



## UCO Students' Union Constitution



Core Documentation Cover Page

# The UCO Students' Union Constitution

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| V1.0           | Jan 2013<br>Board of Directors                  | The constitution is a legal document that sets out the activities and procedures of the Students' Union.   | SU President 2011-2012<br>Vice Principal (Education)<br>Student Support & Equality Manager | All master versions will be held in J:\0 Quality Team - Core Documentation\Core Documentation - Policies LIVE<br>Intranet | Every 5 years<br>January 2018                   |
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### Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

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## UCO Students' Union Constitution

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## INTRODUCTION

The University College of Osteopathy (UCO) believes that a strong, healthy and vibrant Students' Union is vital to enhancing the student experience. The UCO has had a Students' Union for many years, and they have been incredibly effective in supporting students, liaising, promoting the student voice within the UCO and organising many social events.

In more recent years, the Students' Union officers and student representatives have become more involved in the UCO's business. The Students' Union President sits on disciplinary panels and fitness to practice panels. Student representation at course teams has been introduced and the UCO has student representation at Board of Directors level. This has significantly increased the profile of the Students' Union at the UCO. The production of the UCO Students' Union Constitution is a step in the evolution of the Union and is a mark of its importance at the UCO.



***Charles Hunt DO Pg Cert, Vice-Chancellor***

## PREFACE

The UCO recognises the UCO Students' Union as a democratically run organisation, committed to serving and representing the students of the UCO. The UCO will endeavour to ensure that the activities of the union do not contravene the UCO's equal opportunities policy nor bring the UCO into disrepute.

The constitution is a legal document that sets out the activities and procedures of the Students' Union.

It provides a framework for the operation of the Students' Union by:

- a) Defining what the Union can and cannot do
- b) Indicating when and how the Executive can act on behalf of Union members
- c) Outlining how members can address their concerns

The constitution is made up of three sections:

- i. Section 1 – The Articles: This section defines the aims and objectives of the union as well as setting out what can or cannot be done.
- ii. Section 2 – The Schedules: This section gives further operational details in relation to how things get done.
- iii. Section 3 – The Appendices: This section includes other regulations that the Union has to follow.

## 1. SECTION 1: THE ARTICLES

### 1.1 NAME AND STATUS

1.1.1 There shall be a students' union in the name of the UCO Students' Union (for the rest of the document the organisation will be referred to as 'the union').

### 1.2 AIMS AND OBJECTIVES

1.2.1 The aims and objectives of the union are:

- a) To advance the education of its members and students of the UCO as a whole.
- b) To represent the interests of its members and act as a channel of communication in dealing with the UCO and other bodies.
- c) To promote and protect the welfare of its members.
- d) To promote, encourage and co-ordinate student clubs, societies, sports and social activities.

1.2.2 These aims and objects shall be practiced without discrimination on the grounds of age, sex, race, religion, creed, sexual orientation, disability or medical condition, except that action may be taken to promote equality of opportunity.

1.2.3 The union shall practice the above aims and objectives independent of any political party or religious organisation

### 1.3 MEMBERSHIP OF THE UNION

1.3.1 All students who are registered at the UCO shall be members of the Students' Union unless they indicate they wish to opt out. See Appendix 1: 3.1 for opt out process.

1.3.2 All members shall be entitled to use the facilities of the union and take part in its educational, social, sporting and cultural activities. Members shall be allowed to speak and vote at union meetings, to nominate, to stand and to vote in union elections, and to hold office in clubs and societies.

### 1.4 UNION COUNCIL

1.4.1 The Union Council shall be the supreme decision-making body of the union, except for a decision that is made in a referendum. It shall also raise issues that are of concern to its members to the senior management team of the UCO.

1.4.2 The membership of Union Council shall be made up of the following categories:

- a) The executive committee
- b) The student representatives
- c) The student board members.

1.4.3 The Head of Student Services (or equivalent) will attend the Union Council in an advisory capacity as a non-voting member.

1.4.4 The functions of union council shall be to:

- a) Set the policy of the union

- b) Amend the constitution and schedules as appropriate, subject to the approval of the Institution
  - c) Instruct and hold accountable the executive committee on their work
  - d) Monitor and discuss the events and decisions of the formal UCO decision making bodies and to raise concerns of members to the student board members and members of the senior management team
  - e) Elect delegates to appropriate National Union of Students conferences and councils
  - f) Approve reports from committees, working parties and the executive committee
  - g) Approve financial reports from the executive committee.
- 1.4.5 The first meeting of union council shall be held in January and chaired by the President. This meeting shall also:
- a) approve the union's annual budget and accounts
  - b) approve the union's annual report
  - c) elect a chairperson for the council
- 1.4.6 An ordinary union council meeting shall be called at once per term by the president, prior to the academic council.
- 1.4.7 An extraordinary union council meeting may be called to discuss a particular issue:
- a) By the President
  - b) By written request of three or more council members representing at least two of the categories set out in 1.4.2 above.
- 1.4.8 Union council meetings shall only take place if there is at least 50% of serving council members present throughout the meeting and chaired by the President.
- 1.4.9 All union council meetings shall be conducted according to Schedule Three (Meeting Regulations, 2.3) of this constitution.
- 1.5 EXECUTIVE COMMITTEE**
- 1.5.1 The Executive Committee of the union shall run the union on a day to day basis according to terms of the constitution, its schedules and appendices, relevant legislation and the decisions that have been made by the union council and by referendum.
- 1.5.2 The membership of the Executive Committee shall be made up of the following:
- a) The President
  - b) The Vice President
  - c) The Marketing Officer
  - d) The Entertainments Officer/s
- 1.5.3 Bar Manager Head of Student Services (or equivalent) shall be in attendance at these meetings.

- 1.5.4 Executive committee officers shall be elected in November of each year according to the regulations contained in Schedule One (Election Regulations) of this constitution. They will serve as members of the executive committee from January to December the following year.
- 1.5.5 The role of the Executive Committee shall be to:
- a) Enhance the student experience of members to create a positive and stimulating environment.
  - b) Carry out the decisions made by the union council and by referendum
  - c) Act as a channel of communication between members of the union, the UCO management and other organisations
  - d) Fulfil specific responsibilities as laid down in Schedule Five (Job Descriptions, 2.5) of this constitution
  - e) Oversee the effective running of sub-committees
- 1.5.6 Executive committee meetings shall be called by the President and normally will meet at least once every month. Further meetings may be called by a written request of a majority of committee members to the president.
- .
- 1.5.7 Any member of the Executive Committee who fails to attend three consecutive meetings of the executive committee or union council without giving apologies to the President and does not provide satisfactory reasons acceptable to the executive committee, shall be considered to have resigned. If such a member holds a position on the bar staff, this too is considered to have been resigned.
- 1.6 CLUBS AND SOCIETIES
- 1.6.1 Clubs and societies may be recognised by the Union Council provided that they meet the requirements set out in Schedule Two of this constitution and do not breach the union's aims and objectives.
- 1.6.2 Any recognised club or society must have a President
- 1.7 THE BAR
- 1.7.1 The Bar is a private members club trading under the name 'The University College of Osteopathy Students' Club' (UCOSC).
- 1.7.2 Membership of the UCOSC shall comprise:
- a) All members of the UCO Students' Union over the age of 18
  - b) All Staff members
- 1.7.3 The purpose of the bar is to provide modestly priced refreshment to members within the terms of its licence.
- 1.7.4 The bar is run by the bar sub-committee which consists of:
- a) The President
  - b) The Bar Manager

- c) In attendance a staff trustee
- 1.7.5 The bar sub-committee meeting shall be called at least once per term by the President.
- 1.7.6 The purpose of the bar sub-committee is to oversee the efficient and profitable running of the bar by:
  - a) Reviewing stock and supply
  - b) Authorising incentive schemes
  - c) Hiring staff
- 1.7.7 The position of bar manager shall be reviewed by the Union Council once per academic year.
- 1.7.8 Any union member may submit an application to be considered for the post of bar manager for the forthcoming academic year. It will be assumed that the incumbent bar manager wishes to reapply unless notice is given in writing. This will be a salaried role.
- 1.7.9 The Bar Manager will be responsible for the day to day running of the bar and its activities.
- 1.7.10 Bar staff will be made up of student volunteers and co-ordinated by the Bar Manager.
- 1.7.11 Profits from the Bar will be utilised by the Students' Union to fund its activities. The Executive Committee will meet each year in November to decide this. A minimum of two thousand pounds should always remain in the bar account to purchase supplies.
- 1.8 AFFILIATIONS TO EXTERNAL ORGANISATIONS**
- 1.8.1 Any proposal to affiliate to an external organisation shall be approved by the Union Council.
- 1.8.2 The UCO and members of the union shall be informed of all new affiliations to external organisations. The notice shall include the name of the organisation being affiliated to and the affiliation or subscription fee to be paid.
- 1.8.3 Details of all affiliations to external organisations, including the names of the organisations and each affiliation fee paid, shall be included in the union's annual report which shall be made available to all members of the union and to the UCO.
- 1.9 COMPLAINTS PROCEDURE**
- 1.9.1 Complaints about an individual officer, the Executive Committee or any member of the Union Council shall be dealt with under the complaint's procedure contained in Appendix Three (Code of Practice 3.3.11 – 3.3.16) of this constitution.
- 1.10 UNION FINANCE**
- 1.10.1 The union shall receive appropriate funds from the UCO to enable it to effectively pursue its aims and objectives. This annual allocation of funding shall be agreed by the Senior Management of the UCO at the first union council meeting of the financial year, on presentation of the union's estimates for the forthcoming academic year.

- 1.10.2 The President shall ensure that proper books of account are maintained and that these books shall be reviewed annually by the Finance Director.
- 1.10.3 The President shall be responsible for ensuring that the annual budget, amendments to the budget, annual accounts and all other short-term financial reports and financial proposals are discussed and approved by union council.
- 1.10.4 A copy of the union's budget and the annual accounts shall be given promptly to the Finance Director each financial year for approval by the Board of Directors and be made available to all students.
- 1.10.5 The financial year of the union shall run from 1st of January to 31st of December.
- 1.10.6 The organisation of the union's finances and systems of control shall be contained in Schedule Four (Finance Regulations) of this constitution.

### **1.11 MINUTES**

- 1.11.1 At all meetings of the Union Council minutes shall be taken which shall be circulated and any necessary corrections made, at the next appropriate meeting. Confirmed minutes shall be filed and made available to all students.
- 1.11.2 A copy of the constitution, including any amendments, a copy of the annual report and any plans for the union's activities, including the budget, shall be made available to all students.
- 1.11.3 All meetings of the Union Council shall be considered open to all members of the union.
- 1.11.4 The Executive Committee is not required to record minutes of its meetings.
- 1.11.5 The regulations for the organisation of council meetings shall be contained in Schedule Three (Meeting Regulations 2.3) of this constitution.

### **1.12 AMENDMENTS**

- 1.12.1 The Union Council and Head of Student Services are permitted to amend the constitution and schedules. All amendments will be subject to the approval of the Board of Directors of the UCO before they can be implemented.
- 1.12.2 All amendments to the constitution or schedules shall require the support of a minimum of two-thirds of the members present. The constitution shall be reviewed by the union at least every 5 years from the date of the current document's implementation and approved by the Board of Directors.

### **1.13 INDEMNITY**

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

## 2. SECTION 2: THE SCHEDULES

### 2.1 SCHEDULE ONE: ELECTION REGULATIONS

2.1.1 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.

#### A) ELECTIONS RESPONSIBILITY

2.1.2 Head of Student Services shall be responsible for the conduct and administration of all union elections and shall have the sole interpretation of the election regulations and may appoint assistants to support them in their duties.

#### B) WHEN ELECTIONS SHOULD HAPPEN

2.1.3 Head of Student Services shall ensure that election of the Executive Committee takes place before the end of November each year. Once elected members of the committee shall take office from the first day of the spring term and not serve for more than 12 months.

#### C) STANDING FOR ELECTION

2.1.4 The member of the executive committee shall be:

- a) The President
- b) The Bar Manager
- c) The Activities Officer
- d) The Entertainments Officer/s
- e) The Marketing Officer

2.1.5 Nomination forms shall be available from the Head of Student Services.

2.1.6 Members of the union may stand for election upon completion of a nomination form, signed by the candidate and at least one proposer and seconder.

2.1.7 Nominations forms must reach the Head of Student Services, or a person appointed by them, no later than 5pm on the day, ten days prior to the commencement of the ballot.

#### D) PUBLICITY ABOUT THE ELECTION

2.1.8 The Head of Student Services shall produce a list of candidates.

2.1.9 Students will be notified when nominations are being received for the next Students' Union.

2.1.10 If a candidate wishes to nominate themselves for an SU role they must contact the Head of Student Services via email with the role that they are interested in nominating themselves for.

2.1.11 Candidates may produce a manifesto and a poster, which must be handed in to the Head of Student Services with their nomination.

- 2.1.12 After the agreed application deadline, details of all the candidates will be publicised electronically and students will be given instructions for how to vote.
- 2.1.13 All students will be entitled to vote for their chosen candidate in each category.
- 2.1.14 A ballot box will be used to receive votes and only after the deadline for voting will votes be counted.
- 2.1.15 The successful candidates will be announced as soon as votes have been counted and enter office in January of the following year
- 2.1.16 In the event of no nominations received or one nomination received the President and Head of Student Services (or nominee) may decide who is chosen

#### E) CAMPAIGNING

- 2.1.17 Candidates may commence campaigning at the close of nominations.
- 2.1.18 Candidates may hold 'question time' sessions, at a date and time to be determined by the President.
- 2.1.19 There shall be no campaigning within the same room as the ballot box.

#### F) VOTING PROCEDURES

- 2.1.20 The President shall ensure that all members of the union have access to vote no matter their days or times of study.
- 2.1.21 All members of the union shall be able to vote for the positions outlined in 2.1.4.
- 2.1.22 All members of the union may vote on production of a current UCO student card.
- 2.1.23 Voting shall be by secret ballot and cast in a sealed ballot box.
- 2.1.24 Electronic voting shall be permitted by those unable to exercise their right to vote in person.

#### G) COUNTING AND DECLARING VOTES

- 2.1.25 The President shall inform the candidates of the time and venue of the count. The candidate or their appointed representative may, if they so wish, attend the counting of the votes as observers only.
- 2.1.26 The President may be assisted in the count by a number of individuals appointed by them.
- 2.1.27 Once the votes have been counted, they should be kept for a period of six months in case of appeals against the result.
- 2.1.28 Results of the elections shall be declared by the President when the count for each post has been completed and any complaint has been resolved to the satisfaction of the Head of Student Services (or nominee).
- 2.1.29 The election results will be announced via the email.
- 2.1.30 The results will become official 48 hours after they have been posted provided that no complaint has been lodged with the President within 48 hours. In the event of a complaint being received the results shall be suspended until the complaint has been resolved.

## H) COMPLAINTS

- 2.1.31 Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Head of Student Services within 48 hours of such a complaint being lodged by any full member or the candidate or their nominee.
- 2.1.32 Any complaint against the conduct or administration of the election should be received by the Head of Student Services before the start of the count.
- 2.1.33 A challenge or complaint during or following the count, must only relate to the conduct of the count, and be lodged with the Head of Student Services who shall resolve the complaint within 48 hours of it being lodged.
- 2.1.34 In determining a resolution to the complaint, the and Head of Student Services (or nominee) after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling on any complaint shall be final.

## 2.2 SCHEDULE TWO: CLUBS & SOCIETIES

- 2.2.1 There shall be clubs and societies of the union.
- 2.2.2 No club or society may receive funds from the union or use facilities without recognition in each academic year by the union.
- 2.2.3 Any club or society must be open to all students in order to receive funds from the union.
- 2.2.4 Each club or society will have a coordinator external to the SU who will be responsible for the society.
- 2.2.5 To be considered for recognition, the club or society coordinator shall contact the Activities Officer with a plan of activities.
- 2.2.6 The Activities Officer shall encourage the formation of new clubs and societies wherever possible provided they are in accordance with the union objectives.
- 2.2.7 The coordinator is responsible for the running, scheduling and promotion of the club or society but the Activities Officer may assist if needed.

## 2.3 SCHEDULE THREE: MEETING REGULATIONS

- 2.3.1 Meeting regulations shall apply in full to all union council meetings. They shall apply to all committee meetings of the union in terms of conduct of meetings.

## A) UNION COUNCIL

- 2.3.2 The business of union council shall be divided into two parts:
- a) UCO business: to discuss any matters relating to members as students of the UCO associated with their education and other UCO issues.
  - b) Union business: to discuss all other issues of interest to members of the union.

## B) WHO CAN ATTEND UNION COUNCIL?

- 2.3.3 All members of union council (see clause 6.2 of the articles of the constitution) will be expected to attend all meetings of union council. Any member of union council who fails to attend three consecutive meetings without giving apologies to the chair and does not provide satisfactory reasons acceptable to union council, shall be considered to have resigned.
- 2.3.4 Any full member of the union may attend union council meetings in accordance with clause 6 of the articles of the constitution.

## C) WHO MAY SPEAK AT UNION COUNCIL?

- 2.3.5 Any full member of union council may speak at union council.
- 2.3.6 Members of the UCO senior management team may attend and speak at the UCO business part of the meeting but will not be entitled to speak or attend the union business part of the meeting unless expressly requested by the meeting. Any other individual may attend and speak as a guest, if invited to do so by either union council or the executive committee.

## D) HOW TO GET THINGS DONE

- 2.3.7 All items for debate shall be submitted to the President five working days before the meeting. Proposals for amendments to the constitution and schedules must be submitted seven college days before the start of the meeting.
- 2.3.8 All debates shall require the signatures of at least two full union members. These shall be known as the proposer and the seconder(s).
- 2.3.9 The President shall be responsible for publication of details of all union council meetings ten working days before the meeting on union notice boards and in available union publications.
- 2.3.10 Proposals of changes to debates may be submitted by any full member of the union. The changes require the signatures of at least two members and shall be submitted to the president two working days before the start of the meeting.

## E) WHO RUNS THE MEETING?

- 2.3.11 The President shall be responsible for the agenda and publicising the meeting.
- 2.3.12 The President shall take the chair of the first meeting of the academic year. There shall be an election for a chairperson and a deputy chairperson at this meeting.
- 2.3.13 In the event of any situation arising not being covered by meeting regulations then the chairperson shall rule on the procedure to be adopted.

## F) AGENDA ITEMS AT MEETINGS?

- 2.3.14 The agenda shall normally be taken in the following order:
- a) Welcome from the Chair
  - b) Union business:
  - c) Checking the minutes of the previous meeting for accuracy

- d) Matters arising from the minutes of the last meeting
- e) Reports from the executive committee
- f) Other reports
- g) Education issues
- h) Executive question time
- i) Debates
- j) Discussion groups
- k) Any other business

2.3.15 The meeting will have the right to table the following items collectively as a consent agenda provided that written reports and minutes are distributed in advance:

- a) Checking the minutes of the previous meeting for accuracy
- b) Matters arising from the minutes of the last meeting
- c) Reports from the executive committee

2.3.16 Any member may request that any item be discussed in full, provided that notice is given in advance of the meeting.

2.3.17 All debates shall be run as follows:

- a) the proposer of the debate shall make a speech
- b) the Chair will invite a speech against the debate
- c) the Chair shall balance the number of speeches for and against the debate
- d) the Chair shall invite any questions and statements relating to the debate
- e) the proposer of the debate shall have the right to sum up

2.3.18 Changes to the debate shall be run as follows:

- a) any changes to the debate will be raised after the proposer has spoken
- b) the Chair shall invite and take a speech against the changes
- c) the Chair shall attempt to balance the number of speeches for and against the changes
- d) the Chair shall leave time for questions and statements before the vote
- e) when all changes have been voted upon, the main debate shall be discussed and voted upon.

## G) GENERAL RULES

2.3.19 Every debate shall have a proposer and a seconder.

2.3.20 Any motion may only be withdrawn with the consent of the meeting.

2.3.21 Debates shall require a simple majority to be decided except where otherwise specified in the constitution.

2.3.22 Emergency debates may only be discussed if they deal with matters that have arisen since the date for submission of debates, and if a two thirds majority vote for the discussion of this debate. The debate should be submitted in writing to the chair before the start of the meeting.

## 2.4 SCHEDULE FOUR: FINANCE REGULATIONS

### A) BANK ACCOUNTS

2.4.1 There shall be a bank account held in the name of the UCO Students' Union. There shall be six signatories to the account:

- a) the Vice-Chancellor
- b) the Finance Director
- c) the Deputy Vice-Chancellor (Education)
- d) the Deputy Vice Chancellor (Research)
- e) 2 members of the UCO Board

2.4.2 All arrangements with the UCO Student Union bankers concerning their bank account, including the ordering, custody and issue of cheques shall be made by the Finance Director. No new account may be opened, or old accounts closed without the written approval of the Finance Director or Vice Chancellor.

2.4.3 Individuals must not use their private bank or building society accounts to hold any funds due to the UCO Student Union. The UCO Student Union shall not make use of any bank, building society or other account, which is not in the name of the UCO Student Union. No cheques or financial instruments made payable to the UCO Student Union shall be endorsed or credited to any other account.

2.4.4 All cheques must have two signatories. All proposed payments by BACS must be approved by two signatories.

2.4.5 All orders entered into on behalf the UCO Student Union should be authorised in writing (usually by e-mail) by UCO Student Union President or the UCO Student Union Bar Manager (for bar related orders). All orders should then be agreed by the Head of Student Services or the Finance Manager in her absence. All contracts or orders over £1,000 must be authorised by the Finance Director or Vice Chancellor.

2.4.6 Corporate credit cards with small spending limits are provided to the certain members of staff for the purpose of conducting the business of the UCO Student Union. Credit card user and limit approvals are at the discretion of the Vice Chancellor and the Finance Director. In general, credit card holders include the Vice Chancellor, Finance Director, Finance Manager and Head of Student Services. Receipts are required for any expense or purchase and no cash advances are allowed.

### B) INCOME

2.4.1 The Bar Manager shall be responsible for the security and prompt banking of monies received. All monies received on behalf of the Union must be banked on a regular basis.

- 2.4.2 All monies received shall be placed into an overnight safe on the same day.
- 2.4.3 Personal cheques must not be cashed out of money held on behalf of, or received by the Union, and no money must be paid into a personal or non-Union account
- 2.4.4 Every sundry remittance or sum of money received by an officer on behalf of the Union shall be acknowledged by the issue of an official receipt.

#### C) EXPENDITURE

- 2.4.5 All expenditure on student activities over £250 shall be approved by the Finance Director
- 2.4.6 The Petty cash float must not be used to cash personal cheques. Income received on behalf of the Union shall not be paid into a petty cash float.
- 2.4.7 A certificate of the balance of each float held must be provided on the last day of the financial year countersigned by another officer and submitted to the Finance Director as part of the annual accounts.
- 2.4.8 The maximum size of a permanent float shall not exceed £60 unless agreed with the Finance Director.

#### D) CONTRACTS

- 2.4.9 No financial agreement (e.g. a venue hire or leasing agreement) may be entered into which involves a financial commitment beyond the term of office of the executive committee.

#### E) BUDGETS AND FINANCIAL STATEMENTS

- 2.4.10 Budgets shall be drawn up for all areas of proposed expenditure within the unions term of office.
- 2.4.11 The President and Bar Manager, under the direction of the Finance Director, shall provide the union council and the UCO with a financial statement at the start and end of their term in office.

#### F) SECURITY AND INSURANCE

- 2.4.12 The union shall always be responsible for maintaining proper security for all bar stock, equipment, cash etc. under its control.
- 2.4.13 The Executive Committee shall be responsible for reviewing insurance cover for the union, that is undertaken by the UCO on the union's behalf, including fire risks, theft, damage and loss etc. of property and employers' liability. This review should take place at the end of the academic year and should be reported to the Finance Director

#### G) EVENTS

- 2.4.14 All events undertaken or provided by the union must be costed and budgets prepared.
- 2.4.15 Annually, the Entertainments Officer, in consultation with the President and the Bar Manager under the direction of the Executive Committee, shall draw up a proposed entertainments budget. This shall form the basis of all entertainments' expenditure.

2.4.16 The Bar Manager shall advise the Executive committee when the limits laid down in the budget set are likely to be exceeded. The Entertainments Officer is responsible, under the direction of the Executive Committee, for ensuring that agreed budgets are not exceeded, unless the necessary approval has been given before the proposed expenditure. All expenditure shall be recorded by the President.

#### H) EXPENSES TO UNION MEMBERS

2.4.17 Any member of the Executive Committee may receive expenses for costs incurred whilst on union business.

2.4.18 Expenses must be authorised by the Executive Committee.

2.4.19 Individuals submitting expenses shall ensure that such submissions are accompanied by receipts or other documentary evidence. Failure to do so shall in normal circumstances mean that the expenses incurred will not be reimbursed

#### 2.5 SCHEDULE FIVE: UNION JOB DESCRIPTIONS (TO BE REVIEWED ANNUALLY)

##### A) THE PRESIDENT

2.5.1 Provide support for the other members of the SU.

2.5.2 Support Bar Manager to coordinate the SU student bar.

2.5.3 Ensure that all students' views are researched and represented at the appropriate meetings.

2.5.4 Chair the SU Executive Committee.

2.5.5 Communicate with the SU staff liaison to oversee and develop strategic plans and a budget for the SU.

2.5.6 Attend appropriate UCO committees (e.g. Student Staff Liaison Group) or delegate attendance to other members of the SU.

2.5.7 Establish and maintain links with the other Student Unions in the local area to extend the facilities offered to UCO students.

2.5.8 Support the Activities Coordinator by facilitating requests from students to set up clubs and societies.

2.5.9 Support the Marketing Officer in marketing the UCO SU internally and representing UCO externally where opportunities arise e.g. I&E days, UCAS conventions.

2.5.10 Ensure that a Ball Committee is formed each year to organise the UCO Summer Ball.

2.5.11 Any other duties as agreed with the Head of Student Services.

2.5.12 Be the official SU point of contact for students seeking advice about study or any concerns they might have.

2.5.13 Refer students where appropriate to the Head of Student Services (or equivalent), Student Support, etc

2.5.14 Produce a budget proposal at the start of office to be presented to the Executive Committee and amended where deemed necessary.

2.5.15 Manage SU accounts.

## B) THE VICE PRESIDENT

- 2.5.16 Support the President in their role.
- 2.5.17 Carry out Presidential responsibilities as agreed.
- 2.5.18 Take on the role of President should any situation arise where the President resigns.
- 2.5.19 Apply for TENs licences with more than 10 days of notice before parties

## C) ACTIVITIES COORDINATOR

- 2.5.20 Encourage students to set up a club or society.
- 2.5.21 Facilitate requests from students to set up a club or society.
- 2.5.22 Publicise weekly clubs via first class and ensuring the “SU weekly clubs” poster is kept up to date.
- 2.5.23 Organise the annual inter-collegiate sports day event alongside the Student Union’s from the other institutions.
- 2.5.24 Allocate SU funds to clubs if the purpose has been approved by the SU Executive Committee and is deemed to be worthwhile.

## D) ENTERTAINMENTS OFFICER

- 2.5.25 Organise three parties per term alongside the Entertainments Committee, (e.g. decorations, entertainment, sound/lighting equipment, etc.).
- 2.5.26 Organise social events with the aim to promote the integration of different year groups and modes of study.
- 2.5.27 Organise activities in the SU bar to increase revenue.

## E) BAR MANAGER

- 2.5.28 2.5.29 Ensure that a minimum of £2000 will remain in the SU account. Keep a record of incomings and outgoings of the SU bar accounts.
- 2.5.29 Review and manage stock and stock levels Hire and coordinate student volunteer bar staff. Provide support for other members of the SU

## F) MARKETING OFFICER

- 2.5.30 Market the SU internally.
- 2.5.31 Publicise SU events through posters, emails, SU Facebook page, etc.
- 2.5.32 Manage the marketing of any SU branded items (e.g. hoodies, t shirts).

### 3. SECTION 3: THE APPENDICES

#### 3.1 APPENDIX ONE: OPTING OUT

- 3.1.1 Every student shall be able to relinquish their right of membership of the union.
- 3.1.2 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 and society committee members, as contained in the union constitution.
- 3.1.3 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.
- 3.1.4 A student wishing to opt out must indicate this within six weeks of the start of their course in writing to the Students' Union President.

#### 3.2 APPENDIX TWO: DISCIPLINARY PROCEDURES

- 3.2.1 The Students Union does not have its own Disciplinary Policy and procedures and the UCOs policies and procedures will be utilised if required.

#### 3.3 APPENDIX THREE: STUDENTS' UNION CODE OF PRACTICE

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

##### A) CONSTITUTION

- 3.3.2 The union shall have a written constitution, approved by the UCO Board of Directors and reviewed by them at intervals of not more than five years. Any amendments to the constitution shall be approved by the Board.

##### B) ELECTIONS

- 3.3.3 Appointment to major union offices shall be by election in a secret ballot in which all members of the union are entitled to vote, in accordance Schedule One (Election Regulations) of the constitution.
- 3.3.4 The UCO shall appoint the President to conduct the elections and shall satisfy itself that the elections to major union offices are fairly and properly conducted.

##### C) ELECTED OFFICERS

- 3.3.5 No person shall hold elected union office, for more than two years in total.

##### D) MEMBERSHIP

- 3.3.6 All registered students of the UCO shall be members of the union unless they choose to relinquish their rights of membership in accordance with the opt-out regulations contained in Appendix 1 of the constitution. Students shall be informed annually by the UCO of the opting-out procedure and of the consequences of so doing. A student

opting-out of the union shall not be unfairly disadvantaged regarding the provision of services or otherwise, by reason of their having done so.

3.3.7 The consequences of opting out of membership shall be:

- a) a student may not participate in any of the democratic processes of the union
- b) a student shall not hold office in any club and society of the union
- c) a student will not be represented by the union

#### E) FINANCES

3.3.8 The financial affairs of the union shall be properly conducted in accordance with Schedule Four (Financial Regulations, 2.1) of the UCO and include appropriate arrangements for the approval of the union's budget and the monitoring of expenditure by the Board of Directors.

3.3.9 The annual accounts of the union shall be made available to the Board and to all students.

#### F) FREEDOM OF SPEECH

3.3.10 The union and its members are bound to observe the college's code of practice in relation to freedom of speech as required by section 43 of the Education (No. 2) Act of 1986.

#### G) COMPLAINTS

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

3.3.12 Any complaint about the union shall be addressed to the President. In any circumstances where the complaint relates to the President, it shall be addressed to the Head of Student Services.

3.3.13 The President shall make a written reply within ten working days.

3.3.14 If the complainant is not satisfied with the response, they may appeal to the Head of Student Services (or equivalent). They shall respond to the complainant within ten working days.

3.3.15 If the complainant remains unsatisfied with the response provided by the Head of Student Services (or equivalent) the UCO will appoint an independent faculty member to investigate the complaint.

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