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Union in the execution of the duties of their office or in relation thereto; provided that nothing in this clause shall affect their liability for the consequences of any negligent or unlawful act on their part.

15 Referendum

15.10 A referendum, in which all full members of Central SU will be entitled to one vote, shall be held on any issue if either the Development Committee decides by a two-thirds majority to call a referendum or a referendum is called under article 9.4.

15.11 The President shall also call a referendum if they are handed a petition detailing an issue and containing the name, course, student number and signature of at least 50 Members of Central SU.

15.12 The referendum shall be supervised by the President or nominated Returning Officer. All referenda shall be by secret ballot open to all Members. Polling stations shall be open for between 1 and 5 working days, with one weeks' notice having been given to Members that the referendum is to take place.

15.13 The timeline of the referendum shall be clearly communicated with Members of Central SU at the point of announcement.

15.14 The President or Returning Officer shall be responsible for deciding the wording of the question on the referendum ballot paper.

15.15 The supervisor of the referendum will not have a vote and must remain impartial in their views.

15.16 The referendum must receive votes from a minimum of 5% of Members to be classed as quorate.

15.17 Any referendum will require a minimum two-thirds (or 66%) majority to pass

15.18 The result of a referendum will take priority over any existing Central SU policy on the same issue.

16 Code of Conduct

- 16.10 The Executive Committee shall draw up a Code of Conduct for Members which shall be approved and amended from time to time and approved by the Student Forum.
- 16.11 All Members of Central SU shall be required to adhere to the Code of Conduct, particularly when attending events or meetings organised by Central SU or its affiliated clubs or societies.
- 16.12 The Code of Conduct may include restrictions up to and including the unlimited suspension of any or all of the rights of Union membership.

17 Interpretation

- 17.10 In the event of a challenge to the interpretation of any part of this constitution, the ruling of the President shall be sought.
- 17.11 In the event of a challenge to the President's ruling, following legal advice, the decision shall be taken to a Student Forum.
- 17.12 If a Member of Central SU remains dissatisfied with the ruling of the Student Forum, they may appeal to the School's Governing Body. The ruling made by the School's Governing Body shall be final.

18 The School's Board of Governors

- 18.10 The President of Central SU will attend every meeting of the School's Board of Governors as Ex officio member.
- 18.11 The Vice President (Postgraduate) (or other title or Union officer approved by the Student Forum from time to time) will attend every meeting of the School's Board of Governors as the Student Elected member.
- 18.12 The President (or Vice President (Postgraduate (or other title or Union officer approved by the Student Forum from time to time)) in the event of their absence) shall present a report on the work of Central SU at each meeting of the Board of Governors.

Section 2: The Schedules

Schedule One – Election Regulations

This Schedule outlines the protocol for all elections or by-elections of Central SU.

1.0 Returning Election Officers

- 1.1 There will be a Returning Officer, who shall not be a Member of Central SU. They shall be appointed annually by the Executive Committee subject to the approval of the School's Executive Management Group. The Returning Officer shall be responsible for the good conduct and administration of all Central SU elections and shall have the sole interpretation of the election regulations.
- 1.2 The Returning Officer may appoint assistants to support them in their duties. These nominees will be considered staff of the election and must remain impartial during the election period.

2.0 Election Timetable

- 2.1 The Returning Officer shall ensure that the election of the members of the Development Committee takes place early in the summer term.
- 2.2 The term of office for the Development Committee (with the exception of the Vice President (Postgraduate)) will be from August 1st of that year until July 31st the following year. The Vice President (Postgraduate) will be elected in a by-election early in the Autumn Term.
- 2.3 A copy of the election timetable, nomination forms, manifesto forms and a copy of the election regulations shall be emailed to Members of Central SU a minimum of three weeks prior to the commencement of the election.
- 2.4 The Returning Officer will publish an election timetable with the dates, times and venues for:
 - 2.4.1 The closure of nominations
 - 2.4.2 The publication of list of candidates;
 - 2.4.3 The campaigning period;
 - 2.4.4 The question & answer session/hustings; and
 - 2.4.5 The voting period
- 2.5 Nomination forms and manifestos must reach the Returning Officer or their nominee by no later than 17:00 on the day seven days before the commencement of the ballot.

3.0 Standing for Election

- 3.1 Only current Members of Central SU are eligible to stand for election.
- 3.2 Re-Open Nominations shall be a candidate in all Central SU elections.
- 3.3 Members of Central SU may stand for election upon completion of a nomination form and manifesto form signed by them as candidate.
- 3.4 If a candidate wishes to withdraw their nomination, they must do so at least 2 days prior to the commencement of the ballot.
- 3.5 In the event of a candidate withdrawing from the election after the commencement of the ballot, any votes for the candidate will be transferred according to the regulations laid out in clause 4.0.

4.0 Voting Procedures

- 4.1 The Returning Officer shall ensure that all Members of Central SU have access to vote no matter their place or time of study.
- 4.2 In order to protect the representation of minority and/or marginalised Student groups, only those who self-define into any liberation group will be eligible to stand or vote in the election of liberation officers. These Students will also be the only Members who can vote to amend or omit these roles from the Development Committee.
- 4.3 In the event of an online election, all Members of Central SU may vote via their assigned School email account.
- 4.4 In the event of a paper election, a ballot paper bearing the Central SU stamp will be issued to each Member upon production of their School ID card or other suitable means of identification at the discretion of the Returning Officer. Votes will be cast in sealed ballot boxes. Voting papers shall bear the name of each candidate and the office being contested. There will be an option to choose to re-open nominations as laid out in clause 3.2 of this schedule.
- 4.5 All votes shall be by secret ballot and shall be conducted according to the most recently published edition of the rules for the operation of the Single Transferable Voting (STV) system as set by the Electoral Reform Society.
- 4.6 A postal vote shall be granted to any Member of Central SU who is unable to exercise their right to vote in person in the event of a paper ballot. In this event, conditions for a postal vote shall be publicised at the time of the close of nominations.
- 4.7 The ballot shall remain open for 1 to 5 consecutive working days during term time.

5.0 Counting and Declaring Votes

- 5.1 The Returning Officer shall inform the candidates of the time and venue of the count. The candidate or their appointed representative may, if they so wish, attend the counting of the votes as observers only.

- 5.2 The Returning Officer may be assisted in the count by any individual appointed to them, provided they are not a candidate in the current election.
- 5.3 The count shall be conducted according to the most recently published edition of the rules for the operation of the Single Transferable Voting (STV) system as set by the Electoral Reform Society.¹
- 5.4 Once the votes have been counted they should be kept for a period of at least six months in case of appeals against the result.
- 5.5 Results of the elections shall be declared by the Returning Officer when the count for each post has been completed and any complaint has been resolved to the satisfaction of the Returning Officer.
- 5.6 A list of successful candidates will normally be announced within 24 hours of the close of the ballot. The Returning Officer will send a copy of the result to Central SU members and to the School.
- 5.7 The results will become official 2 working days after they have been posted provided that no complaint has been lodged with the Returning Officer. In the event of a complaint being received in this period by the Returning Officer, the results shall be suspended until the complaint has been resolved.

6.0 Complaints

- 6.1 Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within two working days of such a complaint being lodged by any Member of Central SU.
- 6.2 Any complaint against the conduct or administration of the election should be received by the Returning Officer not later than 48 hours after the start of the count.
- 6.3 The Returning Officer shall seek to resolve the complaint within 48 hours of it being lodged.
- 6.4 In determining a resolution to the complaint, the Returning Officer after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the Returning Officer on any complaint shall be final, subject only to a successful appeal to the Clerk to the School, in accordance with clause 4.12.4 of the complaints procedure, contained within the Code of Practice (Appendix 4) of this constitution.

7.0 Vacancies

- 7.1 If any post on the Development Committee falls vacant then a by-election shall be arranged by the Returning Officer. Nominations shall open no later than three working days after confirmation of the vacancy arising should it be

¹ <https://www.electoral-reform.org.uk/voting-systems/types-of-voting-system/single-transferable-vote/>

possible to hold fair and democratic by-election. All other election regulations apply.

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Schedule Two – Clubs and Societies

This Schedule outlines the protocol for which Clubs and Societies obtain and maintain their affiliation with Central SU.

1.0 There may be clubs and societies affiliated with Central SU.

2.0 Setting up a Club or Society

- 2.1 No society or club will be formally recognised, and therefore eligible for regular funding from Central SU, until they have been formally approved by the Student Forum;
- 2.2 To be considered for recognition, a club or society must first present to the Development Committee the following documents;
 - 2.2.1 a manifesto outlining the aims and objectives of the club or society;
 - 2.2.2 a strategic plan laying out how the club or society will operate;
 - 2.2.3 a petition for the club or society to be formally recognised including signatures from 15 prospective members;
- 2.3 Once these documents are received and approved by Development Committee, the club or society is deemed to be in probation until formal conferment of recognition by Student Forum.
- 2.4 Whilst on probation, a club or society will not be entitled to regular funding or resourcing from Central SU.
- 2.5 Conferment of recognition to clubs and societies may not be unreasonably withheld by Student Forum unless the club or society is seen to be in conflict with the aims and objectives of Central SU.

3.0 Elections

- 3.1 Clubs or societies must have a clear and democratic leadership structure including an elected society leader. This structure must be laid out in the strategic plan of the club or society.
- 3.2 Whilst on probation, the individual who has submitted the documents for recognition of the club or society will be considered to be the acting society leader until an election takes place.
- 3.3 Elections for the roles within a club or society will take place in the School's summer term.
- 3.4 A member of the Development Committee will act as Returning Officer in club or society elections.
- 3.5 Only members of each society or club may vote in the election for their respective club or society.
- 3.6 Quoracy of elections will be 50% of official members of such club or society .

4.0 Finances

- 4.1 The President will earmark a sum in the annual budget for the maintenance of affiliated clubs and societies.
- 4.2 The Executive Committee will be responsible for allocating this sum amongst affiliated clubs and societies.
- 4.3 Clubs and societies will receive their allocation of this sum upon formal recognition by Student Forum.
- 4.4 Clubs or societies will have a clear financial plan included in the strategic plan of the club or society. It is the club or society Leader's responsibility to ensure that this plan is adhered to.

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Schedule Three – Student Forum Meeting Regulations

This Schedule outlines the protocol for Student Forum meetings conducted by Central SU.

1.0 Student Forum meetings

- 1.1 The business of Student Forum meetings shall be divided into two parts:
 - 1.1.1 School Business - to discuss any matters relating to Members as students of the School associated with their education and other institutional issues providing this is the appropriate forum to do so.
 - 1.1.2 Union Business – to discuss all other issues of interest to Members of Central SU.
- 1.2 All elected representatives and club or society leaders are expected to attend Student Forum meetings. If they are unable to do so, apologies should be sent to the chair before the deadline set out when the meeting is called.
- 1.3 Any Member of Central SU may attend Student Forum meetings.
- 1.4 Any individual(s) who are not members of Central SU who wish to attend must receive written permission from the chair.
- 1.5 Any Member of Central SU may speak at a Student Forum meeting.
- 1.6 Members of the School's staff on School business may attend and speak at the School Business section of the meeting but will not be entitled to speak or attend the Union Business part of the meeting unless expressly requested by vote of the Student Forum.
- 1.7 Any other individual may attend and speak as a guest to either part of the meeting if invited to do so by the Student Forum, the Development Committee or the Executive Committee.
- 1.8 Any Member of Central SU wishing to speak must raise their hand. The chair of the meeting shall decide the order of speaking.
- 1.9 Only members of Student Forum (laid out in Article 4.2 of this constitution) may vote.
- 1.10 The Chair of the Student Forum may not vote unless the vote is tied, in which case they may have the casting vote.
- 1.11 All items for debate shall be submitted to the Chair at least five working days before the meeting. Proposals for amendments to the Union constitution and schedules must be submitted seven working days before the start of the meeting.

- 1.12 All items for debate shall require the signatories of at least two Central SU Members. These shall be known as the proposer and the seconder.
- 1.13 The Chair and (if different) the President shall be jointly responsible for the publication and advertisement of details of Student Forum meetings at least ten working days before the meeting.
- 1.14 Proposals of changes to debates may be submitted by any two Members of Central SU. The changes require the signatures of at least two such Members and shall be submitted to the Chair at least 48 hours before the start of the meeting.
- 1.15 The Chair shall be responsible for the publication of the agenda.
- 1.16 The President shall chair the first meeting of the academic year. There shall be an election for a chairperson and a deputy chairperson at this meeting as the first order of business.
- 1.17 In the event of any situation arising not being covered by meeting regulations laid out in this Schedule 3, the Chair shall rule on the procedure to be adopted. Such ruling shall be subject to the approval of the Student Forum.
- 1.18 In the event of the Chair being in conflict or alleged to be in conflict with any item to be discussed, the Chair should be resigned for the duration of the item under discussion to the President or if they are the Chair or in alleged to be in conflict to the deputy chair.
- 1.19 The agenda of Student Forum meetings shall normally be taken in the following order:
 - 1.19.1 Welcome from the chair;
 - 1.19.2 Checking the minutes of the previous meeting for accuracy;
 - 1.19.3 Matters arising from the minutes of the last meeting;
 - 1.19.4 Report from the Executive Committee;
 - 1.19.5 Report from the Trustee Board;
 - 1.19.6 Report from members of the Development Committee;
 - 1.19.7 Central business;
 - 1.19.8 Union business;
 - 1.19.9 Any other business;
 - 1.19.10 Closing remarks.
- 1.20 All debates shall be run as follows:
 - 1.20.1 the proposer of the debate shall make a speech;
 - 1.20.2 any changes to the debate will be raised according to clause 1.21 of these regulations;
 - 1.20.3 the chair will invite a speech against the debate;

- 1.20.4 the chair shall balance the number of speeches for and against the debate so far as reasonably appropriate; and
- 1.20.5 the chair shall invite any questions and statements relating to the debate
- 1.21 Changes to the debate must run as follows:
 - 1.21.1 any changes to the debate will be raised after the proposer has spoken;
 - 1.21.2 the chair shall invite and take a speech against the changes;
 - 1.21.3 the chair shall attempt to balance the number of speeches for and against the changes so far as reasonably appropriate;
 - 1.21.4 the chair shall leave time for questions and statements before the vote; and
 - 1.21.5 when all changes have been voted upon, the main debate shall be discussed and voted upon.
- 1.22 The following general rules must be abided to:
 - 1.22.1 Every debate shall have a proposer and a seconder.
 - 1.22.2 Any motion may only be withdrawn with the consent of the chair.
 - 1.22.3 Debates shall require a simple majority to be decided, except where otherwise specified in the constitution.
 - 1.22.4 Emergency debates may only be discussed if they deal with matters that have arisen since the date for submission of debates, and if a two thirds majority vote for the discussion of this debate. The debate should be submitted in writing to the chair before the commencement of the Student Forum meeting.

Schedule Four – Finance Regulations

This Schedule outlines the regulations that Central SU must abide to regarding the regulation of Central SU finances and reporting of finances.

1.0 Bank Accounts

- 1.1 There shall be a bank account held in the name of Central SU. There shall be three signatories to the account:
 - 1.1.1 the President;
 - 1.1.2 the Union Support Officer (or other title or officer approved by the Trustee Board);
 - 1.1.3 one other member of the Executive Committee to be nominated by the Executive Committee
- 1.2 Payments will normally be made by BACS upon receipt of an invoice.
- 1.3 Any payments made by members of the Development and Executive Committee for the Union will be reimbursed (subject to prior approval of the Trustee Board) by BACS following an invoice and any receipts.

2.0 Collection of monies

- 2.1 The collection of all monies owed to Central SU will be the responsibility of the President and Union Support Officer.

3.0 Limits on payments

- 3.1 All expenditure over £100.00 must be approved by the Executive Committee.
- 3.2 The President will have the power to authorise spends of up to £100 on the basis that such spend is reported to the next meeting of the Executive Committee and is in accordance with the strategy of the Union.
- 3.3 Prior to the formation of the Executive Committee, the President will have the power to authorise spends over £100 on the basis that such spend is reported to the next meeting of the Executive Committee and is in accordance with the strategy of the Union.

4.0 Contracts

- 4.1 No financial agreement (e.g. a leasing contract) may be entered into which involves a financial commitment beyond the term of office of the Executive Committee and/or exceeds a total value of £500 unless authority is given by Student Forum
- 4.2 All contracts shall have two signatories. Contracts shall normally be signed by the President and the Union Support Officer. Any contracts exceeding a value of £500 shall be signed by the President and Union Support Officer but must also be approved by a member of the School's senior management.

4.3 No contract or obligation of the Union should be signed without first obtaining the approval of the Trustee Board.

5.0 Budgets and Financial Statements

5.1 Budgets shall be drawn up in August of each year by the President for all areas of proposed expenditure and approved by the Trustee Board and then Student Forum.

5.2 The President, under the direction of the Trustee Board, shall provide the Student Forum and the School's Governing Body with this budget at the first School Governors meeting of each year.

6.0 Loan Agreements

6.1 No loan agreement may be entered into which involves a financial commitment beyond the term of office of the Executive Committee and/or exceeds a total value of £250 unless authority is given by Student Forum.

6.2 All loan agreements shall have two signatories. Loan agreements shall normally be signed by the President and the Union Support Officer.

6.3 No loan agreement should be signed without the approval of the Trustee Board.

7.0 Security and insurance

7.1 Central SU shall be responsible for maintaining proper security at all times for all stock, stores, furniture, equipment, cash etc. under its control.

7.2 The Trustee Board shall inform the Executive Committee in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.

7.3 The Trustee Board shall be responsible for ensuring that proper insurance cover is undertaken, including fire risks, theft, damage and loss etc. of property and employers' liability.

8.0 Expenses to Central SU members

8.1 Any member of the Development Committee may receive expenses for costs incurred whilst on Central SU business subject to authorisation by the President according to clause 3 of this Constitution

8.2 Any costs incurred by Development Committee members for childcare whilst on Central SU business shall be met by Central SU.

8.3 Expenses must be authorised by the President according to clause 3.0 of this schedule.

9.0 Petty cash

9.1 The petty cash limit shall be £75.00 The President shall ensure that petty cash stays at or below this limit and that a record is kept of all advances and expenditure.

10.0 Donations

10.1 Central SU shall not make donations or affiliations to any organisation outside the aims and objectives of the Union.

10.2 Central SU may allow for its facilities to be used for special events which raise money for a specific charity or cause. Only the net profit from such events may be passed to the charity.

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The Appendices

Appendix 1: Opting Out

- 1.1 Every student shall be able to relinquish their right of membership of Central SU.
- 1.2 A student who opts out of Central SU shall not be able to participate in the democratic and decision-making functions of the Union. This includes not being able to stand for any elected officer or representative position, including club and society committee members, as contained in this constitution.
- 1.3 A student who opts out of Central SU shall continue to have the right to attend Central SU run events and participate in the activities of clubs and societies.
- 1.4 A student wishing to opt out must indicate this in writing to the Union Support Officer.
- 1.5 A student who has opted out who wishes to become a member of the Union shall notify the Union Support Officer in writing. The Union Support Officer shall then inform the President. If the application falls within twenty days (Monday- Friday in term time) of nominations opening for any election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.

Appendix 2: Complaints Procedure

- 8.1 Clubs, societies and Members of Central SU shall be expected to abide by this constitution and its schedules at all times, as well as Central SU's equal opportunities policy.
- 8.2 Central SU's complaints procedure has authority over any Central SU activity, including the activity of any club or society, or any committee or subsidiary that is connected with Central SU and is likely to affect the reputation of the Union.
- 8.3 If a member/club/society is deemed to have breached the rules of Central SU, their conduct shall be examined by a panel of three Executive Committee members known as the disciplinary committee. The President will usually chair the disciplinary committee.
- 8.4 The disciplinary committee shall be convened within ten working days of the alleged offence occurring. The Member/club/society shall be given written notification of the time, date and place of the hearing, together with written notification of the alleged breach, at least three working days before the hearing.
- 8.5 In cases involving the misuse of facilities or resources or behaviour likely to cause potential danger or offence to Students, School or Union staff or other persons, the Member/club/society may be suspended from the use of particular facilities or resources until the disciplinary committee has reached a decision.
- 8.6 No person shall sit on the disciplinary or appeals committees if they are a witness, potential witness, the complainant or directly or indirectly connected with the Member/club/society being examined.
- 8.7 The chair of the disciplinary committee shall call witnesses to give evidence as appropriate. They shall ask questions of the witnesses. Where possible and appropriate, these questions shall be communicated in advance.
- 8.8 The student or their representative at the disciplinary committee may call their own witnesses to give evidence and present any relevant documents to the panel. The committee may ask questions of the witnesses.
- 8.9 The committee may ask questions of any witnesses, the person bringing the charge or their representative, the student or club or society or their representative.

- 8.10 The disciplinary committee shall then deliberate on the matter and decide on the appropriate action to be taken. The committee shall base its decision on evidence presented and examined in the presence of the person bringing the charge and the student, club or society being examined. Evidence of any earlier misconduct shall not be presented until after the decision has been reached on the facts of the case, but then may be admitted and considered in deciding on any punishment. The ultimate sanction shall be the suspension of Central SU membership for a period of time.
- 8.11 The disciplinary committee may refer any matter to the appropriate School process.
- 8.12 The disciplinary committee must inform the person of their right of appeal and that any appeal should be made in writing to a member of the Executive Committee within five working days of the closure of a disciplinary committee hearing.
- 8.13 If the student is unhappy they may appeal to an appeals committee made up of a panel of three Executive Committee members known as the appeals committee and a Student Trustee. The Student Trustee will usually chair the appeals committee.
- 8.14 The appeals committee shall hear the reason for the appeal and the rationale behind the original decision. They shall also hear any new evidence that has emerged since the disciplinary committee hearing. The matter shall be put to the vote and the decision shall be final.
- 8.15 The hearings shall normally take place in private. However the subjects of any case may request that the hearing is held in public. A record shall be kept for use in any appeal. The decision of the disciplinary or appeals committee will be posted on a designated Central SU notice board if requested by the subject of any case.

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Appendix 3 – Job Descriptions

This document outlines the duties assigned specifically to each elected position on the union. The duties here assigned contribute to the roles and duties outside of that stated as part of membership of committees. From time to time, Student Forum may make amendments to the job descriptions of elected officers. Student Forum may also make additions and omissions to the inclusion of roles (excluding the President) subject to the regulations laid out in Schedule 3 of the constitution of Central SU. No more than one person may run for any single role.

1.0 The President shall:

- 1.1 be the ultimate representative of students of The Royal Central School of Speech and Drama;
- 1.2 have responsibility for the co-ordination of and serve on the Development Committee, Executive Committee and Trustee Board;
- 1.3 attend Student Forum meetings;
- 1.4 be a signatory of the Central SU bank account;
- 1.5 have authority to delegate extra duties to the Development Committee or Executive Committee as the need arises;
- 1.6 be ultimately responsible for liaison between Central SU and any associated club or society;
- 1.7 establish, if Student Forum wishes Central SU to work with NUS, a good working relationship with the National Union of Students (NUS) including attendance as ex officio delegate at the annual NUS National Conference;
- 1.8 be ultimately responsible for all financing and expenditure of Central SU;
- 1.9 produce accounts of expenditure at the end of each year in conjunction with the Trustee Board;
- 1.10 ensure there is enough petty cash available for the day to day running of Central SU;
- 1.11 attend relevant committees of the School;
- 1.12 be the official spokesperson of Central SU to the media and other external bodies;
- 1.13 supervise any staff that may be employed on behalf of Central SU;
- 1.14 sign all contracts, agreements and undertakings and approve all obligations into which Central SU may enter;
- 1.15 act as ex officio member of the School's Board of Governors;
- 1.16 ensure training is provided for successors to the position;
- 1.17 be available to students where appropriate as a silent observer on formal School processes;
- 1.18 aim to complete, to the best of their ability, aims laid out on their manifesto.

- 1.19 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.

2.0 The Vice President (Postgraduate) shall:

- 2.1 deputise for the President in their absence or at the President's request;
- 2.2 serve on the Trustee Board;
- 2.3 ensure all relevant information for postgraduate Students is being communicated to them;
- 2.4 carry out duties prescribed by the Executive Committee;
- 2.5 be an ex officio Governor of the School;
- 2.6 be responsible for all those areas of Central SU business which specifically relate to postgraduate students, ensuring that all departments are considerate of the postgraduate members of Central SU in all activities where reasonably possible;
- 2.7 seek to represent the needs and interests of postgraduate students within the School;
- 2.8 organise relevant educational training events, briefings and entertainments pertaining to issues or interests faced by postgraduate students;
- 2.9 liaise with the Development Committee to ensure that issues specifically related to postgraduate students are communicated to the rest of the student body where possible;
- 2.10 liaise with any relevant organisations or officer networks on behalf of Central SU;
- 2.11 attend relevant committees as the representative of postgraduate students;
- 2.12 aim to complete, to the best of their ability, aims laid out on their manifesto
- 2.13 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.

3.0 The Vice President (Acting) shall:

- 3.1 deputise for the President at the President's request;
- 3.2 ensure all relevant information for acting students is being communicated to them;
- 3.3 carry out duties prescribed by the Executive Committee;
- 3.4 be responsible for all those areas of Central SU business which specifically relate to undergraduate acting Students, ensuring that all departments are considerate of the acting members of Central SU in all activities where reasonably possible;

- 3.5 seek to represent the needs and interests of acting Students within the School;
- 3.6 organise relevant educational training events, briefings and entertainments pertaining to issues or interests faced by acting students;
- 3.7 liaise with the Development Committee to ensure that issues specifically related to acting Students are communicated to the rest of the student body where possible;
- 3.8 liaise with any relevant organisations or officer networks on behalf of Central SU;
- 3.9 attend relevant committees as the representative of acting students;
- 3.10 aim to complete, to the best of their ability, aims laid out on their manifesto
- 3.11 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.

4.0 The Vice President (Drama, Applied Theatre & Education) shall:

- 4.1 deputise for the President at the President's request;
- 4.2 ensure all relevant information for drama, applied theatre & education Students is being communicated to them;
- 4.3 carry out duties prescribed by the Executive Committee;
- 4.4 be responsible for all those areas of Central SU business which specifically relate to Undergraduate drama, applied theatre & education students, ensuring that all departments are considerate of the drama, applied theatre & education members of Central SU in all activities where reasonably possible;
- 4.5 seek to represent the needs and interests of drama, applied theatre & education Students within the School;
- 4.6 organise relevant educational training events, briefings and entertainments pertaining to issues or interests faced by drama, applied theatre & education Students;
- 4.7 liaise with the Development Committee to ensure that issues specifically related to drama, applied theatre & education Students are communicated to the rest of the student body where possible;
- 4.8 liaise with any relevant organisations or officer networks on behalf of Central SU;
- 4.9 attend relevant committees as the representative of drama, applied theatre & education Students;
- 4.10 aim to complete, to the best of their ability, aims laid out on their manifesto
- 4.11 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.
- 4.12

5.0 The Vice President (Theatre Practice) shall:

- 5.1 deputise for the President at the President's request;
- 5.2 ensure all relevant information for theatre practice Students is being communicated to them;
- 5.3 carry out duties prescribed by the Executive Committee;
- 5.4 be responsible for all those areas of Central SU business which specifically relate to Undergraduate Theatre Practice Students, ensuring that all departments are considerate of the Theatre Practice Members of Central SU in all activities where reasonably possible;
- 5.5 seek to represent the needs and interests of Theatre Practice Students within the School;
- 5.6 organise relevant educational training events, briefings and entertainments pertaining to issues or interests faced by theatre practice Students;
- 5.7 liaise with the Development Committee to ensure that issues specifically related to theatre practice Students are communicated to the rest of the student body where possible;
- 5.8 liaise with any relevant organisations or officer networks on behalf of Central SU;
- 5.9 attend relevant committees as the representative of theatre practice Students;
- 5.10 aim to complete, to the best of their ability, aims laid out on their manifesto
- 5.11

6.0 Activities Officer shall:

- 6.1 ensure that a range of extra-curricular activities are available to Students;
- 6.2 be responsible for communicating any relevant information about Central SU activities to Members;
- 6.3 carry out such duties which may from time to time be laid down by the Development Committee or Student Forum;
- 6.4 Liaise with other relevant officers, groups and organisations within the University of London Collegiate Unions;
- 6.5 Be responsible for all those areas of business specifically related to Central SU clubs and societies;
- 6.6 Oversee the processes laid out in schedule 2;
- 6.7 Ensure that clubs and societies are abiding by the processes laid out in schedule 2;
- 6.8 Ensure health and safety procedures are adhered to in all extra-curricular Central SU activity;
- 6.9 Establish and maintain links with facilities outside of the School that may be of use to clubs and societies;

- 6.10 Be responsible for the use and maintenance of any equipment owned by Central SU;
- 6.11 Liaise with society leaders to ensure that they are aware of any relevant Central SU activity;
- 6.12 Liaise with the Union Support Officer to ensure that clubs and societies have space to meet;
- 6.13 aim to complete, to the best of their ability, aims laid out on their manifesto;

7.0 Black and Ethnic Minorities Officer shall:

- 7.1 seek to represent the needs and interests of non-white Students within the School;
- 7.2 represent Central SU to other anti-racism organisations and liaise, if approved by the Executive Committee, with the NUS black students' campaign;
- 7.3 circulate relevant information concerned with issues faced by members that identify as non-white;
- 7.4 aim to complete, to the best of their ability, aims laid out on their manifesto;
- 7.5 carry out such duties as may from time to time be laid down by the Development Committee or Student Forum;
- 7.6 liaise with other relevant officers, groups and organisations within the University of London Collegiate Unions, acting as the ultimate representative for non-white Members of Central SU;
- 7.7 gather feedback from self-identifying students on their experiences at The Royal Central School of Speech and Drama and any issues they might have;
- 7.8 seek to represent self-identifying Students by attending and taking part in relevant committees;
- 7.9 signpost Students in need of support on to the relevant services where possible;
- 7.10 organise campaigns, events and activities throughout the year including for, but not limited to, significant dates for non-white Students;
- 7.11 support self-identifying students in running their own projects and campaigns on issues relating to the role of Black and Ethnic Minorities officer;
- 7.12 Ensure self-identifying Students are kept updated on any relevant activities within Central SU;
- 7.13 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.

8.0 Campaigns Officer shall:

- 8.1 aim to complete, to the best of their ability, aims laid out on their manifesto;
- 8.2 assist any member of Central SU with the coordination of campaigns in liaison with any relevant officer or elected official;

- 8.3 Liaise , if approved by the Executive Committee ,with NUS and NUS London on all campaigns relevant to Members of Central SU;
- 8.4 Liaise with relevant outside agencies on all campaigns relevant to Members of Central SU;
- 8.5 Co-ordinate campaigns that address internal issues with the School and Members of Central SU;
- 8.6 Be responsible for the publication of campaigns run by Central SU;
- 8.7 Advise the Development Committee on campaigns issues;
- 8.8 Carry out such duties which may from time to time be laid down by the Development Committee or Student Forum;
- 8.9 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.

9.0 Disability and Dyslexia Officer shall:

- 9.1 seek to represent the needs and interests of disabled and/or dyslexic Students within the School;
- 9.2 represent Central SU to other relevant organisations and liaise, if approved by the Executive Committee, with the NUS disabled students' campaign;
- 9.3 circulate relevant information concerned with issues faced by Members that identify as disabled or dyslexic;
- 9.4 aim to complete, to the best of their ability, aims laid out on their manifesto;
- 9.5 carry out such duties as may from time to time be laid down by the Development Committee or Student Forum;
- 9.6 liaise with other relevant officers, groups and organisations within the University of London Collegiate Unions, acting as the ultimate representative for disabled and/or dyslexic members of Central SU;
- 9.7 gather feedback from self-identifying Students on their experiences at The Royal Central School of Speech and Drama and any issues they might have;
- 9.8 seek to represent self-identifying Students by attending and taking part in relevant committees;
- 9.9 signpost Students in need of support on to the relevant services where possible;
- 9.10 organise campaigns, events and activities throughout the year including for, but not limited to, significant dates for disabled and/or dyslexic Students;
- 9.11 support self-identifying Students in running their own projects and campaigns on issues relating to the role of Disability and Dyslexia officer;
- 9.12 Ensure self-identifying Students are kept updated on any relevant activities within Central SU;
- 9.13 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.

10.0 Entertainments Officer shall:

- 10.1 Aim to complete, to the best of their ability, aims laid out on their manifesto;
- 10.2 Organise and schedule freshers' in liaison with the President and any other relevant officer;
- 10.3 Organise and schedule Summer Ball in liaison with the President and any other relevant officer;
- 10.4 Ensure health and safety procedures are adhered to in all Central SU events;
- 10.5 Establish and maintain links with facilities outside of the School that may be of use for Central SU events;
- 10.6 Be responsible for the use and maintenance of any equipment owned by Central SU for events;
- 10.7 Liaise with Central SU Members to ensure that they are aware of any relevant Central SU events;
- 10.8 Liaise with the Union Support Officer to ensure that rooms and spaces are booked for events;
- 10.9 assist any member of Central SU with the coordination of events in liaison with any relevant officer or elected official;
- 10.10 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.

11.0 Environments Officer shall:

- 11.1 Aim to complete, to the best of their ability, aims laid out on their manifesto;
- 11.2 be responsible for all those areas of Union business which specifically relate to environmental awareness;
- 11.3 encourage The Royal Central School of Speech and Drama to carry out its activities in an environmentally friendly way; and
- 11.4 encourage awareness of broader environmental issues with Members of Central SU;
- 11.5 encourage all elected officials to perform their roles and business in a sustainable and environmentally friendly way;
- 11.6 Liaise with NUS on any relevant sustainability and/or environmental campaigns;
- 11.7 Carry out such duties which may from time to time be laid down by the Development Committee or Student Forum;
- 11.8 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.

12.0 International Students' Officer shall:

- 12.1 seek to represent the needs and interests of international Students within the School;
- 12.2 represent Central SU to other anti-racism organisations and liaise, if approved by the Executive Committee, with the NUS international students' campaign;
- 12.3 circulate relevant information concerned with issues faced by members that identify as international;
- 12.4 aim to complete, to the best of their ability, aims laid out on their manifesto;
- 12.5 carry out such duties as may from time to time be laid down by the Development Committee or Student Forum;
- 12.6 liaise with other relevant officers, groups and organisations within the University of London Collegiate Unions, acting as the ultimate representative for international Members of Central SU;
- 12.7 gather feedback from self-identifying Students on their experiences at The Royal Central School of Speech and Drama and any issues they might have;
- 12.8 seek to represent self-identifying students by attending and taking part in relevant committees;
- 12.9 signpost Students in need of support on to the relevant services where possible;
- 12.10 organise campaigns, events and activities throughout the year including for, but not limited to, significant dates for international Students;
- 12.11 support self-identifying students in running their own projects and campaigns on issues relating to the role of international officer;
- 12.12 Ensure self-identifying Students are kept updated on any relevant activities within Central SU;
- 12.13 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.

13.0 LGBT+ Officer shall:

- 13.1 seek to represent the needs and interests of LGBT+ Students within the School;
- 13.2 represent Central SU to relevant LGBT+ organisations and liaise, if approved by the Executive Committee, with the NUS LGBT+ and trans students' campaigns;
- 13.3 circulate relevant information concerned with issues faced by Members that identify as LGBT+;
- 13.4 aim to complete, to the best of their ability, aims laid out on their manifesto;
- 13.5 carry out such duties as may from time to time be laid down by the Development Committee or Student Forum;

- 13.6 liaise with other relevant officers, groups and organisations within the University of London Collegiate Unions, acting as the ultimate representative for LGBT+ Members of Central SU;
- 13.7 gather feedback from self-identifying Students on their experiences at The Royal Central School of Speech and Drama and any issues they might have;
- 13.8 seek to represent self-identifying Students by attending and taking part in relevant committees;
- 13.9 signpost Students in need of support on to the relevant services where possible;
- 13.10 organise campaigns, events and activities throughout the year including for, but not limited to, significant dates for LGBT+ Students;
- 13.11 support self-identifying students in running their own projects and campaigns on issues relating to the role of LGBT+ officer;
- 13.12 Ensure self-identifying Students are kept updated on any relevant activities within Central SU;
- 13.13 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.
- 13.14 Work with the Trans Officer to ensure that the voices of trans members are fed into any LGBT+ campaigns.

14.0 Trans Officer shall:

- 14.1 seek to represent the needs and interests of Trans Students within the School;
- 14.2 represent Central SU to relevant Trans organisations and liaise, if approved by the Executive Committee, with the NUS LGBT+ and trans students' campaigns;
- 14.3 circulate relevant information concerned with issues faced by Members that identify as Trans;
- 14.4 aim to complete, to the best of their ability, aims laid out on their manifesto;
- 14.5 carry out such duties as may from time to time be laid down by the Development Committee or Student Forum;
- 14.6 liaise with other relevant officers, groups and organisations within the University of London Collegiate Unions, acting as the ultimate representative for Trans Members of Central SU;
- 14.7 gather feedback from self-identifying Students on their experiences at The Royal Central School of Speech and Drama and any issues they might have;
- 14.8 seek to represent self-identifying Students by attending and taking part in relevant committees;
- 14.9 signpost Students in need of support on to the relevant services where possible;

- 14.10 organise campaigns, events and activities throughout the year including for, but not limited to, significant dates for Trans Students;
- 14.11 support self-identifying students in running their own projects and campaigns on issues relating to the role of Trans officer;
- 14.12 Ensure self-identifying Students are kept updated on any relevant activities within Central SU;
- 14.13 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.

15.0 Welfare Officer shall:

- 15.1 Aim to complete, to the best of their ability, aims laid out on their manifesto;
- 15.2 Liaise, if approved by the Executive Committee, with NUS VP (Welfare) and any relevant campaign or outside agency to promote appropriate wellbeing campaigns;
- 15.3 Liaise with the School's Student Advice Service and Student Support services, including but not limited to the Learning Centre, Counselling Service and Course Support Office, on matters relating to students;
- 15.4 Collect and distribute wellbeing resources and literature;
- 15.5 Convene appropriate special interest groups where necessary;
- 15.6 Carry out such duties which may from time to time be laid down by the Development Committee or Student Forum;
- 15.7 Ensure that the office is regularly stocked with sanitary items and contraception;
- 15.8 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.

16.0 Women's Officer shall:

- 16.1 seek to represent the needs and interests of any self-identifying women Students within the School;
- 16.2 represent Central SU to other anti-sexism organisations and, if approved by the Executive Committee, liaise with the NUS womens and Trans students campaigns;
- 16.3 circulate relevant information concerned with issues faced by Members that identify as women;
- 16.4 aim to complete, to the best of their ability, aims laid out on their manifesto;
- 16.5 carry out such duties as may from time to time be laid down by the Development Committee or Student Forum;
- 16.6 liaise with other relevant officers, groups and organisations within the University of London Collegiate Unions, acting as the ultimate representative for women members of Central SU;

- 16.7 gather feedback from self-identifying Students on their experiences at The Royal Central School of Speech and Drama and any issues they might have;
- 16.8 seek to represent self-identifying Students by attending and taking part in relevant committees;
- 16.9 signpost Students in need of support on to the relevant services where possible;
- 16.10 organise campaigns, events and activities throughout the year including for, but not limited to, significant dates for women Students;
- 16.11 support self-identifying Students in running their own projects and campaigns on issues relating to the role of Women's officer;
- 16.12 Ensure self-identifying students are kept updated on any relevant activities within Central SU;
- 16.13 Create a handover document at the end of the term in office to pass on to the successor, outlining key issues and campaigns from the year.
- 16.14 Work with the Trans officer to ensure that the voices of Trans identifying women in Central are represented by the Women's officer.

Appendix 4: Students' Union Code of Practice

This code of practice is approved by 'The Royal Central School of Speech and in accordance with the requirements of clause 22(3) of the Education Act 1994 which requires that Central shall take such steps as are reasonably practicable to secure that the union operates in a fair and democratic manner and is accountable for its finances. The code of practice should be read in conjunction with the constitution, schedules and appendices. Constitution

- 1.1 Central SU shall have a written constitution, approved by the Board of Governors of The Royal Central School of Speech and Drama and formally reviewed at intervals of not more than five years.
- 1.2 Any amendments to the constitution shall be approved by the School's Governing Body before being effective.

2 Elections

- 2.1 Appointment to Union offices shall be by election in a secret ballot in which all Members of Central SU are entitled to vote, in accordance with Schedule One (Election Regulations) of the constitution.
- 2.2 Central shall agree the appointment of an independent Returning Officer to conduct the elections and shall satisfy itself that the elections to major union offices are fairly and properly conducted.

3 Sabbatical Officers

- 3.1 No person shall hold sabbatical union office, or paid elected union office, for more than two years in total in accordance with the Education Act 1994.

4 Membership

- 4.1 All registered accredited award bearing course students of Central shall be members of the Union unless they choose to relinquish their rights of membership in accordance with the opt-out regulations contained in Appendix 1 of the constitution. Students shall be informed annually by Central of the opting-out procedure (which shall also be on Central and the Union's website) and of the consequences of so doing. A student opting-out of the Union shall not be unfairly disadvantaged with regard to the provision of services or otherwise, by reason of their having done so.
- 4.2 the consequences of opting out of membership shall be:

- 4.2.1 a student may not participate in any of the democratic processes of Central SU;
- 4.2.2 a student will not be represented by the Central SU;

4.3 Finances

- 4.4.1 The financial affairs of the Union shall be properly conducted in accordance with clause 11 and Schedule Four (Financial Regulations) of the constitution and include appropriate arrangements for the approval of the budget and the monitoring of expenditure by the School.
- 4.4.2 The annual accounts of Central SU shall be made available to the School and to all Students.

4.5 Allocation of resources to clubs, societies and groups

- 4.6.1 The procedure for allocating resources to clubs, societies and groups shall be fair in accordance with clause 8 and Schedule Two (Clubs and Societies) of the constitution and shall be made available in writing to all Students.

4.7 Affiliation to external organisations

- 4.8.1 Any decision to affiliate to an external organisation shall be published, stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation and any such notice shall be made available to all Students, in accordance with clause 9 of the constitution.
- 4.8.2 Central SU shall, on an annual basis, publish a list of the external organisations to which they are currently affiliated to and details of subscriptions or similar fees paid or donations made to such organisations in the past year, which shall be made available to the School and to all Students.
- 4.8.3 A Student Forum shall approve annually the list of affiliations. At least 5% of Members may, at intervals of not less than one year, by a signed requisition

delivered to the President, call for a secret ballot of all Members on the continuation of affiliation to a particular organisation in accordance with clause 9.4 of the constitution.

4.9 Freedom of speech

4.10.1 Central SU and its members are bound to observe the School's code of practice in relation to freedom of speech as required by section 43 of the Education (No. 2) Act of 1986.

4.10.2 Central SU and its members are bound to observe the External Speaker Policy laid out by the School.²

4.11 Complaints

4.12.1 The following complaints procedure shall be made available to all students or groups of Students who are dissatisfied in their dealings with Central SU or claim to be unfairly disadvantaged by reason of their having exercised their right to opt out of membership.

4.12.2 Any complaint about Central SU shall be addressed to the President. In any circumstances where the complaint relates to the President, it shall be addressed by another member of the Executive Committee.

4.12.3 The President shall make a written reply within ten working days during term time.

4.12.4 If the complainant is not satisfied with the response they may appeal to the Clerk to the School. The Clerk shall respond to the complainant within ten working days.

4.12.5 If the complainant remains unsatisfied with the response provided by the Clerk to Central, the School shall appoint an independent person to consider and resolve the complaint.

² <http://www.cssd.ac.uk/content/external-speaker-policy>

4.12.6 Members who complain will also be referred to the mechanisms in this constitution to remove officers and change the policy of the union.

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