



Trinity Laban Students' Union Constitution

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The Constitution

1 Name

There shall be a Students' Union, known as the "Trinity Laban Students' Union" hereinafter referred to as "TLSU".

2 Aims

The aims of TLSU shall be:

- 2.1 To promote the welfare and represent the interests of students of Trinity Laban Conservatoire of Music and Dance hereinafter referred to as "Trinity Laban".
- 2.2 To facilitate the social, recreational and educational interests of the members (i.e. Trinity Laban students as defined in item 3 of the Constitution), through the provision of services and support.
- 2.3 To act as a recognised channel of communication between the members, the Governors, committees, senior managers of the Institution and other external bodies.
- 2.4 Foster and encourage freedom of speech and take measures to encourage and build a student community which celebrates the diversity of its members.

3 Membership

- 3.1 All registered students of Trinity Laban shall automatically become full members of TLSU.
- 3.2 Members shall have:
 - 3.2.1 The right to attend, speak and vote at all TLSU Meetings.
 - 3.2.2 The right to vote at elections and referenda.
 - 3.2.3 The right of candidature to offices of TLSU.
 - 3.2.4 The right to enjoy the events and functions of the TLSU, subject to admission charges where applicable.
- 3.3 Any question as to the enrolment status of a student shall be referred to the Director of Academic Services and Registrar of Trinity Laban, whose decision will be final.
- 3.4 All members of TLSU shall adhere to the Code of Practice approved by the Board of Governors for the operation of TLSU.
<http://moodle.trinitylaban.ac.uk/mod/resource/view.php?id=1630>
- 3.5 TLSU will require no additional membership fee unless this arrangement is altered by an amendment to the Constitution.

- 3.6 Members of other Unions with which TLSU has reciprocal membership arrangements shall be entitled to use the facilities of TLSU in accordance with those arrangements, on presentation of their Union cards.
- 3.7 The general meeting of TLSU shall have the power to select honorary patrons or honorary members, determining the terms and conditions of such roles.

4 Opt Out

- 4.1 All students shall have the right to opt out of membership of TLSU within their first enrolled term of the academic year. Any student who wishes to exercise this right must inform the TLSU President in writing, when the withdrawal shall take immediate effect. The TLSU President or his nominee will maintain a list of students who have withdrawn from membership and will keep the Director of Finance informed of amendments to the list.
- 4.2 Any student exercising the right to opt out under this Clause shall forego all rights deriving from paragraph 3.2.1 to 3.2.3 inclusive; but the rights under 3.2.4 are expressly reserved.

5 Executive Officers of TLSU

The officers of TLSU shall be:

- 5.1 The President, who shall serve as a full time sabbatical officer of TLSU. The President shall be the chief officer of TLSU and shall represent TLSU on official occasions; preside over the Executive Committee, the Finance Committee and other TLSU meetings, and in collaboration with elected TLSU officers, conduct the management and administration of TLSU.
- 5.2 The Vice President (Music) and the Vice President (Dance), who shall serve as part time sabbatical officers of TLSU. The Vice Presidents shall assist the President, sharing responsibility for the management and administration of TLSU and act as his/her deputy in his/her absence. The President may allocate portfolios of responsibility to the Vice Presidents.
- 5.3 The Treasurer is an optional role that can be implemented as an officer of TLSU, the decision as to elect a Treasurer or not will be decided by the Executive Committee. The Treasurer, who shall serve as a paid officer of TLSU. The Treasurer shall be responsible to TLSU for managing the finances. The Treasurer shall report through the Finance Committee to the Executive Committee and the General Meeting.
- 5.4 If the role of Treasurer is not filled the duties for this role will be performed by The President.
- 5.5 In case there are no candidates for one of the Vice Presidential Posts, TLSU may arrange the election of a single Vice President to function across the Institution.

It is of vital importance that both dance and music faculties are represented by TLSU and this should be considered if only one Vice-President is to be elected.

- 5.6 The President and the Vice Presidents shall be ex-officio members of all TLSU committees and sub-committees.
- 5.7 The General Meeting of TLSU may approve the establishment of other offices. The General Meeting shall approve the job description for each officer.
- 5.8 The Officers of TLSU shall be elected in accordance with [Schedule I](#).
- 5.9 The President, the Vice Presidents, and the Treasurer shall each be paid an allowance which will be reviewed yearly by the outgoing Executive Committee and external accountant, for the incoming team. All allowance will be payable through the TLSU payroll and subject to PAYE deductions if applicable. All other posts are part-time posts and shall not attract an allowance: reasonable expenses may be paid, however, if they are approved in advance by the President and the Treasurer.
- 5.10 No member shall serve as a sabbatical officer of TLSU in any capacity for more than two consecutive years.
- 5.11 Sabbatical officers may be undergraduate or postgraduate students from Trinity Laban, taking a year out of their studies or former students who have graduated no more than one academic year previously. With the exception of re-election of sabbatical officers whereby any elected sabbatical officer may run for office for two consecutive years. In the case of an officer running for a second term they will be re-elected in accordance with [Schedule I](#). No sabbatical officer may run for more than two terms regardless of position, this is within the guidelines set by the National Union of Students.
- 5.12 The term of office for sabbatical and paid officers shall be August 1st to July 31st. The sabbatical officers shall have a minimum commitment of thirty hours per week (full time) or fifteen hours per week (part time).
- 5.13 The sabbatical officers shall sign a contract, the terms of which shall be approved by the General Meeting of TLSU.

6 Elections

- 6.1 The officers of TLSU shall be elected by and from the members of TLSU in accordance with [Schedule I](#). In the event of a motion of no confidence being passed on any elected Officer of TLSU, an election shall be organized.

7 TLSU Executive Committee

- 7.1 The officers of TLSU shall form an Executive Committee, who shall be responsible to the members of TLSU for the management of TLSU.

8 General Meetings

- 8.1 An Annual General Meeting (AGM) shall be held before the AGM of the Trinity Laban Board of Governors. The AGM shall conduct the following business:
- 8.1.1 To receive the annual report of the President on the activities of TLSU over the previous year.
 - 8.1.2 To approve the minutes of the previous AGM.
 - 8.1.3 To approve the audited accounts and the Treasurer's report.
 - 8.1.4 To approve the annual report of TLSU to the Trinity Laban Board of Governors.
 - 8.1.5 To approve any amendments to the Constitution.
 - 8.1.6 To approve the annual list of affiliations and reciprocal arrangements.
 - 8.1.7 To receive a list of current SU clubs and societies.
 - 8.1.8 To approve any changes to the list of offices of TLSU and the accompanying job descriptions.
- 8.2 The Executive Committee can call a General Meeting of the members at any time.
- 8.3 The President may convene an Extraordinary General Meeting at any time, in order to consider urgent or special business, and must do so within ten working days following a written request from at least twenty members of TLSU (including officers) or from a majority of members of the Executive Committee.
- 8.4 The President shall circulate notice of an Extraordinary General Meeting, stating the date, time and place of the meeting and the specific business to be considered. The President shall take all reasonable steps to ensure full dissemination of the notice to TLSU members. The resolutions of the meeting shall not be invalidated by any inadvertent failure to reach a member.
- 8.5 The President shall arrange for the publication of notice of the date of a General Meeting, including the Annual General Meeting at least fourteen days in advance and at least five working days in advance of an Extraordinary General Meeting.
- 8.6 Notice of any resolution proposed for consideration at the annual or an ordinary General Meeting shall be given in writing to the President by the proposer at least five working days before the meeting.
- 8.7 An Extraordinary General Meeting shall discuss only the business for which it was called, which must be specified in the written request and confirmed in the notice circulated by the President.

- 8.8 The quorum for any General Meeting shall be seven members of TLSU including elected officers. In case the quorum for any meeting is not met, the attendance of The President, both Vice-Presidents and at least two other elected officers may act as the quorum. If there is only one acting Vice-President then both The President, Vice-President and at least three other elected officers may act as the quorum.
- 8.9 All General Meetings shall be conducted in accordance with the Standing Orders in [Schedule II](#). Such Standing Orders may be suspended by a simple majority of members present and voting.

9 Other Meetings

The TLSU Executive shall meet programme and departmental student representatives at least once a term for an informal meeting to discuss issues of mutual interest.

- 9.1 At least seven days' notice shall be given of such meetings, with the President taking all reasonable steps to disseminate the information to members.
- 9.2 The President shall chair informal meetings and shall oversee the appropriate and fair conduct of business and the preparation of the records of the meetings.

10 Finance

- 10.1 Finance Committee. There shall be a finance committee, reporting to the Executive Committee, with the following members:
- 10.1.1 President
 - 10.1.2 Treasurer (if role is filled)
 - 10.1.3 Vice Presidents of Music and Dance (or the Vice-President, when there is a sole vice-president)
 - 10.1.4 The Finance Committee shall have responsibility for the proper management and conduct of TLSU's finances, reporting to the Executive Committee.
- 10.2 TLSU may employ permanent or temporary staff and the Finance Committee shall regulate the terms and conditions of the employment of staff.
- 10.3 TLSU shall receive appropriate funds from Trinity Laban to enable the effective pursuit of its aims and objectives. On presentation of TLSU's budget for the forthcoming academic year, the capitation fee shall be decided by the Director of Finance and any other senior managers representing the Principal, in consultation with the Finance Committee, prior to approval by the Board of Governors.
- 10.4 TLSU, acting through the Finance Committee, may, in pursuit of its aims, open bank accounts, lend monies, invest monies, borrow monies, offer its material

assets as security and take all other action that may promote the prudent conduct of its financial affairs as though it were a legal person.

10.5 The Finance Committee shall control the TLSU's bank account(s). There shall be two, three or four signatories:

10.5.1 President

10.5.2 Vice-President(s)

10.5.3 Treasurer

and cheques may be signed by any two of the authorized officers.

10.6 The Treasurer may singly authorise cash disbursements up to the value of fifty pounds or less, with amounts exceeding fifty pounds approved by the Finance Committee.

10.7 The financial year shall start on 1st August and end on 31st July in keeping with the Trinity Laban Financial Year.

10.8 The Finance Committee shall ensure proper books of accounts are maintained and that the books are reviewed and certified by an external firm of accountants.

10.9 The accounts shall be signed by the Accountants and the President in order to confirm their soundness and accuracy. The accounts shall be presented to the TLSU AGM for approval and then forwarded for approval by the Trinity Laban Board of Governors.

10.10 The Director of Finance of Trinity Laban or a nominee may attend the SU Finance Committee at the invitation of the committee (without the right to vote).

11 TLSU Clubs and Societies

11.1 Any TLSU students' club or society shall be recognised by the TLSU Executive Committee, if the President and Executive Committee can see there is enough interest for said club and/or society to go ahead.

11.2 Any funding given from the SU budget will be at the discretion of the Executive Committee.

12 Constitutional Amendments and votes of confidence

12.1 The general meeting has authority to amend the Constitution, provided that the resolution is carried by a majority of at least two-thirds of the voting members present. The amendments must be approved by the Board of Governors of Trinity Laban.

12.2 All proposed amendments to the Constitution must be made in accordance with [Schedule II](#). Proposed amendments are not subject to further amendments at the general meeting.

- 12.3 The constitution is subject to approval by the Trinity Laban Board of Governors, at least once every five years.
- 12.4 The general meeting may vote on a motion of no confidence in an officer of TLSU. The resolution must be carried by a majority of at least two-thirds of members present and voting at the meeting.

13 Affiliations and Reciprocal Arrangements

- 13.1 The Executive Committee may provisionally agree an affiliation to an external organization or body, or a reciprocal membership arrangement with another Students' Union subject to giving at least fifteen working days' notice to the membership.
- 13.2 All affiliations and reciprocal arrangements can be entered into without approval but will be signed off by the general meeting and annual review at the Annual General Meeting. There shall be provision for a ballot on any particular affiliation if requested by two thirds of the membership voting at the meeting.
- 13.3 The AGM shall receive a report with a list of the current affiliations and reciprocal arrangements, with details of the subscriptions or fees paid to the organizations. The report shall also be circulated to all members. The Trinity Laban Board of Governors shall also annually receive the list of affiliations and reciprocal arrangements.

14 Complaints Procedure

- 14.1 Any complaint relating to TLSU should be addressed in writing to the President, who shall seek to resolve the matter informally.
- 14.2 The complainant shall have the right of resort to the formal Trinity Laban Student Complaints Procedure, through the Director of Academic Services and Registrar or his nominee.
http://moodle.trinitylaban.ac.uk/file.php/434/TL_Complaint_Procedure_for_Students_2011-2012.pdf

15 Indemnity

- 15.1 Every Officer, Appointee or Member of Staff of TLSU shall be indemnified out of the assets of TLSU against all losses or liability which he or she may sustain or incur in or about the execution of the office or otherwise in relation thereto. No Officer, Appointee or Member of Staff of TLSU shall be liable for any loss, damage or misfortune that may happen to or be incurred by TLSU in the execution of his or her duties, of his or her Office or in relation thereto: provided that nothing in this clause will affect their liability for the consequences of any negligent act on their part.

16 Interpretation

- 16.1 TLSU Meetings, elections and referenda shall be held only during Trinity Laban academic teaching weeks.
- 16.2 In the event of a challenge to the interpretation of the Constitution, the ruling of the President shall be sought.
- 16.3 In the event of a challenge to the decision of the President, the General Meeting shall review the matter and make a final ruling.

Schedules to the Constitution

Schedule I: Elections and Referenda

Part 1: Elections for Officers

1.1 Returning Officer:

The Returning Officer shall be responsible for overseeing the fair administration of the election process for officers of TLSU and referenda. The Returning Officer shall be appointed by the Executive Committee for a term of office of one year and must either be an existing member of staff of Trinity Laban Conservatoire of Music and Dance or an external professional within the music and dance industries. The Executive Committee may appoint a Deputy Returning Officer and/or an election committee to assist with the process if requested by the Returning Officer. Any deputy appointed by the Returning Officer may not run for any post in the election nor act as the proposer for any motion through a referendum.

1.2 The sabbatical officers shall be elected in the summer term in accordance to the academic calendar. Ad hoc elections for non-sabbatical officers may occur at any point during the year if a role has not been fulfilled, this is at the discretion of the Executive Committee.

1.3 In such instance whereby nominations for the Presidency and/or the Vice-Presidency are only received for candidates from one of the faculties (of music and dance), the TLSU Executive Committee may cancel proceedings and hold a new election, taking all reasonable steps to secure candidates from both faculties. The action may be taken by a majority vote of the Executive and with the consent of the Returning Officer.

1.4 In such instance whereby there are insufficient candidates for the two Vice-Presidential posts, the Executive may, with the approval of the Returning Officer, proceed to invite members to elect a President and a single Vice-President to represent all students. In that case, the executive should take all reasonable steps to secure the election of a president from one faculty and the Vice-President from the other faculty.

1.5 The Returning Officer shall publicise the date(s) via email, posters, website and social media, of any election or referendum and a copy of the electoral regulations at least ten working days before the ballot. The Returning Officer shall take all reasonable steps, using a range of methods of communications, to disseminate the notice to all members. The vote shall not be invalidated by any inadvertent failure to reach a member.

- 1.6 The list of candidates for any election, together with the proposer and seconder, all of whom must be Members of TLSU, shall be displayed through all mediums of communication no later than one institutional working day following the closure of nominations.
- 1.7 Completed nomination forms must be handed to the Returning Officer no later than 6pm on the day of close of relevant nominations, together with a manifesto (see clause 1.8). The forms shall clearly specify the post for which the candidate is running, and shall be signed by the candidate, proposer and seconder, all of whom must be full Members of TLSU.
- 1.8 Manifestos and Publicity:
 - 1.8.1 Candidates may produce a manifesto of no more than one side of A4 paper.
 - 1.8.2 Candidates may also use posters, social media and emails for their campaign.
 - 1.8.3 No manifesto or written matter on social media and email may mention any other Member of TLSU, and may not make, explicitly or implicitly, any false, libellous or offensive statements.
 - 1.8.4 Before publication, all manifestos must be approved by the Returning Officer.
 - 1.8.5 Manifestos shall be displayed by appropriate media of communication, such as posters, via email, website, social media and any other form that the Returning Officer feels is suitable. Hard copies shall be kept in the offices at King Charles Court and Creekside, and shall be available upon request.
 - 1.8.6 On election days, a copy of the manifesto shall be placed alongside a photograph of the candidate (if desired) by the ballot box. All manifestos and photographs of those running for election shall be publicised in an equal fashion.
 - 1.8.7 The Returning Officer, in consultation with the SU Executive, shall approve arrangements for candidates to have equal opportunities to publish posters and other promotional materials. Any posters must comply with building regulations. The material of any poster must be non-defamatory and without reference, explicit or implicit, to other Candidates. All posters must be approved and signed by the Returning Officer before being posted.

- 1.8.8 Removal of posters without the permission of the Returning Officer or his/her assistant(s) acting under this Clause of the Constitution is strictly prohibited.
 - 1.8.9 No canvassing or similar publicity shall take place in the immediate vicinity of any ballot box.
 - 1.8.10 Meetings shall be arranged for all positions at least five working days before the election at appropriate sites to allow provision for the candidates to speak to voters for up to five minutes.
 - 1.8.11 A student may not be nominated for more than one post in the same election.
 - 1.8.12 Voting for the posts of TLSU Committee shall take place at the appropriate voting stations designated by the Returning Officer. The exact voting times will be stated when the candidates up for election have been announced and will take place throughout the designated day(s) of the election. The Returning Officer shall publicise the location and arrangements of the voting station(s).
 - 1.8.13 All full Members of TLSU are eligible to vote in TLSU elections. A voting slip shall be issued to each voter only after his/her name has been appropriately marked on the list of TLSU Members. A voter shall not be obliged to use all the votes at his/her disposal.
 - 1.8.14 Votes shall be cast in sealed ballot boxes or through an equivalent system of electronic voting approved by the Returning Officer.
 - 1.8.15 Voting slips shall bear the name of each candidate and position contested; in alphabetical order.
 - 1.8.16 Members who are unable to vote because of illness or unavoidable absence may nominate a member to act as a proxy or email their vote. The proxy may cast a vote on production of written authorization from the absent member. If they choose to email their vote they will send this to the Returning Officer.
 - 1.8.17 Voters shall have the option to reject all the candidates and to call for the re-opening of nominations (RON).
- 1.9 Voting system:
- 1.9.1 The voter shall rank each candidate in order of preference. In the first round of counting, all first preference votes will be counted. A candidate with a more than 50% majority shall be elected. In case no candidate has a

50% majority the second preference votes of the candidate with the least number votes shall be counted. This process shall continue until a candidate has an overall majority.

- 1.9.2 In the event of any post being re-opened through the RON procedure, nominations shall immediately be reopened and a subsequent election held within the next seven working days of College term. The RON procedure may not be used in that election.

1.10 Issues and complaints

- 1.10.1 Requests for guidance on the interpretation of the electoral/voting regulation shall be referred to the Returning Officer and then to the Director of Academic Services and Registrar of Trinity Laban, whose decision shall be final.
- 1.10.2 Formal complaints shall be addressed through the Trinity Laban student complaints process.
<http://moodle.trinitylaban.ac.uk/course/category.php?id=108>
- 1.10.3 Any allegations of misconduct in relation to the electoral/voting process should in the first instance be directed to the Returning Officer. Such allegations will be identified through the complaints process and/or the Trinity Laban disciplinary process. Offences may result in the exclusion of the perpetrators from further participation in TLSU elections as well as the imposition of other penalties through the disciplinary process.
<http://moodle.trinitylaban.ac.uk/course/category.php?id=108>

Part 3: Referenda

- 3.1 A referendum may be held on any issue at the request of two-thirds of TLSU present at a general meeting to call one. All full members of TLSU may vote.
- 3.2 The President of TLSU shall call a referendum on receipt of a written petition detailing the issue from at least fifty members of TLSU.
- 3.3 The Returning Officer shall be responsible for deciding the appropriate wording of the question on the referendum voting paper.
- 3.4 The arrangements for voting in a referendum shall be the same as those for an election, as in [Schedule I, Part 1](#).
- 3.5 The result of a referendum will take priority over any existing TLSU policy on the same issue.

Schedule II: Conduct of General Meetings

These standing orders shall apply to all general meetings of TLSU including annual, ordinary and extraordinary general meetings.

Part 1: Membership

- 1.1 Only full members of the TLSU may speak and vote at meetings.
- 1.2 Non-members of TLSU may attend meetings as guests by a simple majority vote of the meeting. Guests may not vote and may not speak, unless invited to do so by the Chair.
- 1.3 The President shall convene and chair meetings, with a Vice-President or the Treasurer authorized to do so, in the absence of the President.
- 1.4 The business of the meeting shall be taken in the following order:
 - 1.4.1 Apologies for absence
 - 1.4.2 Minutes and Matters Arising
 - 1.4.3 Reports, statements and motions submitted and published in notices convening the meeting
 - 1.4.4 Any Other Business
 - 1.4.5 Date of next Meeting, if appropriate
- 1.5 Following ratification of the minutes as an accurate record of the meeting, members may raise any matters arising. Such questions shall be allowed for the purposes of information only, rather than for further discussion of the item.

Part 2: The Chair

- 2.1 The President of TLSU shall take the chair; In case he/she is absent or relinquishes the chair, it shall be taken by a vice-president or another officer nominated by the President. Failing such nomination, the meeting shall choose the Chair.
- 2.2 The Chair shall have sole authority to interpret the standing orders and to rule on the conduct of business not otherwise covered by the standing orders.
- 2.3 The Chair shall be responsible for maintaining order and all members shall be silent when the Chair speaks.

Part 3: Discussion

- 3.1 Members wishing to speak shall rise and address the Chair. The Chair shall determine priority for members to speak.

- 3.2 No member may use offensive language. In the event of such incidents, the Chair shall ask the member to withdraw the remark. In case he/she fails to comply with the request, he/she shall be obliged to leave the meeting.

Part 4: Voting

- 4.1 Each member shall have one vote. The Chair shall, additionally, have a casting vote.
- 4.2 Voting on motions shall be by show of hands or as the meeting decides.
- 4.3 Proxy votes are permitted and counted on issues that have been stated prior to the meeting, but votes will not be counted for new issues raised during the meeting.
- 4.4 The Chair shall count the votes.

Part 5: Papers

- 5.1 Printed copies of the agenda shall be available at the start of any formal meeting and at least seven days before the meeting.
- 5.2 The Chair shall sign the ratified minutes to confirm their status as the formal record of the meeting.
- 5.3 Minutes of general and other TLSU meetings shall be taken by the TLSU officer or member appointed for such purpose by the Chair.
- 5.4 A copy of the draft minutes of each formal meeting will be made available to members of TLSU through appropriate means within ten institutional working days of the meeting. The ratified minutes of each meeting (ie as approved by the meeting) shall be made available through appropriate means as soon as possible following the meeting.

Part 6: Quorum

- 6.1 If a quorum is not present within quarter of an hour from the advertised starting time; the formal meeting will be closed the meeting may agree to adjourn to another date or continue informally to gather information and views on matters of urgent business.