

Nottingham Trent

Students Union

This is your Union

Democratic Processes Document



INVESTOR IN PEOPLE

Section One: Changes To This Document:

1.1 Changes to this document can only be made via a two thirds majority at a Union General Meeting.

Section Two: Referendum:

2.1 The referenda will be the highest democratic decision making power of Nottingham Trent Student Union and can be called through by any member of the student directorate or fifty collective students.

2.2 The quoracy figure for all referenda will be decided by the Union General Meeting (UGM) unless specified in this document or the constitution. Furthermore the UGM will decide if the outcome of the referenda should be based on a simple majority vote (51%) or a two thirds majority (75%) unless outlined different in this document or the constitution.

2.3 If a referendum does not reach the agreed quoracy / voting level the status quo will remain.

Section Three: Union General Meeting:

3.1 The Union General Meeting will meet a minimum of once per academic term and a maximum of six per academic year.

3.2 The Union General Meeting will be governed as specified in the constitution, the Union General Meeting Terms of Reference and the Union Meeting standing orders.

3.3 The quoracy of the Union General Meeting will be 50 full members.

3.4 Policy passed at the Union General Meeting will be valid for two years from the date of the meeting.

3.5 The Vice-President (Student Democracy) may decide whether to conduct a Union General Meeting under the terms of the Union's 'Electronic Democracy' standing orders. The Electronic Democracy standing orders shall supersede any meeting regulation in the normal standing orders.

3.6 The Board of Elected Directors shall be responsible for producing the Electronic Democracy standing orders, subject to the following restrictions:

- i. The quorum level shall be the same for electronic meetings as it is for regular meetings,
- ii. The quorum shall be calculated from the number of students who vote either for, against or to abstain from a motion,

- iii. Any electronic system must be accessible to all full members.

Section Four: Board of Elected Directors:

4.1 The Board of Elected Directors will meet at intervals no more than one calendar month.

4.2 The Board of Elected Directors will be governed as specified in the constitution, the Board of Elected Directors Terms of Reference and the Union Meeting standing orders.

4.3 The quorum of the Board of Elected Directors will be 50% plus one of the voting membership.

4.4 Full time positions on the Board of Elected Directors will be given an annual living allowance that will be decided on an annual basis as specified in the constitution.

4.5 Part time positions shall receive no living allowance.

4.6 Positions will be elected through a cross campus ballot using the single transferable voting system in the second term of the academic year.

4.7 The rules and regulations governing the elections will be agreed by the returning officer at least two weeks before the opening of nominations. The returning officer for all elections shall be the Regional Organiser of the National Union of Students or their nominee.

4.8 The Board of Elected Directors shall serve for a period of one calendar year from the 1st August to the 31st July after election.

4.9 To stand for the board of elected director positions candidates must be a fully enrolled student of Nottingham Trent University at the time of nomination.

4.10 To serve in a part time position on the Board of Elected Directors the individual must be a fully enrolled student of Nottingham Trent University for the duration of office.

4.11 If a position becomes vacant a by-election will take place within a three month period.

4.12 Full time officers can be removed from their position and have their living allowance revoked through the following process:

4.12.1 Any full member of the Student Union can bring a motion of censure to the Union General meeting which will be voted upon and would need a simple majority vote to pass.

4.12.2 If an individual in a full time position receives two passed motions of censure in one academic year this will automatically trigger a vote of no confidence at the next Union General Meeting. The vote will need a two thirds majority to pass.

4.12.3 If the vote of no confidence passes the individual in question will have their role removed and this will automatically trigger an investigation into their conduct in line with the Union's procedures.

4.13 Part time officers can be removed from their positions by the first two steps of the above process.

Section Five: Board Of Elected Directors Job Descriptions:

5.1 Full Time Board of Elected Directors Responsibilities:

5.1.1 Will jointly review the performance of each full time member of the Board of Elected Directors through the appraisal process.

5.1.2 Will undertake the following forms of student engagement within their areas, working with the assistance of relevant staff members:

5.1.2.1 At least two hours per week undertaking Go Out And Listen to Students (GOALS) during term time.

5.1.2.2 Set up and chair relevant committees and forums.

5.1.2.3 Undertake at least one piece of market research per term.

5.2 Full and Part-Time Board of Elected Directors Responsibilities:

5.2.1 Will attend the Board of Elected Directors meetings.

5.2.2 Will attend Union General meetings.

5.2.3 Will attend the Board of Trustees meetings.

5.2.4 Will attend other relevant Union meetings / committees when invited.

5.2.5 Will attend other relevant University meetings / committees when invited.

5.3 In addition to the above responsibilities, the following named Officers will have the following duties:

5.4 President:

5.4.1 Will act as a line manager for the other members of the Board of Elected Directors.

5.4.2 Will be responsible for directing organisational governance reviews.

5.4.3 Will be responsible for liaising with relevant University staff e.g. The Senior Management Team.

- 5.4.4 Will be responsible for liaising with other Students Unions.
- 5.4.5 Will be responsible for liaising with the Senior Management Team of the Union.
- 5.4.6 Will attend and chair Board of Elected Directors meetings.
- 5.4.7 Will have the casting vote at meetings / committees where necessary.
- 5.4.8 Will be responsible for supporting and chairing meetings of the Student Directorate.
- 5.4.9 Will direct organisational strategy.
- 5.4.10 Will support and mentor the Liaison Officers.
- 5.4.11 Will set projects for, support and mentor the Officers Without Portfolio.
- 5.4.11 Will chair meetings of the Board of Trustees.

5.5 Vice President Education & Representation:

5.5.1 Will work jointly with the Director responsible for Welfare and Involvement on equal opportunity and diversity initiatives.

5.5.2 Will be responsible for directing work in the following areas of union operation:

- 5.5.2.1 Care leavers
- 5.5.2.2 Course Representatives
- 5.5.2.3 EdCam (Educational Campaigns)
- 5.5.2.4 International Students
- 5.5.2.5 Mature Students
- 5.5.2.6 Part Time Students
- 5.5.2.7 Post Graduate Students
- 5.5.2.8 Student Parents
- 5.5.2.9 Young Students

5.5.3 Will support and mentor the following officers:

- 5.5.3.1 Care leavers Officer
- 5.5.3.1 EdCam Officer
- 5.5.3.1 International Students Officer
- 5.5.3.1 Mature Students Officer
- 5.5.3.1 Part Time Students Officer
- 5.5.3.1 Post Graduate Officer
- 5.5.3.1 Student Parents Officer
- 5.5.3.1 Young Students Officer

5.6 Vice President Societies

5.6.1 Will be responsible for directing work in the following areas of union operation:

- 5.6.1.1 Societies development.
- 5.6.1.2 Societies representation at relevant Union meetings e.g. Union General Meetings.
- 5.6.1.4 Societies committees.

5.7 Vice President Sports:

5.7.1 Will be responsible for liaison with the Universities Sports and Lifestyle Department.

5.7.2 Will be responsible for directing work in the following areas of union operation:

- 5.7.2.1 Sports development.
- 5.7.2.2 Sports representation at relevant Union meetings e.g. Union General Meetings.
- 5.7.2.3 Sports committees.

5.8 Vice President Student Democracy:

5.8.1 Will be responsible for directing work in the following areas of union operation:

- 5.8.1.1 Elections.
- 5.8.1.2 The Elections Committee.
- 5.8.1.3 Referenda.
- 5.8.1.4 Union General Meetings.
- 5.8.1.5 National Union of Students Liaison.
- 5.8.1.6 "This Is Your Union" Campaign.
- 5.8.1.7 Communicating the work of the Student Directorate to the membership and SMT.

5.9 Vice President Student Services:

5.9.1 Will be responsible for directing work in the following areas of union operation:

- 5.9.1.1 Ethical & Environmental Issues.
- 5.9.1.2 Union Bars.
- 5.9.1.3 Union Entertainment.
- 5.9.1.4 Employment Store.
- 5.9.1.5 Welcome Week.
- 5.9.1.6 Union retail outlets.
- 5.9.1.7 Stride (Training & Development).

5.9.1.8 The Student Advice Centre.

5.9.1.9 Trent Media.

5.9.2 Will support and mentor the following officers:

5.9.1.1 Ethical & Environmental Officer.

5.9.1.2 Fly FM Officer.

5.9.1.3 Platform Officer.

5.9.1.4 Trent TV Officer.

5.10 Vice President Welfare and Involvement:

5.10.1 Will work jointly with the Director responsible for Education and Representation on equal opportunity and diversity initiatives

5.10.2 Will be responsible for directing work in the following areas of union operation:

5.10.2.1 Equal opportunity.

5.10.2.2 Liberation.

5.10.2.3 Raising and Giving (RAG).

5.10.2.4 Initi8 (Volunteering).

5.10.2.5 Hall Reps.

5.10.2.6 WelCam (Welfare Campaigns).

5.10.3 Will support and mentor the following officers:

5.10.3.1 Black Students Officer.

5.10.3.2 Community Officer.

5.10.3.3 Disabled Students Officer.

5.10.3.4 Initi8 Officer.

5.10.3.5 LGBT Officer.

5.10.3.6 RAG Officer.

5.10.3.7 WelCam Officer.

5.10.3.8 Women's Officer.

5.11 Brackenhurst Liaison Officer (Part Time):

5.11.1 Will be responsible for directing work in relation to the Brackenhurst Campus.

5.11.2 Will be responsible for communication to and from the Brackenhurst Campus.

5.11.3 Will be responsible for making strategic decisions in relation to the operation of the Brackenhurst Committee.

5.11.4 Will be responsible for the operation of the Brackenhurst Committee.

5.12 City Liaison Officer (Part Time):

5.12.1 Will be responsible for directing work in relation to the City Campus.

5.12.2 Will be responsible for communication to and from the City Campus.

5.12.2 Will be responsible for making strategic decisions in relation to the operation of the City Committee.

5.12.2 Will be responsible for the operation of the City Committee.

5.13 Clifton Liaison Officer (Part Time):

5.13.1 Will be responsible for directing work in relation to the Clifton Campus

5.13.2 Will be responsible for communication to and from the Clifton Campus

5.13.3 Will be responsible for making strategic decisions in relation to the operation of the Clifton Committee

5.13.4 Will be responsible for the operation of the Clifton Committee

Section Six: The Student Directorate:

6.1 The Student will meet at least once per academic term.

6.2 The Student Directorate will be governed as specified in the constitution and the Union Meeting standing orders.

6.3 The quoracy of the Student Directorate will be 50% plus one of the voting membership.

6.4 The Vice President Student Democracy will determine which of the mechanisms listed below will be employed to elect the above positions. Different positions may be elected by different mechanisms and the Vice President Student democracy will explain, when required or necessary, why each method is used in relation to any of the positions.

6.4.1 A cross campus election

6.4.2 A campus specific election

6.4.3 A group Annual General Meeting (AGM)

6.4.4 A election from an existing committee

6.5 The Vice President Student Democracy will set the time limits in respect of each of the above mechanisms on an annual basis.

6.6 The rules and regulations governing the elections will be agreed by the Vice President Student Democracy at least two weeks before the opening of nominations.

6.7 To stand for positions on the Student Directorate candidates must be a fully enrolled student of Nottingham Trent University at the time of nomination.

6.8 To serve in a part time position on the Student Directorate the officer must be a fully enrolled student of Nottingham Trent University for the duration of office.

6.9 The Student Directorate will be made up of the Board of Elected Directors and the following part time positions:

6.9.1 Black Students Officer

6.9.2 Care Leavers Officer

6.9.3 Community Officer

6.9.4 Disabled Students Officer

6.9.5 EdCam Officer

6.9.6 Ethics & Environmental Officer

6.9.7 Fly FM Officer

6.9.8 Init8 Officer

6.9.9 International Students Officer

6.9.10 LGBT Officer

6.9.11 Mature Students Officer

6.9.12 Officer Without Portfolio (Brackenhurst)

6.9.13 Officer Without Portfolio (City) x 3

6.9.14 Officer Without Portfolio (Clifton) x 2

6.9.15 Part Time Students Officer

6.9.16 Platform Officer

6.9.17 Postgraduate Officer

6.9.18 RAG Officer

6.9.19 Student Parents Officer

6.9.20 Trent TV Officer

6.9.21 WelCam Officer

6.9.22 Women's Officer

6.9.23 Young Students Officer

6.10 The roles of the above positions shall be to:

6.10.1 Work with relevant members of the Board of Elected Directors to improve representation within their portfolios

6.10.2 Work with relevant members of the Board of Elected Directors to run campaigns within their portfolios

6.10.3 Manage / facilitate activities within their portfolios

6.10.3 Attend Union General Meetings

6.10.4 Attend the Student Directorate

6.10.5 Attend other relevant Union meetings / committees when invited

6.10.6 Attend relevant University committees / meetings when invited

Section Seven: Assemblies:

7.1 The following assemblies will take place before each of the Union General Meetings:

7.1.1 Education and Representation Assembly

7.1.2 Societies Assembly

7.1.3 Sports Assembly

7.1.4 Student Democracy Assembly

7.1.5 Student Services Assembly

7.1.6 Welfare and Involvement Assembly

7.2 The Assemblies will be governed as specified in the constitution, Assemblies Terms of Reference and the Union Meeting standing orders.

Section Eight: Site Committees:

8.1 There will be a site committee for each campus which will be governed as specified in the constitution, Assemblies Terms of Reference and the Union Meeting standing orders.

8.2 The positions on the committee will be decided by the relevant campus liaison officer. However there should be no more than seven positions per committee and can be elected

using a variety of methods outlined below which will be decided by the relevant liaison officer:

- 8.2.1 A campus specific election
- 8.2.2 A campus Annual General Meeting
- 8.2.3 Co-opting from other committees

8.3 The committees must elect a minimum three positions in April for the next academic year and a minimum two positions in October.

8.4 The rules and regulations governing the elections will be agreed by the relevant liaison officer at least two weeks before the opening of nominations.

6.7 To stand for positions on the Site Committees candidates must be a fully enrolled student of Nottingham Trent University at the time of nomination.

6.8 To serve on site committee's officers must be a fully enrolled student of Nottingham Trent University for the duration of office.

Section Nine: Elections Committee:

9.1 The elections committee will consist of six students and the Vice President Student Democracy. The six students will be elected at the Union General Meeting. The elections committee will have the following remit:

- 9.1.1 Putting into practice policy passed in relation to elections.
- 9.1.2 Achieving targets set by the Union General Meeting.
- 9.1.3 Deciding rules for elections with the returning officer.
- 9.1.4 Deal with election disciplinary issues.
- 9.1.5 Counting the election results.
- 9.1.6 Working closely with the returning officer.
- 9.1.7 Running a 'get the vote out' campaign.
- 9.1.8 Working with relevant staff members to ensure an effective elections period.