



SCHEDULES TO THE CONSTITUTION

Updated 01/06/22

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1. Members

This Schedule describes the various Memberships and their entitlements with the Union.

Student Members

1.1. Student Members are defined within the Constitution 8.3 as;

“Each and every Student enrolled on a course of study at SOAS lasting for at least one academic year, who has not opted out by notifying the Union of their wish not to be a Member of the Union.”

1.2. Student Members’ Entitlements;

1.2.1. Subject to the provisions of the Student Members’ Meeting Schedule, attend, vote, speak, propose and amend motions at Student Members’ Meetings

1.2.2. Vote in any Union Election or referenda, except in the elections where there are eligibility criteria for candidates agreed and laid out within the **Democracy and Elections** Schedule.

1.2.3. Be a candidate in union elections except where there are eligibility criteria for candidates agreed and laid out within the **Democracy and Elections** Schedule.

1.2.4. Apply to join all clubs and societies registered with SOAS SU and participate in activities organised by the Union

1.2.5. Make complaints through the Union’s complaints procedure

1.2.6. On request, receive information regarding the Constitution and Schedules of the Union, opting out, membership, budgets and financial reports, complaints, their rights or any other matter concerning SOAS Students’ Union.

Associate Members

1.3. The Charity Trustees may elect to and remove from associate membership of the Union such persons as they consider fit. The Charity Trustees will determine the form of application for associate membership, and associate membership will be subject to such rights and obligations as the Charity Trustees consider appropriate.

1.4. Associate members shall not be Student Members or CIO Members for the purposes of this Constitution and are not entitled to vote on any matter.

1.5. Associate Members’ Entitlements

1.5.1. Associate Members are entitled to make use of the services of the Union.

1.5.2. Associate Members are not entitled to participate in the Union’s democratic

activities, such as standing or voting in an election, referenda or members' meetings.

Opting out of membership

- 1.6. The Education Act 1994, Part 2, section 22(c)(i) specifies that students have the right to opt out of student membership by giving written notice to the Union
- 1.7. To opt out of membership, a student should email su@soas.ac.uk
- 1.8. If a student opts out, this will last until the end of the academic year, and should they wish to continue to opt out, they will have to indicate this again at the beginning of the next academic year.
- 1.9. Opting out of the students' union membership will result in not being able to join any societies, sport clubs, associations, have a say in how the Students' Union is run or vote in Students' Union Elections.
- 1.10. Students' who have opted out of students' union membership are still able to access the commercial services and advice provisions of the Union
- 1.11. A student can opt back into membership at any time by emailing su@soas.ac.uk to regain access to all Union services, rights and benefits.

2. Board of Trustees

- 2.1. The Board of Trustees shall meet, and business shall be conducted, in accordance with **clauses 13.1 – 14.7** of the Constitution.

Chair of the Board

- 2.2. The Co-President Education and Democracy shall be the chair of the Board of Trustees, in accordance with **clause 13.13** of the Constitution.
- 2.3. The duties of the chair shall be as follows:
 - 2.3.1. Helping manage working relationships among the trustees and with the Chief Executive;
 - 2.3.2. Leading on the recruitment and selection of future Board of Trustees members;
 - 2.3.3. Takes on the lead ambassadorial role for the Students' Union acting as a figurehead for the charity;
 - 2.3.4. Leading on the recruitment and selection of the Chief Executive;
 - 2.3.5. Supporting and managing the Chief Executive, alongside the Vice-Chair, in line with the clause 13.14.d of the Constitution;
 - 2.3.6. Offering support, guidance, mentoring and coaching for other trustees, particularly those new to the Board;
 - 2.3.7. Co-ordinating and chairing the meetings of the Board of Trustees; and
 - 2.3.8. Serve as a member of the committees of the Board, where such committees are allocated.

Vice Chair of the Board

- 2.4. An external trustee shall be vice chair of the Board of Trustees, in accordance with **clause 13.14** of the Constitution.
- 2.5. The duties of the vice chair shall be as follows:
 - 2.6. Deputising for the chair of the board in their duties in their absence;
 - 2.7. Helping set agendas and manage the business of the Board of Trustees and its committees;
 - 2.8. Supporting and managing the Chief Executive in line with **clause 13.14.d** of the Constitution;
 - 2.9. Leading on the development of the Board of Trustees;

- 2.10. Taking urgent action (but not decision making unless authorised) between board meetings when it isn't possible or practical to hold a meeting;
- 2.11. Where delegated by the Board of Trustees, acting as a figurehead for the charity (forexample, representing it at functions, meetings or in the press);
- 2.12. Overseeing the investigation of any complaints involving the Chair of the Board (unless they are also involved in the matter) and taking appropriate action as necessary, in line with the Trustee Code of Conduct and any other relevant policies. External professional advice should be sought as appropriate.
- 2.13. Any other duties where directed and authorised to do so by the Board of Trustees.

Trustee Board Appointments

Full Time Elected Officer Trustees

- 2.14. The Full Time Officer Elected Trustee positions shall be held by the members elected by cross-campus ballot to the Full-time Officer roles detailed in **Schedule 3.8**, in accordance with the **Democracy and Elections** Schedule.
- 2.15. The Full Time Elected Officer Trustees shall be trustees for the duration of their term of office.
 - 2.15.1. The term of office shall ordinarily start on the 1st July and ends on the 31st July the following year, unless otherwise specified by the Board of Trustees.
 - 2.15.2. The Full Time Elected Officer Trustees, each of whom is a "major union office holder" for the purposes of section 22 of the Education Act, shall be appointed in accordance with the **Democracy and Elections** Schedule.

Student Trustees

- 2.16. Subject to **clause 11.17** of the Constitution, up to 4 Student Trustees will be appointed by a process outlined by the Appointments Sub-Committee outlined in .
- 2.17. Each Student Trustee must be a Student at the time of their appointment and must continue to be a Student for the duration of their term as a Student Trustee.
- 2.18. Student Trustee appointments shall be timed so that the term of office will usually commence on the 1st July and ends on the 30th June, unless otherwise specified by the Board of Trustees.
- 2.19. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end.
- 2.20. The maximum total term that a Student Trustee may serve in the position of Student Trustee is four years.
- 2.21. A Student Trustee may not simultaneously serve as a member of the Executive Committee.

External Trustees

- 2.22. External Trustees shall be appointed by a simple majority vote of the **Appointments Sub-Committee**, subject to the approval of the Board of Trustees and the ratification by simple majority of the Executive Committee.

- 2.23. External Trustees shall be selected based on their skills, knowledge, experience and characteristics, considering the current composition and diversity of the Board.
- 2.24. External Trustees shall ordinarily hold office for a period of four years, commencing once their appointment has been ratified. This may be renewed, ordinarily for a period of four years, up to a maximum of 8 years, subject to the approval of the Board of Trustees.
- 2.25. The terms of office for external trustees may be staggered, but should try and align with established Union Election cycles.
- 2.26. Where an External Trustee resigns part way through their term of office a new appointment may be made for the remainder of that term to ensure External Trustee appointments are staggered;
 - 2.26.1. For the avoidance of doubt the Board of Trustees may decide to appoint an External Trustee appointed in this way to a full four year term.

Trustee Board Committees

- 2.27. The Board of Trustees reserves the right by resolution to create, alter or dissolve any of its Committees at its absolute discretion.
- 2.28. The Chair of a Trustee Board Committee will be appointed by the Trustee Board and should ordinarily be an External Trustee.
- 2.29. Meetings of committees should be scheduled to coincide with the cycle of business for the Trustee Board and other committees.
- 2.30. The Chair of a Trustee Board Committee shall have discretion to vary the dates and times of all meetings, and to call additional meetings as necessary.
- 2.31. Except where specifically noted, all members of Trustee Board Committees will be chosen by the Board of Trustees.
 - 2.31.1. The Board of Trustees reserve the right to appoint a maximum of two external members of appropriate skill and expertise to Trustee Board Committees.
 - 2.31.2. External members will have a standard term of two years, and may serve a maximum of two terms.
 - 2.31.3. Non-member Trustees may attend a meeting of a Trustee Board Committee, but they are not entitled to a vote.
- 2.32. Members of any Board Committee may be removed from their position if either:
 - 2.32.1. They fail to attend two consecutive meetings without sending apologies, and the Committee resolves there is no good reason for their absence;
 - 2.32.2. The Trustee Board votes by a simple majority to remove them;
 - 2.32.3. In the case of a Trustee, they cease to be a Trustee.
- 2.33. The Board of Trustees shall ensure that each Trustee Board committee has terms of reference which will include the committees: purpose, membership, quorum, remit and

delegated responsibilities.

- 2.34. Each committee will have the power to amend its own terms of reference. However, the Trustee Board reserves the right to revoke any changes, prevent proposed changes from being implemented, and make any changes to the terms of reference for each committee as it sees fit.
- 2.35. The terms of references shall be set out as an appendices to this byelaw and shall be reviewed by the Board of Trustees on an annual basis.
- 2.36. A member of staff from the Students' Union shall act as Secretary to every Trustee Board Committee.
- 2.37. The following shall be the Committees of the Board
 - 2.37.1. Appointments Sub-Committee;
 - 2.37.2. Commercial Services Sub-Committee;
 - 2.37.3. Finance and Risk Sub-Committee;
 - 2.37.4. Governance Sub-Committee;
 - 2.37.5. People and Talent Sub-Committee.

Relationship between the Executive Committee and the Trustee Board

- 2.38. In accordance with the powers as set out in **clause 12.21** of the Constitution, the Board of Trustees recognises the key role of the Executive Committee as:
 - 2.38.1. Responsible for representation and campaigning work, and the implementation of Union policy as decided by the Student Members;
- 2.39. The Executive Committee are also responsible for the ratification of Trustee Appointments as proposed by the Board of Trustees.
- 2.40. If the decisions of the Executive Committee carry major resource implications, the approval of the Board of Trustees may also be required and that the Board of Trustees may override a decision of the Executive Committee for the reasons set out in **clause 12.14** of the Constitution.
- 2.41. The power to amend the Schedules rests jointly with the Trustee Board and Executive Committee, as set out in **clause 15.7** of the Constitution.

3. Union Officers

- 3.1. There will be such Sabbatical Officers and Officers of the Union as laid down below. These shall comprise the Union Executive Committee.
- 3.2. There shall be four types of executive officer:
 - 3.2.1. Sabbatical Officers
 - 3.2.2. Liberation Delegates (appointed in line with **Liberation Caucuses** Schedule
 - 3.2.3. Preferenda Portfolio Delegates (elected in accordance with **Democracy and Elections**, and **Preferenda** Schedules)
 - 3.2.4. Research Students' Association Delegate.
- 3.3. No one member shall hold more than one post.
- 3.4. In the event of there being no one elected for a post, or a position becoming vacant, the position shall come up at the next available election. A member of the Union may be co-opted to hold a post in the interim.
- 3.5. All Part-time Officers must be ordinary members of the Union during their period of office. If any Part-time Officer's ordinary membership of the Union lapses, they shall no longer be able to hold the position and the post shall become vacant.
- 3.6. The term of office for all Executive Officers is:
 - 3.6.1. Sabbatical Officers - 1st July to 31st July the following year.
 - 3.6.2. Liberation Caucus Delegates – 1st July to 31st July the following year, but can change throughout the year.
 - 3.6.3. Preferenda Portfolio Officers – Autumn elections – 31st July.
 - 3.6.4. Research Students' Association Delegate – 1st July – 31st July the following year, but can change throughout the year.
- 3.7. The Executive Officers shall, at the start of the academic year, identify their aims, objectives and priority campaigns for the year. The Union Executive Committee shall then prepare a calendar of events they wish to support or organise and shall delegate responsibility for these events to individual Officers.
- 3.8. If an Executive Officer does not attend or gives apologies for absence for three consecutive Union Executive Committee meetings without good cause, this shall be considered to be an automatic resignation.

Sabbatical Officers

- 3.9. There shall be four Sabbatical Officers who shall be Co-Presidents and known as:
 - Co-President Democracy and Education;
 - Co-President Activities and Events;
 - Co-President Welfare and Campaigns; and
 - Co-President Equality and Liberation.
- 3.10. The Sabbatical Officers shall be employees of the Union. Their terms of employment are set out in a separate contract of employment, which is forwarded to each Sabbatical Officer prior to the beginning of their appointment.
- 3.11. There shall be a handover period between the outgoing Sabbatical Officers and the

incoming Sabbatical Officers as agreed after the incoming Sabbatical Officers have been elected. This period shall be no shorter than three weeks and all outgoing and incoming Sabbatical Officers must attend.

- 3.12. The Sabbatical Officers shall be accountable to the Union Executive Committee and shall consult members of the Union Executive wherever reasonably practicable before taking actions.
- 3.13. The Sabbatical Officers shall represent the students on school committees and shall be trustees of the Union. They shall attend all General Meetings and Union Executive Committee meetings and shall attend the regular meetings with the Director of the School.
- 3.14. The Sabbatical Officers shall represent the Union externally and shall attend meetings with external bodies such as the National Union of Students.
- 3.15. The Sabbatical Officers shall report on their activities to the Executive Committee at least once a term.
- 3.16. The Sabbatical Officers shall be signatories of the Union bank accounts, along with the General Manager and Finance Manager of the Union.
- 3.17. The Sabbatical Officers shall facilitate the work of the other members of the Union Executive Committee and shall be responsible for carrying out policy as laid down by General Meetings, Preferenda and Referenda.
- 3.18. The Sabbatical Officers shall ensure that the Union abides by the Constitution, its Schedules and the Code of Practice.
- 3.19. The Sabbatical Officers shall be deemed members of the School and in keeping with their status as ordinary members of the Union shall abide by the School's codes, statements and regulations.
- 3.20. The Sabbatical Officers shall be responsible in conjunction with the General Manager for the day-to-day running of the Union.
- 3.21. In case of a Sabbatical Officer position being vacant for any reason, the Union Executive Committee shall use its discretion in covering the political and administrative aspects of the role. This may include co-option, job-sharing, employment of administrative support and other options.

3.22. Co-President Democracy & Education

- 3.22.1. The Co-President Democracy and Education shall be a Sabbatical Officer.
- 3.22.2. The Co-President Democracy and Education shall be a member of the School's Academic Board and Learning and Teaching Quality Committee as well as a member of other School committees as approved by the Board of Trustees.
- 3.22.3. The Co-President Democracy and Education shall identify areas for attention relating to the education of students and provide information to Co-President Welfare and Campaigns to aid in running campaigns where relevant.
- 3.22.4. The Co-President Democracy and Education shall sit on the School's Board of Trustees.
- 3.22.5. The Co-President Democracy and Education shall be responsible for organising and publicising the three SU Forums working with Union staff. They shall also be responsible for maintaining the Policy File and publishing records of meetings, supported by the Communications and Governance Co-Ordinator.
- 3.22.6. The Co-President Democracy and Education shall be the lead delegate and liaison

with NUS, and shall be the first point of contact within the Union.

- 3.22.7. The Co-President Democracy and Education shall liaise with the appropriate members of School staff in the Library, Faculties and elsewhere to ensure that Union policy and campaigns are progressed.
- 3.22.8. The Co-President Democracy and Education shall be responsible for the running of the student representation system, in liaison with the Union's Research and Representation Assistant, and for supporting the student representatives within the School.
- 3.22.9. The Co-President Democracy and Education shall provide information on the appropriate channels through which to raise issues with the School via the student representative and School committee structures.
- 3.22.10. The Co-President Democracy and Education shall be Chair of the Union's Board of Trustees
- 3.22.11. The Co-President Democracy and Education shall be Chair of the Influencing SOAS Forum
- 3.22.12. The Co-President Democracy and Education shall be Vice-Chair of the Governance Sub-Committee.
- 3.22.13. The Co-President Democracy and Education shall be Chair of the Reps General Assembly.

3.23. Co-President Activities and Events

- 3.23.1. The Co-President Activities and Events shall be a Sabbatical Officer.
- 3.23.2. The Co-President Activities and Events shall be responsible for encouraging the formation, and success of societies and sports teams within the Union.
- 3.23.3. The Co-President Activities and Events shall be responsible for organising the Societies Fayre in the first and second term and other events relating to societies.
- 3.23.4. The Co-President Activities and Events shall also be the main point of contact with the British Universities and Colleges Sport (BUCS) and seek Sport Development opportunities from regional and national Bodies.
- 3.23.5. The Co-President Activities and Events shall be responsible for preparing an up-to-date list of active societies and publicising this. They shall also be responsible for the Sports and Societies area of the website and promoting its use, with support from the Communications and Governance Co-Ordinator.
- 3.23.6. The Co-President Activities and Events shall oversee the Union's publicity policy and they ensure Union events are appropriately publicised on the Union website and via printed publications.
- 3.23.7. The Co-President Activities and Events shall be responsible for ensuring that societies' budgets are set in line with SU procedures. The Co-President Activities and Events shall ensure that clubs and societies are spending their funds according to the stated aims of the Union and in the interests of each society's members.
- 3.23.8. The Co-President Activities and Events shall be responsible for ensuring that societies are aware of regulations pertaining to the running of societies and that they abide by them. The Co-President Activities and Events shall be responsible for ensuring that all sports and societies have adequate training and information about health and safety issues and abide by policies set.

- 3.23.9. The Co-President Activities and Events, with the Co-President Equality and Liberation, shall be responsible for promoting and monitoring equality and diversity within sports, societies and extracurricular student activities.
- 3.23.10. Working with the Commercial Services Manager, the Co-President Activities and Events shall be responsible for organising a programme of Union entertainments. Reports on each event's finances should be reported to the Union. They must ensure that all Union events are appropriately publicised.
- 3.23.11. The Co-President Activities and Events shall be responsible for funds raised for charity and must ensure that any fundraising on campus by societies and by the Students' Union is followed through with an appropriate receipt and report. This is to be included in a report to the Board of Trustees.
- 3.23.12. The Co-President Activities and Events shall be the Chair of the SU Operations Forum.
- 3.23.13. The Co-President Activities and Events shall be the Vice-Chair of the Commercial Services Sub-Committee.
- 3.23.14. The Co-President Activities and Events shall be the Chair of the Societies Presidents Forum
- 3.23.15. The Co-President Activities and Events shall be the Chair of the Sports Forum

3.24. Co-President Welfare and Campaigns

- 3.24.1. The Co-President Welfare and Campaigns shall be a Sabbatical Officer.
- 3.24.2. The Co-President Welfare and Campaigns shall represent the Union on the School's Student Experience Committee, Resources and Planning Committee and on other committees as agreed by the Board of Trustees.
- 3.24.3. The Co-President Welfare and Campaigns shall be responsible for maintaining a confidential and safe environment within their office in which sensitive issues can be discussed. They shall ensure that all issues raised shall remain confidential unless otherwise authorised by the individual or required by law.
- 3.24.4. The Co-President Welfare and Campaigns shall refer students to appropriate internal or external bodies to help resolve a member's issues. They shall not take on casework.
- 3.24.5. The Co-President Welfare and Campaigns shall identify areas for attention relating to general welfare of students and run campaigns where relevant.
- 3.24.6. The Co-President Welfare and Campaigns shall liaise with the School's Student Advice and Wellbeing on welfare issues and encourage the use of the services within the School.
- 3.24.7. The Co-President Welfare and Campaigns shall liaise with the appropriate members of School staff in the Library, Faculties and elsewhere to ensure that Union policy and campaigns are progressed.
- 3.24.8. The Co-President Welfare and Campaigns shall liaise with the other Co-Presidents to campaign and raise awareness amongst students on education, equality and welfare issues and on education and welfare services available to members.
- 3.24.9. The Co-President Welfare and Campaigns shall liaise and meet with Sanctuary Students and other accommodation providers
- 3.24.10. The Co-President Welfare and Campaigns shall work with the Welfare and

Advice Caseworker to review casework relating to the student experience at SOAS in order to develop initiatives which might improve that experience.

- 3.24.11. The Co-President Welfare and Campaigns shall be the Chair of the SU Campaigns Forum.
- 3.24.12. The Co-President Welfare and Campaigns shall be the Chair of the Ethical and Environmental Forum.
- 3.24.13. The Co-President Welfare and Campaigns shall be the Chair of the Welfare Reps Forum.
- 3.24.14. The Co-President Welfare and Campaigns shall be the Vice-Chair of the Finance and Risk Sub-Committee.

3.25. Co-President Equality and Liberation

- 3.25.1. The Co-President Equality and Liberation shall be a sabbatical officer.
- 3.25.2. The Co-President Equality and Liberation shall be responsible for promoting equality and diversity in all of the Union's work, and ensuring that women students, black and minority ethnicity students, LGBTQ students, trans and non-binary students, disabled and carer students, working class students, mature students, international students, students of faith and any other marginalised groups of students are represented within the Union and that their needs met by the School.
- 3.25.3. The Co-President Equality and Liberation shall be responsible for monitoring and promoting the Union's Equality and Diversity Policy.
- 3.25.4. The Co-President Equality and Liberation shall sit on the School's Equality and Diversity Committee, and any other committees deemed appropriate.
- 3.25.5. The Co-President Equality and Liberation shall work closely with the Union's liberation officers and support their work whilst respect the autonomy of each liberation group, as well as the Mature Students Officer and International Students Officer.
- 3.25.6. The Co-President Equality and Liberation shall work with the Co-President Activities and Events in promoting and monitoring equality and diversity within sports, societies and extracurricular student activities.
- 3.25.7. The Co-President Equality and Liberation shall identify areas for attention relating to equality and liberation and, working with the Co-President Welfare and Campaigns, run campaigns where relevant.
- 3.25.8. The Co-President Equality and Liberation shall be responsible for working to prevent and responding to incidents of harassment, abuse and discrimination on campus, with the support of the Union's Advice and Welfare Caseworker and the relevant School staff.
- 3.25.9. The Co-President Equality and Liberation shall refer students to appropriate internal or external bodies to help resolve a member's issues. They shall not take on casework for which they are not qualified.
- 3.25.10. The Co-President Equality and Liberation shall liaise with the appropriate members of School staff in the Library, Faculties and elsewhere to ensure that Union policy and campaigns are progressed.
- 3.25.11. The Co-President Liberation and Equality shall convene and become the link for the six liberation caucuses.

- 3.25.12. The Co-President Liberation and Equality shall convene and facilitate other networks and communities of students who wish to come together based on their identity or circumstances.
- 3.25.13. The Co-President Liberation and Equality shall be the Chair of the
- 3.25.14. The Co-President Liberation and Equality shall be the Vice-Chair of the People and talent Sub-Committee.

Part-time Officers

3.26. Liberation Caucus Delegates

- 3.26.1. Each of the six liberation caucuses, as outlined in the **Liberation Caucus** Schedule, shall delegate one of their number to act as their delegate on the Executive Committee.
- 3.26.2. The role of the Liberation Caucus Delegate shall be to:
 - 3.26.2.1. Coordinate the work and campaigns of their caucus with the rest of the Union, in order to ensure such activities are as effective and engaging as possible;
 - 3.26.2.2. Work with the wider Executive Committee to deliver campaigns and activities as laid out by Union policy;
 - 3.26.2.3. Convey the position of their caucus on various matters in order to further the interests of their caucus and to support the Union to work intersectionally in its activities.
- 3.26.3. Liberation Caucus delegates can change throughout the year based on the wishes of their caucus.

3.27. Preferenda Portfolio Officers

- 3.27.1. There shall be 8 positions on the Executive Committee who's portfolios shall be determined by the October Preferendum, conducted according to the **Preferenda** Schedule.
- 3.27.2. The elections for these positions shall take place in accordance with the **Democracy and Elections** Schedule.
- 3.27.3. Once elected, the Preferenda Portfolio Officers shall work on the Executive Committee to:
 - 3.27.3.1. Coordinate the work and campaigns of their priority with the rest of the Union, in order to ensure such activities are as effective and engaging as possible;
 - 3.27.3.2. Work with the wider Executive Committee to deliver campaigns and activities as laid out by Union policy.

3.28. Research Students' Association Delegate

- 3.28.1. There shall be one place on Executive Committee reserved for a delegate from the Research Students' Association.
- 3.28.2. The Research Students' Association delegate shall work on the Executive Committee to:
 - 3.28.2.1. Coordinate the work and campaigns of the Research Students' Association with the rest of the Union, in order to ensure such activities are as effective and engaging as possible;
 - 3.28.2.2. Work with the wider Executive Committee to deliver campaigns and activities as laid out by Union policy.

3.28.3. The Research Students' Association Delegate can change throughout the year based on the wishes of the Association.

4. Executive Committee

- 4.1. There will be an Executive Committee of the Students' Union.
- 4.2. The membership of the Executive Committee is described in the **Union Officers** Schedule.
- 4.3. No one member shall hold more than one post.
- 4.4. In the event of there being no one elected for a post, or a position becoming vacant, the position shall come up at the next available election. A member of the Union may be co-opted to hold a post in the interim.
- 4.5. The Executive Committee shall not have policy making powers, except for the duties laid out in **4.15 – 4.16** of this Schedule.

Collective Duties of the Student Executive

- 4.6. To campaign and consult members on their views and speak on their behalf.
- 4.7. To promote, defend and extend the rights of members.
- 4.8. To interpret, implement and uphold Union policy.
- 4.9. To be responsible both to and for the Executive Committee as a whole.
- 4.10. To ensure the Union membership are kept up to date on the actions of the Executive Committee.
- 4.11. To fulfil their roles as outlined in the **Union Officers** Schedule role descriptions and to support, where appropriate, other student representatives in the fulfilment of their roles.
- 4.12. To liaise with external organisations appropriate to individual roles.
- 4.13. To steer the work of the Students' Union, to ensure the Union works for students.
- 4.14. To act as the spokespersons for the Union where agreed by the Executive Committee.
- 4.15. Ratify trustee appointments subject to the recommendations of the Board of Trustees.
- 4.16. Approve changes to the Schedules along with the Board of Trustees, acting on behalf of the Student Members within **clause 15.7** of the Constitution.

5. Democracy and Elections

5.1. This Schedule shall be used to conduct all School-Wide Union Elections. Other elections such as for society presidents or student reps will not be subject to this schedule unless agreed by the Board of Trustees.

5.2. There shall be annual elections for the following:

5.2.1. Sabbatical Officers

5.2.2. Preferenda Portfolio Officers

5.2.3. NUS Conference Delegates

5.2.4. Affiliations Ballot

5.3. In addition there may be any other election or referendum called by the trustees, a petition or a General Meeting.

5.4. Returning Officer & Deputy Returning Officer

5.4.1. Elections shall be supervised by a Returning Officer, chosen by the Union Trustees, who shall not be a member of the School's staff, Union staff or student body.

5.4.2. This appointment shall be considered and, if deemed satisfactory, approved by the designated senior officer of the School.

5.4.3. There shall also be a Deputy Returning Officer chosen by the Union Trustee from the staff of the School and the nomination shall be considered and, if deemed satisfactory, approved by the School's designated senior officer.

5.4.4. The Returning Officer shall not be connected to any of the candidates in such a way as to create a conflict of interest whether in appearance or in reality and, if such a connection is identified, they shall stand down and a replacement chosen.

5.4.5. The Deputy Returning Officer shall cover the role until a new Returning Officer is established.

5.4.6. The Returning Officer shall designate such staff and additional rules to these as necessary for the smooth and fair running of an election. Any clarification of points shall be made directly by the Returning Officer. Fairness and accessibility of the process to all members shall be the guiding principles.

5.4.7. Any sanction taken or interpretation of the Constitution, Schedules and any additional ad hoc rules required by the Returning Officer which may affect the running of the election must be communicated to all candidates immediately when taken.

5.5. Procedures for elections

5.5.1. Elections shall be publicised as widely as possible using printed and electronic media.

5.5.2. For School-wide Elections there shall be a nominations period specified by the Returning Officer of no less than ten working days, during which time nominations shall be submitted.

5.5.3. There shall be a Nomination Pack, containing the nomination form and election handbook, which shall contain all the rules of the election and any additional information as provided by the Returning Officer. Any ordinary member may receive this pack on request.

5.5.4. Posts in School-wide Union Elections are open to all Student Members of the Union.

5.5.5. All nominations shall be on a nomination form following the guidelines set out by the Returning Officer in the Nominees Pack.

- 5.5.6. All nominations shall be proposed and seconded by an Ordinary members of the Union and shall require the consent of the nominee.
- 5.5.7. Complete nominations shall be submitted to the Deputy Returning Officer, or their designated representative, who shall give proof of receipt.
- 5.5.8. A nomination may only be withdrawn on the written instruction of the nominee.
- 5.5.9. Submission of a nomination form constitutes an acceptance of the election rules as laid down in this Schedule and the Nomination Pack.
- 5.5.10. All nominations will be checked with SOAS for eligibility.
- 5.5.11. There shall be a candidates' meeting, the date of which shall be set by the Returning Officer before nominations open. This meeting will be for the Returning Officer to clarify any additional rules, to give advice about conduct and for nominees to ask any questions they have about the process.
- 5.5.12. The Union body will be notified of all of the nominations at the end of this meeting.

5.6. Voting

- 5.6.1. All elections shall last a minimum period of five hours on one working day within the term time of the School.
- 5.6.2. All elections shall be conducted by secret ballot using the Single Transferable Vote system, in accordance with good practice as laid down by the Electoral Reform Society.
- 5.6.3. All election posts shall also be contested by a "re-open nominations" option.
- 5.6.4. In the case of "Re-Open Nominations" winning any particular post, another election for this post shall be arranged under normal rules.
- 5.6.5. The Returning Officer shall agree such steps for the security of any ballot papers during the voting period, and in storage, and the security of any online election.
- 5.6.6. Student Members of the Union may vote for each post and referendum only once.
- 5.6.7. No ballots may be cast outside the voting period and no ballots may be cast by proxy.

5.7. Complaints

- 5.7.1. Any complaint shall be directed in the first instance to the Returning Officer, who shall make a ruling in writing after examining the evidence.
- 5.7.2. There will be a complaints period of one hour after the close of ballots.
 - 5.7.2.1. The only complaints which will be accepted after this point shall be on irregularities brought up by the count or the conduct of the count itself.
- 5.7.3. The count for the election shall take place after ballots have closed and the complaints period has finished.
- 5.7.4. No post with a pending complaint shall be counted until the complaint has been resolved.
- 5.7.5. Results shall be confirmed by the Returning Officer and announced to the membership of the Union as soon as possible.
- 5.7.6. A ruling by the Returning Officer may be appealed by using the Union Complaints Procedure. For the purposes of that procedure they will be entering at the appeal stage.

6. Ideas

This Schedule describes the process and procedures for the Submission of student ideas

- 6.1. Any member of the Union can submit an idea for change to the Students' Union at any time on matters relating to the student experience. This submission should be submitted using the online ideas system on the website.
- 6.2. The idea must have a title. The title of the idea must reflect the proposed changes.
- 6.3. Ideas submitted must state three things:
 - 6.3.1. Facts: What is the issue you're trying to address? What do we already know about this issue?
 - 6.3.2. Impact: How does this issue affect students, and in what way? Is it negative?
 - 6.3.3. Response: What would you like the students' union to do to address the issue? How do we need to take it forward?
- 6.4. Ideas must not be longer than 600 words. This word limit does not include the title.
- 6.5. Once submitted, the ideas will reviewed by the Sabbatical Officers to ensure the idea has not already been considered and/or if there are any significant legal or financial threats to the Students' Union. Once verified they will be published live on the Students' Union website for maximum of 1 month and Student Members will be able to vote for the idea.
 - 6.5.1. If it has been determined that the idea poses a legal or financial threat to the Union, then the extent of the threat will be investigated. During this investigation, the Union member who submitted the Idea will be given the option to:
 - 6.5.1.1. Change their Idea so that it is no longer acknowledged as a threat before it is published
 - 6.5.1.2. Withdraw their idea.
- 6.6. Once an Idea has reached at least 25 votes, it will be sent to one of these three Union Forums:
 - 6.6.1. Influencing SOAS – for ideas that relate to the Institution and its provision
 - 6.6.2. SU Operations – for ideas that relate to the services of the Union, including clubs, societies and commercial services.
 - 6.6.3. SU Campaigns – for ideas that relate to the wider campaigning role of the Union and its membership, to influence the world beyond SOAS.
- 6.7. The forums will be a place for Student Members to discuss and develop potential options and preferences, relating to Ideas, to be put forward to Preferendum, in line with the **Preferenda** Schedule.
- 6.8. For their idea to be discussed the student who submitted it must:
 - 6.8.1. Still be a member of the Union at the date of the Union Forum at which it is proposed that their idea be discussed.
 - 6.8.2. Attend the Union Forum to explain their idea or, if they are unable to attend, nominate another member of the Union to speak on their behalf
- 6.9. If the student who proposed the idea notifies the Union that they cannot attend in advance of the relevant Union Forum and they're unable to nominate a spokesperson, then their idea will be deferred to the next Union Forum. If the student does not attend, nominate a spokesperson or notify the Union, before the relevant Union Forum, then their idea will be withdrawn.

- 6.10. Ideas can be implemented, without advancing to a Union Forum and Preferendum, and be implemented if the Sabbatical Officers and the Chief Executive, agree unanimously that the proposal falls within the ordinary business of the Union and/or existing policy of the Union.
- 6.10.1. In relation to those Ideas agreed to under **clause 6.10** of this Schedule, the proposer has the right to request their idea be heard at a Union Forum if they are unhappy with either progress or the way the idea is being implemented. This right can be exercised a minimum of three months after the idea was submitted.
- 6.11. No idea with materially the same content can be discussed at Union Forums twice in one academic year unless it has been deferred from a previous Union Forum.
- 6.12. Ideas that have not been discussed at a Union Forum by the end of term 3 will be discussed at a relevant forum in term 1 of the next academic year as long as the student who proposed the idea is still a member of the Union.

7. General Meetings

This Schedule describes the process and procedures for General Meetings.

- 7.1. 'General Meetings' of the Students' Union are described in **clauses 9.12 – 9.45** of the Constitution.
- 7.2. Decisions of a Student Members' Meeting that affect the responsibilities of the Trustee Board shall be implemented by the Trustee Board unless they conflict with their legal and financial responsibilities or those as set out in **clause 12.4** of the Constitution.

Notice of Meetings

- 7.3. The Board of Trustees may call a Student Members' Meeting at any time.
- 7.4. The Board of Trustees shall call an Extraordinary General Meeting on receiving a secure petition, signed by at least 5% of Student Members having the right to attend and vote at General Meetings.
- 7.5. Notice of meetings shall be given via all reasonable channels, but shall as a minimum be advertised via the Union website, supported by social media and a notice in any all-student notifications.
- 7.6. General Meetings shall take place online. Notice of Student Members' Meetings shall include the time, date, and virtual link, the agenda and purpose of the meeting.
- 7.7. The agenda of the meetings shall include:
 - 7.7.1. In respect of an Annual General Meeting– minutes of the previous meeting, reports of the trustees, reports of the Union's finances, affiliations, motions for discussion, any other business.
 - 7.7.2. In respect of Extraordinary General Meetings, the motion for which the meeting has been called.
- 7.8. The deadline for submission of motions shall be noon three working days before the meeting. The motion submission window shall be publicised as widely as possible, at least five working days before the deadline.
- 7.9. The agenda, including motions in full, shall be publicised as widely as possible by 6PM three working days before.
- 7.10. All motions must be proposed and seconded by ordinary members of the Union (which includes Sabbatical and part-time Union Officers), in line with the writing guidelines on the 'how to write a motion' page on the Union website.
- 7.11. General Meetings may not take place during a University vacation.
- 7.12. At the start of virtual meetings, attendees must indicate by majority vote that they are satisfied with the meeting set-up and technology.
- 7.13. The organisation of the EGM shall be the responsibility of the Co-President Democracy & Education, or shall be arranged by the Union Executive Committee if the Co-President Democracy & Education is the cause of the meeting.
- 7.14. There will be a designated secretary of the EGM, who shall be a nominated member of Union staff. The secretary shall compile the agenda and papers for the EGM. The papers shall include the text of submitted motions. These shall be distributed in advance. The secretary will take minutes of the EGM. The secretary shall remain neutral and not be allowed to vote.
- 7.15. Minutes will be posted online within one week of the EGM and will be circulated to the student body, to be ratified at the next Board of Trustees.

Chairing and Participation

- 7.16. The Co-President Democracy & Education shall act as Chair or, if inappropriate, a fellow sabbatical officer, executive committee member, or Student Member of the Union.
- 7.17. The Chair shall not preside over an issue in which they have a vested interest, and should immediately state if it is the case and pass the Chair role to the Deputy. The Vice Chair shall not preside over an issue in which they have a vested interest, and should immediately state if it is the case and pass the Vice Chair role to a nominated member of the Union, usually a fellow Sabbatical Officer or member of the Union.
- 7.18. The Chair and Vice Chair shall be responsible for the smooth and respectful running of the meeting and shall enable all opinions to be aired. In the event of any situation arising not being covered by meeting regulations, the Chair shall rule on the procedure to be adopted in that meeting.
- 7.19. Voting shall take place online, after the EGM has concluded. No decisions will be made at any EGM. The quorum for a vote arising from a EGM shall be 5% of Student Members, entitled to vote upon the business to be transacted.
- 7.20. The quorum for an EGM will be assessed at the point of online voting. If quorum is not met at the point of voting, the vote shall be deemed to fall.
- 7.21. Any member of the Union has the right to attend and speak at a EGM. Any non-member who wishes to attend and/or speak must inform the organiser beforehand who will obtain the permission of the Chair. Any member wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking.
- 7.22. The agenda of meetings should consist of the following:
- Welcome from the Chair
 - For an AGM, Ratifying the minutes of the previous meeting for accuracy
 - Debates on submitted motions
 - Debates on emergency motions
 - Any other business
- 7.23. Amendments to the running order may be requested by the EGM at any point and passed at the discretion of the Chair.
- 7.24. All debates on motions shall proceed as follows:
- the motion proposer makes a speech
 - any amendments to the motion shall be raised (according to paragraph 10 below)
 - the Chair shall invite a speech against the debate
 - the Chair shall balance the number of speeches for and against the debate
 - the Chair shall invite any questions and statements relating to the debate and consider any new proposed amendments to the motion (according to paragraph 10 below)
 - the proposer of the motion shall have the right to sum up.
- 7.25. The Chair shall not vote unless in the case of a tie, in which they will cast the deciding vote.
- 7.26. Amendments to the motion shall proceed as follows:
- any amendments to the motion shall be raised after the proposer has spoken

- the Chair shall invite and take a speech against the amendments
 - the Chair shall balance the number of speeches for and against the amendments
 - the Chair shall leave time for questions and statements before the vote
 - Voting on amendments can take place by an online vote within the meeting using a method agreed to by the Chair.
 - when all changes have been voted upon, the main motion shall be discussed.
 - when all changes have been voted upon, the main motion shall be discussed.
- 7.27. Voting on the motion will be open for 24 hours from the end of the meeting.
- 7.28. A majority of one is required to pass a motion with the following exceptions:
- motions of no confidence require a two-thirds majority vote
 - motions to amend the Constitution require a two-thirds majority vote
 - motions to suspend any section of the Constitution require a seven-eighths majority vote.
- 7.29. 12. Emergency motions may only be discussed at the discretion of the Chair. The motion shall be submitted in writing to the Chair before the start of the meeting, and ideally also as a digital copy to allow it to be viewed by every member.
- 7.30. 13. Procedural points relate to the conduct of the meeting and can be employed any member in attendance. The following procedural points may be used during debate and shall only apply to the motion under debate at the time.
- 7.31. Procedural points:
- (a) that the meeting has no confidence in the Chair;
 - (b) that the ruling of the Chair be overturned;
 - (c) that the Chair make a ruling on the procedure or conduct of the meeting;
 - (d) that the motion be taken to a vote without further discussion;
 - (e) that the motion be dismissed;
 - (f) that the motion be referred to another (named) body;
 - (g) that the motion be taken in parts;
 - (h) a request for a Point of Order;
 - (i) a request for a Point of Information.
- 7.32. In the event of a procedural point 13(a) or 13(b) being proposed, the Chair will be replaced by the Deputy Chair.
- 7.33. In the case of 13(a), there shall be one speech for the procedural point and the challenged occupant shall have the right to reply immediately prior to the vote. In the case of 13(b), the challenged occupant may return to the Chair but must abide by the decision of the meeting upon the challenged ruling.
- 7.34. If members are unable to see, hear or require clarification this may be raised under procedural point 13(c), at which point the Chair shall make all appropriate possible steps to rectify this.
- 7.35. In the case of 13(d), being passed, no further discussion on this motion shall be permitted. If carried, the proposer of the motion shall immediately sum up and the motion shall then be put to the vote.
- 7.36. In the case of 13(g), being passed, a vote shall be taken on each individual resolution of the motion. The online vote shall split the motion up into its constituent resolutions,

- 7.37. In the case of 13(h), a Point of Order shall be raised by a speaker requesting "a point of order". It must be framed as a question to the Chair, must relate specifically to the conduct of the debate at that time, must never refer to the subject matter under debate and must contain no argument.
- 7.38. In the case of 13(i), a Point of Information may be requested through the Chair by a call of "information". Points of Information must be phrased as a short question to the meeting, and must be used solely to seek or offer strictly information. They must not refer to matters of opinion.
- 7.39. At all times procedural points shall take precedence over all other business.

8. Preferenda and Referenda

This Schedule describes the process and procedures for Union Preferenda and Referenda

Preferenda - General

- 8.1. **Clauses 9.2-9.6** of the Constitution set out the operation of Preferenda.
- 8.2. Preferenda voting shall take the form of a cross campus secret ballot in which all Student Members are asked to vote for options in order of preference, which shall be run in accordance with procedures for a Single Transferable Vote.
 - 8.2.1. There shall be three Preferenda events per year which shall be set by the three Union Forums.
 - 8.2.2. Additional Preferenda can be called by the Board of Trustees or by a Petition of Student Members instructing the Board of Trustees to call a Preferendum.
- 8.3. Unless stated otherwise in this Schedule, the procedure for Preferenda shall as far as possible follow the same procedural rules as for Union elections.
- 8.4. The process for Preferenda shall be overseen by the Deputy Returning Officer of the Union.

Referenda - General

- 8.5. **Clauses 9.7 – 9.11** of the Constitution set out the operation of referenda.
- 8.6. Referenda voting shall take the form of a cross campus secret ballot in which all Full members are asked to vote either yes, no or abstain on an issue.
- 8.7. Unless stated otherwise in the Constitution and the Schedules, the procedure for Referenda shall as far as possible follow the same procedural rules as for Union elections.
- 8.8. The process for Referenda shall be overseen by the Returning Officer and Deputy Returning Officer of the Union.

Notice and Timing

- 8.9. Referenda may only be called in term time and in accordance with the procedures as set out in **clauses 9.7 – 9.11** of the Constitution.
- 8.10. Unless in exceptional circumstances, the Referendum and/or Preferendum will be held on the next possible published Termly Preferendum or Referendum date.
 - 8.10.1. Exceptional circumstances are those in which it is considered essential by the Trustee Board to hold the vote without delay.
- 8.11. Notice of Referenda and/or Preferenda will be given a minimum of twelve (12) clear days in advance of the day of polling.
- 8.12. There must be a minimum of seven days for publicity of proposed referendum and/or preferendum (including via student media if possible) to give members the opportunity to take part in campaigns and to vote.

Proposals and Compositing

- 8.13. All proposals must include:
 - 8.13.1. The text of proposal
 - 8.13.2. Details of the proposer(s)

- 8.13.3. A statement detailing by which method it was supported by to be put to referenda/preferenda (by via a Union Forum, Petition, Student Members Meeting or Board of Trustees).
- 8.13.4. A date, or dates, upon which clauses would be implemented
- 8.13.5. If supported by secure petition, this must also be submitted.
- 8.14. The Governance Sub-Committee, in conjunction with the Returning Officer (or their appointed nominee), shall have the permanent delegated power from the Board of Trustees to:
 - 8.14.1. Consider proposals submitted for referenda/preferenda to ensure they meet the eligibility requirements;
 - 8.14.2. Decide on the background information which should be provided to voters.
 - 8.14.3. Decide upon a final wording for the proposals to be put to the referenda/preferenda to ensure that no question is likely to be misunderstood by voters or open to more than one interpretation.
- 8.15. Once submitted to referenda/preferenda proposals cannot be changed and can only be withdrawn by the proposer.
- 8.16. Governance Sub-Committee will ensure that a Referenda/Preferenda Campaign manifesto booklet is produced and distribute copies widely as soon as is practicable.
- 8.17. The timeline for preferenda and referenda shall be:
 - 8.17.1. For termly preferenda:
 - 8.17.1.1. Student Ideas are reviewed by the sabbatical team and forwarded to Union Forums;
 - 8.17.1.2. Union Forums debate ideas to be proposed to Governance Sub-Committee;
 - 8.17.2. Proposals submitted to Governance Sub-Committee;
 - 8.17.3. Governance Sub-Committee meets to consider the proposals, including meeting with the Returning officer, assessing risk and working with the proposers to clarify what will be proposed to the membership;
 - 8.17.4. Consider whether a period of amendments from the membership should be set aside;
 - 8.17.5. Finalise the proposals with the proposer;
 - 8.17.6. Set the referenda/preferenda question
 - 8.17.7. Formally give notice of the referenda/preferenda with the question and any background information.

Campaigning

- 8.18. Campaigning for or against individual ideas must be conducted in accordance with the campaign rules as outlined by Governance Sub-Committee.
- 8.19. Anyone who campaigns for or against an option in a question shall be deemed to be part of that Campaign Group, and shall be bound by the Constitution and Schedules of the Union.
- 8.20. Each Campaign Group shall submit a manifesto in the form requested by Governance Sub-Committee.
- 8.21. Student Media Groups shall ensure that they give impartial coverage of referenda and preferenda.

Debate

- 8.22. Provisions must be made for members to debate referenda. This will be hosted online and will be conducted in accordance with procedures set out by the Governance Sub-Committee.
- 8.23. A chair for debates shall be appointed from within the Governance Sub-Committee.

Voting

- 8.24. For referenda the ballot shall contain the question as specified and the facility for members to vote for, against or in abstention.
- 8.25. A resolution may only be passed by Referendum if it meets the quorum of 5% of eligible Student Members a simple majority of the votes cast are in favour of the resolution. The following thresholds apply:
 - 8.25.1. Ordinary motions shall pass by simple majority
 - 8.25.2. motions of no confidence require a two-thirds majority vote
 - 8.25.3. motions to amend the Constitution require a two-thirds majority vote
- 8.26. For preferenda, there shall be a quorum of 50 eligible Student Members.

Complaints

- 8.27. Any complaints concerning the conduct of a preferendum or referendum must be submitted in writing to the Deputy Returning Officer, within 1 working day of the posting of the result and will be dealt with in accordance with the procedure for election complaints and appeals as laid out in the **Complaints** Schedule.
- 8.28. Referenda/Preferenda outcomes will be referred to the Board of Trustees, who will be responsible for co-ordinating the process for the implementation of approved Ideas.

9. Petitions

This Schedule describes the process and procedures for Student Petitions

- 9.1. A petition can be requested by any Student Member who wants to trigger a referenda on any of the following:
 - 9.1.1. A motion to vote on an issue;
 - 9.1.2. A motion to set a policy;
 - 9.1.3. A motion of no confidence in any Trustee by the Student Members via a referendum;
 - 9.1.4. A motion to amend the Schedules of the Constitution;
 - 9.1.5. A motion to amend the Constitution.

- 9.2. A petition may also be requested by any Student Member who wants to trigger an Extraordinary General Meeting on any of the following:
 - 9.2.1. A motion to vote on an issue;
 - 9.2.2. A motion to set a policy;
 - 9.2.3. A motion to amend the Schedules of the Constitution;
 - 9.2.4. A motion to amend the Constitution.

- 9.3. A request for a petition can be made at any point to the Students' Union. The Students' Union, subject to undertaking legal checks, will ensure the petition is open and available to sign by members within three working days. A petition will close at the same time, on the same day that it opened exactly one week later.

- 9.4. A request for a petition must include the reason for: calling the vote of no confidence and/or the question to be posed to students for an issues-based referendum and/or a full copy of the proposed policy position. Further advice can be obtained from the staff or sabbatical teams in the Students' Union.

- 9.5. Once a petition reaches 5% of the Student Members' signatures it will instruct the Board of Trustees to make appropriate arrangements for the meeting or vote in question, in accordance with the **Referenda and Referenda** Schedule.

- 9.6. The Returning Officer and/or the Deputy Returning Officer will seek to ensure that Petitions are accessible for all members of the Union to sign.

- 9.7. Members may campaign to encourage other students to sign the petition. This campaigning must be conducted in accordance with the campaign rules outlined in the **Democracy and Elections** Schedule. Therefore, campaigning may only commence once the campaigner has been briefed on the campaign rules.

- 9.8. When the petition closes the Returning Officer and/or Deputy Returning Officer will confirm the total number of students who have signed the petition. If duplicate or invalid student numbers or names are discovered, then they shall be removed and discounted from the petition.

10. Sports and Societies

This Schedule outlines the procedures for Sports Clubs and Societies.

- 10.1. Any sixteen ordinary members of the Union may establish a sports club or society to pursue the interests of those students, as long as those interests do not conflict with the law or the Union Constitution.
- 10.2. Membership of all sports clubs and societies shall be open to all members of the Union, as defined in the Constitution, without restriction.
- 10.3. Membership of clubs and societies may be open to other persons at the discretion of the club's or society's officers, but the total number of non-members shall not exceed 20% of the total membership.
- 10.4. Only current ordinary members may be officers of Union clubs and societies.
- 10.5. The Co-President Activities and Events shall give advice and rulings on organisational, financial and other matters, as appropriate. In particular, if there is a complaint against a sports club or society, it shall be handled in the first instance by the Co-President Activities and Events.
- 10.6. All sports clubs and societies shall adopt and abide by the following, ratified by the Co-President Sports & Societies:
 - 10.6.1. a constitution which should include rules for election of officers and the democratic structure of the society
 - 10.6.2. at least three officers designated responsible for that society
 - President
 - Secretary
 - Treasurer
 - 10.6.2.1. There shall be a designated Welfare Officer of every society, who shall be a member of the Welfare Forum.
 - 10.6.3. a signed financial indemnity form which shall state that the officers shall be responsible for the sports club's or society's own finances and may not draw on Union finances without express permission
 - 10.6.4. a membership list which has at least sixteen signatories of ordinary members.
- 10.7. The Union shall only financially support recognised societies. There shall be a minimum budget provided by the Union to all recognised societies.
 - 10.7.1. This minimum budget will be reviewed on a yearly and ongoing basis.
- 10.8. Additional funding shall be available to all societies under the following rules:
 - 10.8.1. the society shall submit a proposed budget by the deadline advertised by the Co-President Activities and Events
 - 10.8.2. the Co-President Activities and Events shall consider all the budget applications together to distribute the available funds. The criteria used shall weigh the reasonableness of the bids, societies' size, history and activity and any other relevant factors. This draft budget shall then be presented to the Societies Presidents Forum and the Sports Forum for discussion, and ratified by the Board of Trustees or one of its sub-committees.
 - 10.8.3. there shall be two funding rounds a year, one in the first term and one in the second term.

- 10.9. Societies may access their budget by reimbursement only. No money shall be given directly to societies and any budget unspent by the end of the financial year shall revert to the Union.
- 10.9.1. Authorised purchases may be conducted through the Union via the Finance Manager.
- 10.10. Societies may make direct applications to get extraordinary funding. However, the total granted may never exceed twice the maximum society budget.
- 10.11. At least once a term, the Co-President Activities and Events shall convene meetings of:
- 10.11.1. The Societies Presidents Forum;
 - 10.11.2. The Sports Forum.
- 10.12. The Co-President Activities and Events shall produce a Sports and Societies Handbook which shall include this Constitution and Schedules, instructions for room bookings, health and safety information and any other information to help sports clubs and societies in their operation.
- 10.13. The Co-President Activities and Events shall maintain and update a contact list for all sports clubs and societies which shall be available to all students and publicised as widely as possible.
- 10.14. All society funds shall be kept within the Students' Union, including any grant funding or fundraising proceeds.

11. Communications and Media

- 11.1. This Schedule shall apply to all media projects run by the Union, including those run by constituent societies. The definition of media shall be all projects whose stated aim is to communicate to a greater audience items of a journalistic, factual or editorial nature and shall include student newspapers, magazines, websites, radio and television projects but not necessarily limited to this description.
- 11.2. All media projects shall have an editorial committee under a named editor who shall operate under the rules of Union committees. It shall be the responsibility of the editor to carry out the recommendations of the editorial committee and to abide by this Schedule. The Co-President Activities and Events shall be a member of all editorial committees in the Union.
- 11.3. The editor shall be aware of and abide by the laws of libel and slander in the running of media projects.
 - 11.3.1. For printed media, each edition shall be legally checked by the Union CEO.
- 11.4. The editor shall ensure that the principles of freedom of speech and the Union's Equality and Diversity Policy are followed in the media project and shall ensure that there is an adequate right to reply on any issue where possible for all Union members. Where this is not possible, the editor shall discuss with the Co-President Activities and Events alternative methods of allowing a right to reply.
- 11.5. All media projects shall have a clear procedure to investigate claims of factual error. In the case that such a claim is upheld, those responsible shall apologise in a manner proportionate to the error.
- 11.6. With the exception of media projects run directly by the Union, all media projects shall be run by societies and shall be subject to the rules laid out in the **Sports and Societies** Schedule.
- 11.7. All media projects run by societies shall remain editorially independent from the Union, and the Union may only intervene editorially to ensure that a Society's rules and the Union's Constitution are being followed. Any claims for funding shall be considered on the basis of the project and not on any editorial basis.

12. Complaints Procedure

- 12.1. This procedure is available to any member of the Union or opted-out student wishing to make a complaint or lodge a grievance against the Union, or the Union Executive Committee or any member thereof (including one of the Sabbatical Officers), or against any organisation within the Union (such as a club or society), or against any member of the Union. This shall include any complaint arising from the Union election procedure, and any complaint invoking equal opportunities and freedom of speech, as laid down in the Union's Equality and Diversity Policy.
- 12.2. Complaints brought shall be within the limits of the services and benefits available to each specific category of membership.
- 12.3. If any complaint is discovered to be mischievous or vexatious, it will be dealt with summarily, and the Union's Disciplinary Procedure may be invoked.

Informal stage

- 12.4. If a member wishes to make a complaint, s/he shall initiate the informal stage by taking all reasonable steps first to resolve the matter informally, amicably and quickly - either in person or in writing – by raising and discussing the matter with the party/parties concerned. If this fails or is impracticable, the complainant may invoke the formal procedure which shall not be invoked more than one month after the complainant initiated the informal stage.

Formal stage

- 12.5. The formal stage should normally be concluded within four months (including the informal stage) of the matter giving rise to the informal stage of the complaint. Additional time is permitted for the appeal procedure (see below).
- 12.6. When the procedure in **11.4** above is deemed by the complainant to have failed or to be impracticable, the complainant shall be able to submit a **Stage One Formal Complaint, by** addressing the complaint in writing to one of the Sabbatical Officers, except in the case of a complaint against the election procedure, where the complaint shall in the first instance be directed to the Returning Officer who shall then follow this Complaints Procedure.
- 12.7. If the complaint is against a Sabbatical Officer or the Returning Officer, the complaint shall be submitted in writing to one of the other Sabbatical Officers. The Sabbatical or Returning Officer shall be deemed 'the Investigating Officer' for the purposes of this stage of the procedure.
- 12.8. The Investigating Officer shall initially personally investigate the matter, shall endeavour to resolve the matter to the satisfaction of all parties and shall inform all parties in writing of any action proposed. If the action proposed fails to satisfy the complainant, the Investigating Officer shall take the matter further as follows.
- 12.9. Where the procedures set out so far fail to satisfy the complainant, or where the matter is in any case deemed sufficiently serious by the Investigating Officer to merit more formal consideration, the written complaint shall be considered a **Stage Two Formal Complaint** and be taken forward as follows:
- 12.9.1. The Investigating Officer shall call upon an appointed Investigating Trustee to convene and chair a panel to investigate the complaint.

- 12.9.2. The Investigating Trustee shall select two other members of the panel (with due regard for diversity in the panel's membership), one of whom shall be a Sabbatical Officer of another college or university, and one of whom shall be a Student Member of the Union.
- 12.9.3. If the Investigating Trustee is deemed not appropriate, given the matter in hand, the Board shall designate a replacement Chair for this panel.
- 12.9.4. If no Board Chair is suitable, a Chair of this investigation shall be brought in from another students' union.
- 12.10. The Chair of the panel shall inform in writing all parties about the complaint, shall copy to all parties the written complaint, and any action proposed at earlier stages, shall detail to all parties the composition of the panel and the procedure to be followed for the formal hearing of the case.
- 12.11. The formal hearing shall take place within fifteen working days of the Chair being asked to convene a panel. If necessary, more time shall be granted with the written agreement of all parties involved.
- 12.12. All parties shall be allowed to represent their case.
- 12.13. The complainant can choose to be accompanied by a friend, in support but who should not usually speak, unless invited to do so by the Chair. The Chair may seek expert advice where necessary.
- 12.14. The panel shall aim to reach a unanimous decision but in the case of disagreement amongst the members of the panel, a two to one majority shall decide. This shall be noted in the report of the meeting which shall be written up and made available to all parties concerned, and copied to relevant Union and School officers and staff, within five working days of the end of this procedure.
- 12.15. The panel shall endeavour to complete its proceedings and issue its report within twenty working days of the referral by the Investigating Officer. More time may be granted with the agreement of all parties involved.

Appeal procedure

- 12.16. If the complainant remains dissatisfied, after all informal and formal Union procedures have been exhausted, they may appeal to the Governing Body through the office of the Clerk to the Governing Body, if they consider that they have cause for appeal against the above panel's decision.
- 12.16.1. Any appeal must be made in writing within fifteen working days of the Union panel's notification of its decision.
- 12.16.2. The appeal shall be addressed confidentially to the Clerk to the Governing Body. The appeal should detail the procedures followed to date, enclosing the necessary papers, and must give the precise grounds for appeal.
- 12.17. The Governing Body shall appoint annually an 'independent person' (as required by the Education Act 1994) to investigate appeals.
- 12.17.1. The independent person shall take all reasonable steps to resolve the dispute, examining all written documentation as appropriate and consulting parties as necessary.
- 12.17.2. The independent person has discretion, within the law and the rules of natural justice, to conduct the procedure as they think fit.

12.17.3. The decision of the independent person shall be reported in writing to all parties within one month, that is twenty working days from the date the matter was referred to them, and this shall constitute the final stage of the Union's procedure.

Removal of a Trustee

12.18. For appeals against a decision to remove a trustee, a Charity Trustee removed from office in accordance with **clause 11.23** of the Constitution will only be entitled to appeal the decision of remove them to an Appeal Body within 14 days of the resolution.

12.19. The Appeal Body will be made up of the following persons:

- 12.19.1. One member of the SOAS Trustee Board;
- 12.19.2. One member of the Executive Committee; and
- 12.19.3. One external member

12.20. The members of the Appeal Body must not have had any involvement in the original decision to remove the Charity Trustee

12.21. The process shall follow that of a **Stage Two Formal Complaint**, using, in the first instance, the Appeal Body detailed in **12.19** and the processes detailed in **12.9-12.17** of this Schedule.

13. Disciplinary Procedure

- 13.1. This procedure shall be used if the Union, having conducted an investigation under 13.6 of this Schedule and established a *prima facie* case, considers that disciplinary action should be brought against a member as an individual or in his/her capacity as an officer of an organisation within the Union (such as a club or society). This shall include any disciplinary investigation arising from the Union election procedure, and any disciplinary investigation invoking equal opportunities and freedom of speech and the Union's Equality and Diversity Policy.
- 13.2. The formal stages of the Union's Disciplinary Procedure should normally be concluded within three months of the occurrence of the alleged misconduct. Additional time is permitted for the appeal procedure (see below).
- 13.3. The following shall constitute misconduct (this list is illustrative but not exhaustive):
- (a) physically or verbally abusive behaviour
 - (b) drunkenness or illegal drug abuse
 - (c) conduct which could constitute a criminal offence on Union premises or on other premises while on Union business
 - (d) fraud, dishonesty or deceit in relation to the Union and/or its staff or in connection with the holding of office
 - (e) breach of the Union's Equality and Diversity Policy
 - (f) breach of the School's statement on Freedom of Expression as incorporated in this Constitution
 - (g) disruption of or improper interference with the Union's activities
 - (h) damage to the Union's premises or property
 - (i) action likely to cause injury or impair safety of the individual or others on Union premises
 - (j) conduct which could bring the Union into disrepute.
- 13.4. In cases of urgency or danger, a member of the Union Executive Committee or a member of the Union's staff, including licensees of the Union's bar, shall be empowered to act immediately and reasonably to restore order and safety for other members of the Union. This could involve ejection from the Union (for example, from the bar or common room or other areas or meetings of the Union). If this occurs, paragraph 13.5 below may be immediately invoked by a Sabbatical Officer.
- 13.5. A Sabbatical Officer may temporarily suspend the membership of a member or a Part-time Officer from office or temporarily remove the recognition of a Union club or society, pending a hearing.
- 13.6. A Sabbatical Officer (who shall be a different Sabbatical Officer from the postholder involved at 13.4 and 13.5 above) shall be deemed 'the Investigating Officer' for this stage of the procedure. The Investigating Officer shall investigate the matter and gather information. If a *prima facie* case of alleged misconduct is established, the Investigating Officer shall within five working days of the alleged act of misconduct or temporary suspension call upon the Deputy Chair of the Board of Trustees to convene and chair a panel to investigate further the alleged misconduct. The Deputy Chair of the Board of Trustees shall select two other members of the panel (with due regard for diversity in the panel's membership), one of

whom shall be a Sabbatical Officer of another college or university. If the Deputy Chair of the Board of Trustees is not available or deemed not appropriate, given the matter in hand, by the Union Executive Committee, the latter shall designate a replacement Chair for this panel.

13.7. The Chair of the panel shall inform in writing the individual member or officers (including officers or a club or society) about the alleged misconduct and disciplinary procedure to take place. The formal hearing shall take place within fifteen working days of the Chair being asked to convene a panel. If necessary, more time shall be granted with the written agreement of all parties involved. The individual member or officer(s) shall receive the case against him/her or against the particular club or society, as appropriate, set out in advance in writing five days before a hearing, shall have the opportunity to answer the allegations in writing in advance and/or orally at the panel meeting, and can choose to be accompanied by a friend, in support but who should not usually speak unless invited to do so by the Chair. Both sides may call witnesses if they wish. The Chair may seek expert advice where necessary. If the alleged misconduct is deemed proven, the panel shall impose such penalties as they think fit. The penalties may include one or more of the following (although this list is illustrative and not exhaustive):

- (a) temporary or permanent removal from office, including sabbatical office
- (b) temporary or permanent removal of membership of the Union
- (c) temporary or permanent removal of the Union's recognition of a club or society
- (d) payment for damage done to property and/or restitution for any loss incurred
- (e) the proffering of an apology to another person(s)
- (f) warnings against repeated misconduct of whatever kind.

13.8. The panel shall aim to reach a unanimous decision but in the case of disagreement amongst the members of the panel a two to one majority shall decide. This shall be noted in the report of the meeting which shall be written up and made available to all parties concerned, and copied to relevant Union and School officers and staff, within five working days of the end of this procedure.

13.9. Should the accused member fail to attend the hearing, without reasonable excuse, the hearing shall proceed at the discretion of the Chair.

13.10. The panel shall endeavour to complete its proceedings within twenty working days of the Chair being asked to convene the panel to hear the case of the alleged misconduct. More time may be granted with the agreement of all parties involved.

Appeal procedure

13.11. Once these procedures have been exhausted, the member or officer(s) may appeal to the Governing Body through the office of the Clerk to the Governing Body, if the appellant considers that s/he has cause for appeal. Any appeal must be made in writing within fifteen working days of the Union panel's notification of its decision. The appeal shall be addressed confidentially to the Clerk to the Governing Body. The appeal should detail the procedures followed to date, enclosing the necessary papers, and must give the precise grounds for appeal.

13.12. The Governing Body shall appoint annually an 'independent person' (as required by the Education Act 1994) to investigate appeals. The independent person shall take all reasonable steps to resolve the dispute, examining all written documentation as appropriate and consulting parties as necessary. The independent person has discretion, within the law and

the rules of natural justice, to conduct the procedure as s/he thinks fit. The decision of the independent person shall be reported in writing to all parties within one month, that is twenty working days from the date the matter was referred to him/her, and this shall constitute the final stage of the Union's procedure.

14. Liberation Caucuses

- 14.1. There shall be six autonomous Liberation Caucuses, as detailed in clause 9.36 – 9.41 of the Constitution:
 - 14.1.1. Black Students Caucus
 - 14.1.2. Women's Caucus
 - 14.1.3. LGBTQ+ Students Caucus
 - 14.1.4. Disabled Students Caucus
 - 14.1.5. Trans* and Gender Identity Students Caucus
 - 14.1.6. Working Class Students Caucus
- 14.2. These caucuses exist to further the interests of students who identify into their caucus.
- 14.3. The caucuses shall be able to determine their positions on the priorities for their own caucus.
- 14.4. The caucuses shall appoint such individuals from amongst their number to convene priority campaigns.
- 14.5. The caucuses shall be able to delegate one of their number to attend and be the link with Executive Committee.
- 14.6. All delegated responsibilities in **14.4** and **14.5** are not fixed and can be changed throughout the academic year.

Convening the caucuses

- 14.7. The Co-President Liberation and Equality shall be responsible for ensuring that each Caucus is convened in term 1.
- 14.8. After bringing the caucus together, the Co-President's role shall be:
 - 14.8.1. To outline the purpose of caucuses in the Union, and support available
 - 14.8.2. To encourage and support one of their number to Chair their caucus with the initial agenda:
 - Draw out a discussion on the key issues and aims of that caucus
 - Nominate individuals who are interested in helping lead on those different areas
 - Nominating a delegate from the caucus to attend the next meeting of Executive Committee
 - 14.8.3. To leave the caucus if requested, but to receive an update in writing of the above agenda.