**Rose Bruford College Students’ Union Constitution**

1. **Name**

The Students’ Union of Rose Bruford College shall be known as *Rose Bruford College Students’ Union,* referred here after as the Union.

1. **Aims and Objectives**
   1. To advance the education of its members.
   2. To represent the interest of its members and act as a channel of communication in dealings with the college and other bodies.
   3. To promote, encourage and co-ordinate student societies, sports, social and cultural activities.
   4. These aims and objects shall be pursued without discrimination on the grounds of age, sex, race, religion, creed, sexual orientation, disability or medical condition, except that positive action may be taken to aid any disadvantaged section of society.
   5. The Union shall not affiliate to any political party or religious organisation.
2. **Who is in the Union?**
   1. All registered students of the College shall be full members of the Union unless they have decided to relinquish their membership in accordance with the ‘opt out’ regulations, contained in Appendix 2 to this Constitution.
   2. The Union Executive Officers Committee shall have the power to elect Honorary Officers and Honorary Members upon such terms as it may from time to time decide.
   3. Members of the College academic, administrative and domestic staff are associate members of the Union during the course of their employment.
      1. Associate members of the Union do not have the right to vote in students’ union matters or elections.
   4. Reciprocal membership shall be granted to any member of a constituent member of the NUS, or members of other unions with which the Union enters into membership arrangements. These members shall be entitled to use the facilities of the Union in accordance with those arrangements on production of their own Union membership card.
   5. All members shall be entitled to enjoy the facilities of the Union and take part in its educational, social, sporting, and cultural activities.
   6. Only full members shall be entitled to speak and vote at Union meetings, and stand and vote in Union elections.
   7. Only members of the Union who will be over the age of 18 before July 1st in the year of elections may stand for election to Executive Officers Committee.
3. **Who decides what the Union does?**
   1. The Executive Officers Committee shall be responsible for the day to day running of the Union, subject to any resolution made by a referendum.
   2. The functions of the Executive Officers Committee shall be:
      1. To elect delegates to the NUS Annual Conference, NUS Regional Conference, NUS Area Conference and NUS Area Council.
      2. To set the policy of the Union.
      3. To amend and ultimately interpret the Constitution and Schedules subject to approval by the Governors and a referendum of the student body.
      4. To approve all financial reports of the Union.
      5. To confer associate membership and honorary membership and enter into reciprocal membership arrangements with other students’ unions or associations.
   3. The Annual General Meeting of the Union shall be held in the May and be chaired by the President. This meeting shall also:
      1. Approve the Union’s annual budget and accounts.
      2. Approve the Union’s annual report.
      3. Confer the recognition of Clubs and Societies
   4. An open Union meeting shall be called at least once every 3 months by the President.
   5. The minimum number of members at a Union meeting to make it valid shall be 20.
   6. An emergency meeting of the Executive Officers Committee may be requested by:
      1. A petition of 20 full members of the Union.
      2. A third of the Executive Officers Committee.
   7. If a meeting is requested it shall be held between 7 and 12 college days after by the President, discussing only the business for which it has been called, which must be specified in writing.
   8. At least 7 college days’ notice shall be given of all Executive Officers Committee meetings.
   9. Notices of motions, with names of a proposer and seconder, shall be submitted to the President in writing not less than 5 College working days before the Executive Officers Committee meeting at which they are to be discussed.
   10. All proposed amendments to the Constitution and Schedules shall be submitted to the President 5 working days before the meeting.
   11. All Executive Officers Committee meetings shall be conducted in accordance with the Meetings Regulations laid down in Schedule Three.
4. **Who does the work?**
   1. The Executive Officers Committee of the Union shall run the Union on a day to day basis and in accordance to the Constitution, Schedules and relevant legislation. The Students’ Union Participation Co-ordinator will provide appropriate assistance to the executive officers.
   2. The Executive Officers Committee shall be the trustees of the Union and must be over the age of 18 at the date when their period of office will commence as outlined in the schedules.
   3. The Executive Officers Committee shall consist of the following Union Officers elected by a cross College ballot open to all full members of the Union:
5. The President
6. The Charities and Entertainments Officer
7. The Welfare and Disabilities Officer
8. The Secretary
9. The Finance Officer
10. The LGBT+ Officer
11. Gender Equalities Officer
12. The International Officer
13. The Sports & Societies Officer
14. The Environment and Ethics Officer
15. Black Asian & Minority Ethnic Officer
16. Christopher Court Officer
17. School of Design, Management and Technical Arts Officer
18. School of Performance Officer
19. Online Student Officer

The Executive Officers Committee shall be elected in the May of each year in accordance with Schedule One to this Constitution. They will serve from end of June to the end of June the following year.

* 1. The function of the Executive Officers’ Committee shall be:
     1. To be responsible for the communication between the membership, the college management, the governors and other organisations.
     2. To be responsible for the direction of the Union in accordance with a strategic plan.
     3. To be responsible for drawing up a budget and ensuring that financial reports are made at the AGM.
     4. To ensure that the Union finances operate effectively and efficiently.
     5. To prepare the Union’s annual report detailing the activities of the Union and information required under current legislation.
     6. To fulfil specific responsibilities detailed in Schedule 3.
  2. Executive Officer Committee meetings shall be convened by the President, or another officer appointed by the Committee and shall meet at least every 20 working days. Further meetings may be called by a written request of the majority of Committee members to the President. The chair will be the President or his/her nominee. Meetings may be attended remotely.
  3. The quorum for an Executive Officers Committee meeting shall be 4 members, 3 of whom shall be voting members.
  4. Any member who fails to attend two SU Executive/College Committee meetings without submitting apologies to the President or Secretary or fails to find a replacement (as necessary), and does not provide satisfactory reasons, acceptable to the President shall be removed from the role and the position will be advertised.
  5. The job purpose of the Students’ Union Participation Co-ordinator is to:
     1. Facilitate the undertaking of activities by Rose Bruford College Students’ Union executive committee, providing administrative support and a co-ordinating capacity.
     2. Assist the Students’ Union executive in its execution of its duties as detailed in its constitution.
     3. Provide support for individual Students’ Union executive officers in the undertaking of their duties as and when required, particularly during periods when executive members have heavy degree-related commitments.
     4. Extend the extent and quality of student representation, primarily through the work of the Students’ Union.
     5. Ensure clear and effective communication between the Students’ Union and the College’s management.
     6. Make the Students’ Union members aware of relevant external activities, organised by the NUS and other bodies.

1. **Societies**
   1. Societies may be recognized by the Union, provided they meet the requirements of Schedule two of this Constitution and do not contravene the Union’s aims and objectives.
2. **Affiliations to External Organisations**
   1. Any proposal to affiliate to an external organisation shall be subject to the approval of the Executive Officers Committee.
   2. Notification of all new affiliations to external organisations shall be made to the students and to the Principal. Such notice shall include the name of the organisations and the affiliation or subscription fee.
   3. Details of all affiliation to external organisations including the name of the organisations and the affiliation fee in each case shall be included in the Union’s annual report, which shall be made available to students and to the College.
   4. In the event of a challenge to an existing affiliation to any particular external organisations, a petition signed by at least 100 full members of the Union must be submitted to the President. A referendum shall be held on the issue. The referendum shall be conducted in accordance with Schedule One. A further referendum conducted on the same affiliation cannot be called in the same academic year.
3. **If you are not happy with the Union or its officers: Complaints Procedure**
   1. Complaints about an individual officer or the Executive Officers’ Committee shall be dealt with via the complaints procedure as laid out in Appendix one. Members who complain will also be referred to the mechanisms in the constitution to remove officers and change the policy of the Union.
   2. A Executive Officer may be removed from Office by a
4. A referendum of the members of the Union
5. By a breach of the student disciplinary regulations on the grounds of gross misconduct, resulting in dismissal.
   1. Any resignation must be in writing to the President and shall take effect immediately.
   2. In the case of any vacancy see Schedule One for the procedure.
6. **Money for the Union**
   1. The Union shall receive annually an allocation of funds from the College sufficient in the view of the College to enable the Union to pursue its aims and objectives effectively.
   2. The Union acts through the Executive Officers Committee shall be empowered, in pursuits of its aims and objectives, to open a bank accounts in the name of the Union, lend monies, invest monies, borrow monies, offer its material assets as security and do all other such things as are necessary for the prudent conduct of its financial affairs as though it were a legal person and subject to no other restrictions.
   3. The Union acting through the Executive Officers Committee shall ensure that the proper records of accounts are maintained.
   4. A copy of the Unions’ budget and accounts shall be given promptly to the Governing Body at their subsequent meeting following the Unions’ AGM.
   5. The Financial year shall run from September 1st to August 31st.
   6. The finance officer shall document systems of financial control.
7. **Freedom of information.**
   1. At all meetings of the Executive Officers Committee minutes shall be taken which shall be read and then circulated, with any necessary corrections, at the next appropriate and relevant meeting. Copies of confirmed minutes shall be kept in the Unions’ files. Confirmed minutes shall be summarised and circulated to members.
   2. A copy of the Constitution (including any amendments) a copy of the annual report and any plan for the Unions activities, including the budget, shall be held in the Union office.
   3. All meetings of the Union shall be considered open although the designated members of the meeting may vote to hold a specific meeting or an item of a meeting as a closed session.
8. **Changing how the Union runs**

11.1 The Executive Officers Committee shall be the sole body competent to amend the Constitution and Schedules

11.2 All proposed amendments to the Constitution or Schedules shall require the support of two-thirds of those present and entitled to a vote at meetings.

11.3 Subsequently, any approved amendments should be presented to the College for approval before they come in to effect.

11.4 The Constitution shall be reviewed every 5 years.

1. **Indemnity**
   1. Every Executive Officer, shall be entitled to be indemnified from the assets of the Union against all losses or liability which s/he may incur in or about the execution of his or her office or otherwise in relation thereto. No Officer shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Union in execution of the duties of his or her office or relation thereto; provided that nothing in this clause shall affect their liability for the consequences of any negligent or unlawful act on their part.

13 **Polling students on their opinions**

13.1 A referendum of student’s opinions shall be held on any issue, if the Executive Officers Committee resolves by a two-thirds majority to call a referendum. The President may also call a referendum if handed a petition containing name, degree programme, Union card number and signature of at least 50 students who are members.

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

13.3 The Referendum shall be supervised by the returning officer. Polling stations shall be open for 5 College days.

13.4 The Returning Officer shall advertise arrangements for postal votes.

13.5 The result of a referendum will take precedence over any existing policy on the same issue. The result will be binding on all members of the Executive Officers Committee.

**14 Code of Conduct**

14.1 The Executive Officers Committee shall be required to draw up a code of conduct, which shall be approved and from time to time amended by the Union.

14.2 All members of the Union shall be required to conform to this code, particularly when on premises administered, or events organised by the Union.

14.3 The code of conduct may include sanctions up to and including the indefinite suspension of any or all of the privileges of membership.

**15 Interpretation**

15.1 In the event of a dispute as to the interpretation of any part of the Constitution, the ruling of the President shall be sought and binding.

15.2 In the event of a challenge to the President’s ruling, the decision shall be put to Referendum.

**SCHEDULE ONE**

**How to Run Elections Election Regulations**

1. **This Schedule**
   1. This schedule outlines what to do for all elections for all positions in the Union. It also outlines the procedure to follow if a vacancy occurs in any position for any reason.
   2. The Returning Officer, who shall not be a student member of the Union, shall be appointed annually by the college’s senior management committee. The Returning Officer shall be responsible for the good conduct and administration of all Union elections and referendums. They shall have interpretation of the election regulations. This interpretation is subject to challenge by members of Senior Management or the out-going Students’ Union executive committee, should they vote by a two thirds majority on or before the day of the count.
2. **When Elections should happen**
   1. The returning officer shall ensure that election of the Executive Committee of officers (except the Christopher Court Officer) shall take place before the end of May each year. Once elected members of the Executive Committee shall take office from July 1st of that year and shall serve for not more than 12 months without being re-elected. Nominations will open for the Christopher Court Officer role on the Friday of the main Freshers’ week and will close on the third Friday of October. This role is open to Christopher Court residents only. The election will take place on the last Friday of October, only Christopher Court residents will be allowed to vote. Nominees for the Christopher Court role will need to submit a manifesto in the same way as during the main election period.
   2. The members of the Central Executive Committee are:
      1. The President
      2. Charities and Entertainments Officer
      3. Welfare and Disabilities Officer
      4. The Secretary
      5. The Finance Officer
      6. The LGBT+ Officer
      7. Gender Equalities Officer
      8. The International Officer
      9. The Societies Officer
      10. The Environments and Ethics Officer
      11. The Black & Minority Ethnic Officer
      12. The Christopher Court Officer
      13. School of Design, Management and Technical Arts Officer
      14. School of Performance Officer
      15. Online Student Officer
   3. If an officer in any position resigns or is dismissed from their position then all eligible student members will be invited to apply for the position. The Executive Officers committee shall vote to decide on the replacement. The replacement can be voted into office not less than 12 college working days after the original advertisement of vacancy. The advertisement must happen not more than 6 college working days after confirmation of resignation or dismissal.
      1. A replacement officer may be voted only with a two thirds majority vote from the executive committee.
      2. Any officer who is away from college for an extended period of time (over 40 college working days) shall be deemed to be on temporary leave and, unless they have a co-opt officer or a vice, a replacement should be found as outlined in 2.c, the replacement who is voted in shall continue as the executive officer of that position until such a time as the original officer returns.
      3. Some students are members of courses that have an exchange programme where they must leave the college for an extended period of time (over 40 college working days). It is essential that these students run for election with another student as a job share, the job share student should be on a course that does not have an exchange programme.
   4. The dates of elections for Union Officers, a copy of the full election timetable and a copy of the election regulations shall be posted on the Union and college notice-boards and circulated by e-mail to all student members at least 21 College working days before the elections.
      1. It shall be the responsibility of the Out-going executive officers committee to properly advertise the election. The advertising should reach all Full Student Members with the date and times of the various events and the actual election.
3. **Who can stand for what?**
   1. All full student members of the Union who are over 18 years of age are eligible to stand for any Union Officer positions as outlined in 2.b., except that the Christopher Court Officer must be a resident of Christopher Court and the Online Student Officer must be a student on one of the College’s online degree programmes.
   2. No member who has opted out may stand.
4. **How do you get to stand?**
   1. Nomination forms will be available from the returning officer, college reception and the student union office 20 College days before the election. The nomination form shall contain a copy of the description of the role of each position in the election. It shall also contain information on the facilities the Union will make available to each candidate.
   2. The Nomination form and attached information as outlined in 5.b. of this schedule shall also be circulated via email to all students.
   3. Full student members of the Union can stand for election upon completion of a nomination form signed by the candidate and at least one proposer and one seconder. Nomination forms must reach the Returning Officer or a person appointed by him/her not later than 5.00pm on the day, 12 college days before the day of the election.
5. **Publicity about the election**
   1. The Returning Officer shall produce a list of candidates (together with the proposer and one seconder) which shall be displayed on the Union and college notice boards within 48 hours of the close of nominations.
   2. Candidates must produce a manifesto, which must be handed in with the completed nomination form.
   3. On receipt of a valid nomination form the Returning Officer or a person appointed by him/her shall provide the candidate with an Election Campaign Pack.
      1. The contents of the Election Campaign Pack shall be determined by the returning officer in conjunction with the present/out-going Executive Officers Committee.
6. **Getting Students to Vote**
   1. Hustings shall either be held on the campus or remotely, at a time and date to be determined by the Returning Officer. The hustings shall be controlled by the outgoing President or Vice President.
   2. Candidates may not use any communication materials that are not sanctioned by the election campaign pack.
      1. Senior management of the college and the Returning Officer reserve the right to place a blanket ban upon all campaigning email communication for the week prior (6 College days) and/or the day of voting. If a ban is imposed it shall be imposed equally and fairly to all candidates for all positions.
      2. If a ban is imposed, candidates may not, under any circumstances, request for other student or associate members to campaign on their behalf via the email system. Failure to adhere may result in disqualification from the election.
      3. It should be noted that college may not place a ban upon campaigning via internet social networking sites.
   3. There shall be no campaigning within fifteen metres of the ballot box where the election is held on-campus.
   4. The ballot box shall be present and visible in reception of the college for the full day of voting where the election is held on-campus. Provision will be made for online voting. All online voting will be undertaken using only official College email addresses.

1. **How do I get to Vote?**
   1. The Returning Officer shall publicise the location and arrangements of the Hustings and voting stations, together with a list of candidates and manifestos no less than 10 college days before voting.
   2. The Returning Officer shall ensure that all full student members of the Union have access to vote no matter their place or times of study.
   3. All full student members shall be able to vote for the positions as outlined in point 2.b. of this schedule.
   4. All full student members may vote on production of a current college identification card where the election is held on campus . Remote voting will only be possible from students’ official College computer accounts.
2. **Voting Papers**
   1. Voting Papers shall bear the name of each candidate and the office being contested.
   2. Each full student member may vote only once. It shall be the responsibility and jurisdiction of the Returning Officer and any persons they appoint to ensure this.
   3. Voting shall be conducted according to the rules for the operation of the single transferable voting (STV) system as set by the Electoral Reform Society.
      1. It shall be well advertised that the STV system is being used and how it works for all full student members to understand.

**In the case of votes cast on-campus:**

* 1. A voting paper will be issued to each voter, which shall bear the Union stamp.
  2. Votes will be cast in sealed ballot boxes.

**In the case of votes cast online:**

* 1. Votes will be cast anonymously using only students’ official College electronic computer accounts.

1. **Counting the Votes**
   1. The Returning Officer shall inform the candidates of the time and venue of the count.
   2. The votes will be counted by the single transferable vote (STV) system as defined by the Electoral Reform Society.
   3. Once the Votes have been counted they should be kept for a period of six months in case of appeals against the result.
   4. The Returning Officer may be assisted in the count by a number of individuals appointed by them.

**Where elections are conducted principally on-campus:**

* 1. The count shall happen on the same day as the ballot but after 1 hour after the voting has closed.
  2. The candidate or their appointed representative may, if they so wish, attend the counting of the votes as observers only.

**Where elections are conducted online:**

* 1. Arrangements will be put in place to ensure that the process is transparent and fair.

1. **Declaration of Results**
   1. Results of the elections shall be declared by the Returning Officer when the count for each post has been completed and any complaint has been resolved to the satisfaction of the Returning Officer. A list of successful candidates will normally be posted on college notice boards and by email to all full student members and associate members 1 college day after the declaration of results.
   2. The Returning Officer should send a copy of the result to Senior Management.
   3. The results will become official after 48 hours if no complaint has been lodged with the Returning Officer after 48 hours. In the event of a complaint being received by the Returning Officer the results shall be suspended until the complaint has been resolved.
2. **Complaints**
   1. Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within 48 hours of such a complaint being lodged by any full member or the candidate or their nominee.
   2. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.
   3. Any complaint or challenge during or following the count, must only relate to the conduct of the count, and be lodged with the Returning Officer who shall resolve the complaint within 48 hours of it being lodged.
   4. The ruling of the Returning Officer on any complaint shall be final, subject only to a successful challenge by a two thirds majority of the outgoing Executive Officers Committee or a petition signed by 50 full student members. This shall be subject to the same regulations as any referendum and shall be received no more than 48 hours after the original resolution.
3. **Handover**
   1. There shall be at least one month between the election of a new Executive Officers Committee and the exit of the out-going Executive Officers Committee.
   2. It shall be the responsibility of both the out-going and the new executive officers to arrange a period for handing over of duties.
      1. It is recommended that this manifests itself as a period of time sharing duties, as opposed to a date where duties are handed over.
   3. The out-going officers shall instruct and guide the new officers of the systems of the Union and the various events, duties and responsibilities relating to each individual officer.
      1. The new officers should use this time to learn their new duties, particularly relating to the first half of term and the summer holidays.
   4. The hand-over period should finish on 1st July.

**SCHEDULE TWO**

**Clubs, Teams and Societies *Getting Activities Going***

1. **Recognition**
   1. There shall be clubs, teams and societies of the Union.
   2. No club, team or society may receive funds from the Union nor use Union facilities without recognition in each Academic year by the executive officers committee.
   3. To be considered for recognition, the club, team or society shall lay before the committee an acceptable constitution, a plan of activities and a list of prospective members in accordance with this schedule.
   4. No club, team or society will be recognised if its aims and objectives conflict with those of the union, however this restriction shall not be used to stop the establishment or political, religious or ethnically based clubs and societies.
2. **Setting up a Club, Team or Society**
   1. Any Club, Team or Society that wishes to be recognised by the Union shall present to the Societies Officer a completed Society request form, for approval by the SU Executive Committee at the start of the academic year.
   2. A representative of each society must meet the Societies Officer once in the Autumn term and once in the Spring term. This is to maintain communication between the Society and the SU and ensure the continued recognition of the society by the SU.
3. **Money for Clubs, Teams and Societies**
   1. The Executive Officers Committee shall earmark a sum in the Union budget which shall be for Grant aid of recognised Clubs, Teams and Societies.
   2. To receive funding an eligible club, team or society shall submit a proposal to the Societies Officer.
   3. The Societies Officer shall meet with the Finance Officer to allocate funds. Allocations shall be made based upon the level of activity in the club, team or society; the number of members it has and any specialised equipment and travel considerations.
   4. If a club, team or society uses all of their allocated funds they may apply for a further grant from the Societies Budget. The additional funding shall only be approved by the agreement of the Societies Officer, Finance Officer and President, based upon proof of responsible spending of the original budget and appropriate development of their activity.
      1. Appropriate development of a club, team or society would include a higher than anticipated intake of members or a greater success rate than anticipated.
   5. The allocations shall be approved by the executive officers committee at a meeting before the first reading week of the academic year.
   6. Any request for expenditure must be approved by the Finance Officer and paid with all receipts accounted for.
      1. If an expenditure is made without the receipt being retained, the money shall be presumed lost and the responsibility of the club, team or society to recover.
4. **Responsibilities of Clubs, Teams and Societies**
   1. No one from a club, team or society may commit either the Club or Society or the Union to any expenditure without prior authorisation through the Union’s Budgetary Control System.
   2. The Club, Team or Society shall be responsible for promoting itself during Freshers’ week to encourage new membership.
   3. All Clubs, Teams and Societies will produce an activities report and submit an income/expenditure sheet to the Executive Committee at the end of each term, following a request from the Finance Officer.
   4. The Club, Team or Society shall not hold its own bank account and all its finance will be administered through the union.
   5. The Club or Society shall hold no funds whatsoever outside the Union accounts.
   6. The chairperson, captains or president shall be responsible for the smooth running of any social events and activities and shall be responsible for convening of general meetings.

**Appendices**

1. COMPLAINTS PROCEDURE
   1. Any complaint made about the union or the executive shall be addressed to the President.
   2. The President shall make a written reply within ten (10) college days.
   3. If the complainant is not satisfied with the response they may appeal to the Clerk of the Board of Governors. The Clerk shall respond to the complainant within ten (10) College days.
   4. If the complainant remains unsatisfied with the response provided by the Clerk of the Board of Governors, the College should appoint an independent person to consider and resolve the complaint.
2. OPTING OUT
   1. Every member (associate or student) shall be able to relinquish their right of membership of the union.
   2. A student who opts out of the Union shall continue to have the right to attend Union run events and participate in the activities of Clubs and Societies.
   3. A student who opts out of the Union shall not be able to participate in the democratic and decision-making function of the Union. This includes not being able to stand for any officer or representative position, including club society committee members as contained in the Union constitution and Schedule two.
   4. A student wishing to opt out must indicate this within six weeks of the start of their course in writing to the Union Secretary.
   5. A student who has opted out who wishes to become a member of the Union shall notify the Clerk in writing. The Clerk shall then inform the President. If the application falls within twenty 20 College days of nominations opening for a Union election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.
3. DISCIPLINARY PROCEDURE
   1. Members of the Union shall be expected to abide by this Constitution, its schedules and the code of conduct at all times, as well as the Union’s Equal Opportunities Policy.
   2. If a student is deemed to have breached the rules of the Union, their conduct shall be examined by a panel of three (3) Executive Committee, known as the Disciplinary Committee.
   3. The Disciplinary Committee shall be convened within seven (7) college days of the alleged offence occurring. The student shall be given a written notification of the time, date and place of the hearing, together with written notification of the alleged breach, at least three days before the hearing.
   4. The Disciplinary Committee shall call witnesses to evidence as appropriate. They shall ask questions of the witnesses. The student or his/her representative may also ask questions of the witnesses.
   5. The Disciplinary Committee hearing shall be overseen and minuted by an independent secretary as well as the Union Secretary.
   6. The Disciplinary Committee shall then deliberate on the matter and decide on the appropriate action to be taken. The ultimate sanction shall the suspension of Union membership for a period of time.
   7. If the student is unhappy they may appeal to an Appeals Committee made up of 5 independent student representatives of different levels or school appointed by the student rep co-ordinator. The student shall be notified in writing at least 5 College days in advance of the meeting.
      1. The appeals committee shall be made of an appropriate body of students in accordance with the student seeing the disciplinary committee. For example: if the student is a Level four DMTA, the appeals committee shall be made of one level 4 Performance, one level 5 DMTA, one level 5 performance, one level 6 DMTA and one level 6 performance.
   8. The appeals committee shall hear the reason for the appeal and the rationale behind the original decisions. They shall be given access to the minutes from the original hearing. They shall also hear any new evidence that has emerged since the disciplinary meeting. The matter shall be put to the vote and the decision shall be final.

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| Signed: | Date: |
| Monisha Shah, Chair of Governors |  |