



Nptc group of colleges

Student Union CONSTITUTION

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Our Constitution

# 1.0 Name and Status

**1.1** There shall be a students’ union in the name of NPTC Group of Colleges Student Union (for the rest of the document the organisation will be referred to as ‘the Union’). The Union is an unincorporated organization of the NPTC Group of Colleges (“the College”), it is affiliated with the National Union of Students. The Union is not a registered Charity and liabilities and responsibilities are held by the College.

2.0 Aims and Objectives

**2.1** To advance the education of its members and students of the College as a whole.

**2.2** To represent the interests of its members and act as a channel of communication in dealing with the College and other bodies that affect the wellbeing of students and their education.

**2.3** To promote and protect the welfare of its members.

**2.4** To promote, encourage and co-ordinate student clubs, societies, sports and social activities.

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

**2.6** The Union shall practice the above aims and objectives independent of any political party or religious organisation.

# 3.0 Membership of the Union

**3.1** All students who are registered at the College, over the age of 16, shall be members of the Union unless they have decided to give up their membership according to the 'Opting Out' Regulations, in Appendix One of this Constitution. The students who wish to opt out of being a member will be made aware of the full circumstances and how it could affect them.

**3.2** Any sabbatical officer shall be a full member of the Union.

**3.3** Registered students of the College under the age of 16 shall not be members of the Union but may participate in certain activities, as agreed by the Executive Committee and any forum for students under the age of 16. Students under the age of 16 will not be granted a TOTUM card and/or a card bearing the NUS logo.

**3.4** 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.

# 4.0 Executive Committee

**4.1** The Executive Committee of the Union shall run the Union on a day to day basis according to the terms of this constitution, its schedules and appendices. The Executive Committee will work closely with the Corporation Board of the College and the College Senior Management Team

**4.2** The Executive Committee shall be made up of the following major Union officers, elected by a secret ballot that is open to all members of the Union:

* the President
* the Vice President
* the Finance Officer
* Equality and Diversity officer
* the HE Officer
* the Secretary
* the Events Officer North
* the Events Officer South
* the Marketing Officer
* the Sports Officer
* the Societies Officer
* the Education Officer

Additionally, each primary campus will h5ave one Campus Officer (total of 7).

**4.3** The Executive Committee officers shall be elected in the spring term 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 August 1st of that year to July 30th of the following year.

**4.4** The role of the Executive Committee shall be to:

**i)** Set the policy of the Union

**ii)** Amend the Constitution and schedules as appropriate, subject to the approval of the Corporation Board of the College

**iii)** Monitor and discuss the events and decisions of the formal College decision making bodies and to raise concerns of members to the student governor/s and members of the senior management team

**iv)** Elect delegates to appropriate NUS conferences and councils

**vi)** Establish working groups, where relevant, and to receive any reports from working groups

**v)** Carry out the decisions made by any referendum

**vi)** Act as a channel of communication between members of the Union, the College Management, College Corporation Board, Student Representatives and other organisations.

**vii)** Be responsible for the direction of the Union through the implementation and development of the Union Strategic Plan

**viii)** Liaise with and offer relevant support to any forum for students under the age of 16

**ix)** Fulfill specific responsibilities as laid down in Schedule Four (Job Descriptions) of this constitution

**4.5** Executive Committee meetings shall be called by the President and shall meet at least once every thirty college days. Further meetings may be called by a written request of a majority of committee members to the President. The Chair will be the President.

**4.6** All Executive Committee Meetings will be conducted according to Schedule Three (Meeting Regulations) of this Constitution.

**4.7** Executive Committee meetings shall only take place if there are at least three serving Executive Committee members present throughout the meeting.

**4.8** Any member of the Executive Committee who fails to attend three consecutive meetings of the Executive Committee without giving apologies to the President (or his or her Nominee), and does not provide satisfactory reasons acceptable to the Executive Committee, shall be considered to have resigned.

**4.9** The President may be a sabbatical post of a term of one academic year. The post holder shall be paid an allowance determined by the Senior Management Team of the College and be required to sign an agreement of office. No member shall be eligible to stand for and serve more than two sabbatical terms of office.

**4.10** The Senior Management Team of the College will hold accountable the Executive Committee on their work.

5.0 Union Finance

**5.1** The Assistant Principal: Students and Executive Committee will be responsible for drawing up the Union’s budget as part of the devolved budget for the College’s Student Services Department. The Union’s budget should enable it to effectively pursue its aims and objectives. The annual Union budget shall be decided by the College at the last meeting of the financial year, on presentation of the Union’s estimated budget for the forthcoming academic year. The estimates for the following financial year must be with the College’s Vice Principal Financial Services by March 31st of each year (with the exception of the inaugural year, when permission will be sought from the College’s Vice Principal Financial Services to submit a late budget).

**5.2** The Finance Officer will provide a Financial Statement to the Executive Committee on a monthly basis.

**5.3** The Union’s annual accounts, extracted from the devolved budget, will be issued by the Finance Officer to the Executive Committee and Assistant Principal: Students, on an annual basis.

**5.4** The Union’s financial activities are to be governed by the College Financial Regulations, Financial Procedures and Standing Orders.

**5.5** The Vice Principal: Financial Services, the Finance Manager, the Assistant Principal: Students and the College Auditors will be allowed access at all times to the Union’s financial records.

**5.6** The Union’s reimbursement of personal expenses (including use of personal vehicles for business use) are governed by the NPTC Group Personal Expenses Manual.

**5.7** The Executive Committee will not approve or condone any expenditure, commitment to expenditure or commitment to any course of action which may result in expenditure falling outside the Union’s budget, unless approved by the Senior Management Team of the College.

**5.8** The Executive Committee will be responsible for allocating the resources of the Union amongst its various activities and to its clubs and societies. Any such allocation will be in accordance with the budget of the Union approved by the College. The Executive Committee will invite applications for the allocation of resources for all those eligible to be members of the Union (whether they are members or not) and will allow at least one College week for the receipt of applications. The application will be required to state at least the following information:

**i)** The nature of the activity for which the resources are sought;

**ii**) The expenditure by the Union on that activity in the previous year, if known. Copies of financial information for the previous year should be appended, if available;

**iii)** The names, addresses and signatures of at least four organisers of the club or society, all of whom must be eligible to be members of the Union (but need not be members);

**iv)** The numbers of students at the College estimated to be engaged or interested in engaging in the activity concerned and the basis of the estimation

**iv)** The amount of the allocation requested

**vi)** A breakdown of the expenditure envisaged by the applicant

**v)** Any income which the applicant envisages receiving from any other source.

**5.9** The Executive Committee will consider all applications for the allocation of resources and will take into account all information supplied to it with the application. The Executive Committee may also take into account any other matters which, in its view, should properly be considered. The Executive Committee may decide that some or all of the applicants, or a short-list of applicants, should be interviewed.

**5.10** All decisions regarding allocation of Student Union budget will be referred to the Assistant Principal: Students for approval prior to any definite agreements being made. No resources will be allocated where there is reason to believe that they may be used for purposes outside the aims of the Union.

# 6.0 Clubs and Societies

**6.1** Clubs and societies may be recognised by the Executive Committee provided that they meet the requirements set out in Schedule Two (Clubs and Societies) of this constitution and do not breach the Union’s aims and objectives.

# 7.0 Affiliations to External Organisations

**7.1** Any proposal to affiliate to an external organisation shall be approved by the Executive Committee and the Assistant Principal: Students.

**7.2** The College 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.

**7.3** 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 College.

**7.4** In the event of an objection to a current affiliation to any particular external organisation, a petition signed by at least 10% members of the Union must be presented to the President. A referendum shall be held on the issue. The referendum shall be carried out in accordance with clause 14.0 (Referendum) of this constitution. A further referendum on the same affiliation cannot be called in the same academic year.

# 8.0 Complaints Procedure

**8.1** Complaints about an individual officer or the Executive Committee shall be dealt with under the complaints procedure contained in Appendix Three (Code of Practice) of this constitution.

# 9.0 Minutes

**9.1** At all meetings of the Union, 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.

**9.2** 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.

**9.3** All meetings of the Union shall be considered open to all members of the Union. However, the members of the meeting may vote to hold a specific meeting or an item of a meeting as a closed session.

**9.4** The regulations for the organisation of Union meetings shall be contained in Schedule Three (Meeting Regulations) of this constitution.

# 10.0 Amending the Constitution

**10.1** Amendments to this Constitution may be proposed and made by the Executive Committee or by a requisition signed by not less than 10% of the membership of the Union for the time being, subject to the approval of the College’s Senior Management Team and Corporation Board.

**10.2** Notwithstanding 10.1 above, this constitution shall be reviewed by the Executive Committee at least every 2 years from the date of the current document’s implementation, with any subsequent amendments to be approved by the College’s Senior Management Team and Governing Body.

# 11.0 Referendum

**11.1** A referendum, in which all members will be allowed to vote, shall be held on any issue, if the Executive Committee decides by a two thirds majority to call a referendum. The Executive Committee shall call a referendum if it is handed a petition detailing the issue and containing the name, course, Union card number and signature of at least 10% students who are members.

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

**11.3** The referendum shall be supervised by an independent member of the College staff and the Secretaries at each site where a referendum is held. Polling stations shall be open for three college days at Neath, Afan, Brecon and Newtown campuses and 1 college day at each other campus.

**11.4** The result of a referendum will take priority over any existing Union policy on the same issue.

# 12.0 Code of Conduct

**12.1** The Executive Committee shall draw up a code of conduct which shall be approved and amended from time to time by the Corporation Board of the College.

**12.2** All members of the Union shall be required to adhere to this code, particularly when on Union premises, or attending events organised by the Union or its clubs or societies.

**12.3** The Code of Conduct may include restrictions up to and including the unlimited suspension of any or all of the rights of Union membership.

# 13.0 Interpretation

**13.1** In the event of a challenge to the interpretation of any part of this constitution, the ruling of the Executive Committee shall be sought.

**13.2** In the event of a challenge to the Executive Committee’s ruling, an appeal may be made to the Corporation Board of the College. The ruling of the Corporation Board shall be final.

Schedules

The following schedules cover elections, clubs and societies, Union meetings and finance regulations for NPTC Group of Colleges’ Student’s Union. Schedules should be produced alongside the core constitution, the fourth schedule relating to student leaders job descriptions can be found in a separate briefing.

Schedule one

# ELECTION REGULATIONS

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.

**1.1 Returning Officer**

**i)** The Returning Officer, who shall not be a full member of the Union, shall be appointed annually by the Executive Committee. The Returning Officer shall be responsible for the good conduct and administration of all Union elections and shall have the sole interpretation of the election regulations. They shall not be a full member of the Union. The Returning Officer may appoint assistants to support them in their duties.

**1.2 When Elections Should Happen**

**i)** The Returning Officer shall ensure that election of the Executive Committee takes place before the end of May each year. Once elected the members of the committee shall take office from August 1st of that year and shall serve for not more than 12 months.

**ii)** The dates of elections for Executive Committee members, a copy of the election timetable and a copy of the election regulations shall be made available to students at least 15 college days before the elections.

**1.2 Standing for Election**

**i)** The members of the Executive Committee shall be:

* the President
* the Vice President
* the Finance Officer
* Equality and Diversity officer
* the HE Officer
* the Secretary
* the Events Officer North
* the Events Officer South
* the Marketing officer
* the Sports Officer
* the Societies Officer
* the Education Officer

(North sites include Brecon and Newtown | South sites include Neath, Afan, Llandarcy, Maesteg, Pontardawe and Swansea)

No member who has opted out may stand for any position.

**iv)** Only members of the Union based on a specific campus will be eligible to stand for the position of a campus officer post on that site.

**v)** Reopen nominations (RON) shall be a candidate in all Union elections.

**vi)** Nomination forms will be available from the Executive Committee and shall be available from the College reception, Moodle and the Union office, 15 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.

**vii)** Members of the Union may stand for election upon completion of a nomination form signed by the candidate and at least one proposer and one seconder.

**viii)** Nomination forms must reach the Union’s office or a person appointed by the Executive Committee no later than 5.00pm on the day, 3 college days before the date of the Commencement of the ballot.

ix) Positive action statements may be used to encourage nominees from underrepresented colleges and protected characteristics, if deemed appropriate.

**1.3 Publicity about the Election**

**i)** The Returning Officer shall produce a list of candidates (together with the proposer and one seconder) which shall be displayed on the Union notice-boards.

**ii)** Candidates may produce a manifesto and a poster to a specification to be determined by the Returning Officer, which must be handed in with the completed nomination form.

**iii)** On receipt of a valid nomination form the Returning Officer or a person appointed by them shall provide the candidate with an election campaign pack.

**iv)** The contents of the election pack shall be determined by the Executive Committee, Returning Officer and College staff.

**1.4 Campaigning**

**i)** Candidates may commence campaigning once their nomination has been received.

**ii)** Candidates cannot use any communication materials that are not sanctioned by the election campaign pack.

**iii)** There shall be no campaigning within the same room as any ballot box.

**iv)** The Returning Officer shall publicise the location and arrangements of the voting stations, together with a list of candidates and manifestos, ten college days before voting.

**1.5 Voting Procedures**

**i)** The Returning Officer shall ensure that all members of the Union have access to vote no matter their place or time of study.

**ii)** All members of the Union shall be able to vote for the Executive Committee officer positions.

**iii)** All members of the Union may vote on production of a current Student Identification Card or appropriate identification as decided by the Returning Officer.

**iv)** A voting paper will be issued to each voter, which shall bear the Union logo. Votes will be cast in sealed ballot boxes. Voting papers shall bear the name of each candidate and the office being contested. There will be a facility for reopening nominations as outlined in clause 1.3 (v).

**v)** Voting shall be by secret ballot and shall be conducted according to the most recently published edition of the rules for the operation of the single transferable voting (STV) system as set by the Electoral Reform Society.

**vi)** An onlinevote will be available to all full members of the Union who are unable to exercise their right to vote in person Each member may only vote once. Any member who is found to have voted online and by ballot will have their online vote removed.

**vii)** The Executive Committee shall publicise the arrangements for online voting at the time of close of nominations.

**ix)** Online votes will be accepted up until the close of ballot boxes, at the end of the voting period.

**1.6 Counting and Declaring Votes**

**i)** The Returning Officer 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.

**ii)** The Returning Officer may be assisted in the count by a number of individuals appointed by them. The count shall be conducted according to the most recently published edition of the rules for the operation of the single transferable voting (STV) system as set by the Electoral Reform Society.

**iii)** Once the votes have been counted they should be kept for a period of twelve months in case of appeals against the result.

**iv)** 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.

**v)** A list of successful candidates will normally be posted at each site within one college day of the declaration of results. The Returning Officer should send a copy of the result to the Executive Committee and Corporation Board of the College (via the Governance Officer).

**vi)** The results will become official 48 hours after they have been posted provided that no complaint has been lodged with the Returning Officer within 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.

**1.7 Complaints**

**i)** Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Executive Committee within 48 hours of such a complaint being lodged by any full member or the candidate or their nominee.

**ii)** Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.

**iii)** A challenge or complaint 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.

**iv)** In determining a resolution to the complaint, the Returning Officer 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 of the Executive Committee on any complaint shall be final, subject only to a successful appeal to the College Governance Officer, in accordance with clause 3.9.4 of the complaints procedure, contained within the Code of Practice (Appendix Three) of this constitution.

**1.10 Vacancies for positions on the Executive Committee**

**i)** If any post on the Executive Committee falls vacant then a by-election may be arranged by the Executive Committee. Nominations shall open no later than three college days after confirmation of the vacancy arising. All other election regulations apply.

**1.11 Expressions of Interest process**

i) The Executive Committee may choose to accept applications for vacant positions via an ‘expressions of interest’ process at the beginning of the academic year, wherein members of the Union are invited to apply for a vacant position, and the Executive Committee shall vote the applicants in. Committee members elected via this process will be considered to be full Executive Committee members.

ii) The decision to run an ‘expressions of interest’ process rather than a by-election must be agreed by the Executive Committee, along with the Returning Officer and Assistant Principal: Students.

iii) Applicants shall submit ‘expressions of interest’ to the Executive Committee, where all applications will be taken to the next Executive Committee meeting for discussion and agreement.

iv) If there are multiple applicants for the same vacancy, the Executive Committee and Returning Officer shall offer the vacancy to the first choice candidate, and offer any remaining vacancies to the remaining applicants. If a satisfactory resolution is not reached, the post in question will be subject to a by-election, to take place no later than three college days after confirmation of the vacancy arising, wherein all applicants for the role via the expressions of interest process, along with any other Union members, may stand for election. All other election regulations shall apply.

v) Any challenge or complaint concerning the administration and good conduct of the process will be heard and determined by the Executive Committee within 48 hours of such a complaint being lodged by any full member or the candidate or their nominee.

vi) In determining a resolution to the complaint, the Returning Officer after hearing all the appropriate evidence may not uphold the complaint; or may halt the process for specified post(s) or disqualify specified candidate(s). The ruling of the Executive Committee on any complaint shall be final, subject only to a successful appeal to the College Governance Officer, in accordance with clause 3.9.4 of the complaints procedure, contained within the Code of Practice (Appendix Three) of this constitution.

Schedule two

# CLUBS AND SOCIETIES

**2.0 There Shall be Clubs and Societies of the Union**

**2.1 Setting up a Club or Society**

**i)** No club or society may receive funds from the Union or use Union facilities without recognition in each academic year by the Executive Committee.

**ii)** To be considered for recognition, the club or society shall lay before the Executive Committee an acceptable constitution, a plan of activities and a list of paid up prospective members in accordance with the clubs and societies schedule.

**iii)** No club or society will be recognised if its objects conflict with those of the Union. However, this restriction shall not be interpreted so as to prevent the establishment of political, religious or ethnically based clubs and societies.

**iv)** Any club or society that wishes to be recognised by the Union shall present to the Executive Committee:

• a list of 5 signatures of members

• the proposed membership fee

• a constitution for the club or society to include:

**a)** The name of the club/society;

**b)** The aims and objectives of the club/society (which shall not be contrary to those of the Union);

**c)** Regulations relating to membership eligibility to the club/society;

**d)** Provision for the election of a committee for the club/society to include as a minimum a chair, a secretary and a treasurer;

**e)** The responsibilities of the committee;

**f)** Provision for General Meetings for all members of the club or society;

**g)** Provision for an Annual General Meeting at which an income and expenditure account shall be presented and approved;

**h)** Provision for the Union statement on equal opportunities.

**2.2 Money for Clubs and Societies**

**i)** The Executive Committee and Assistant Principal: Students, shall earmark a sum in the Union Budget which shall be for grant aid of recognised clubs and societies.

**ii)** To receive funding an eligible club/society shall submit a budget proposal to the Finance Officer. This should be submitted by the end of October. Permission to submit budgets proposals outside this deadline is subject to the discretion of the Executive Committee.

**iii)** The Executive Committee and Assistant Principal: Students, shall meet and allocate the funds. Allocations will be made on the basis of the level of activity in the club/society; the number of members it has and special equipment and travel considerations. A contingency fund shall be set aside, the value of which shall be determined by the Vice Principal: Students and the Executive Committee.

**iv)** The allocations shall be approved at the first meeting of the Executive Committee of the new academic year.

**v)** All clubs and societies shall be given a budget number by the Finance Officer. Any request for expenditure must be approved by the Finance Officer. Receipts must be retained and produced and signed by the Union representative and a club / society representative.

**2.3 Meetings of Clubs and Societies**

**i)** The Annual General Meeting of each club/society shall be held before the end of September of each year. This meeting will elect the club or society committee.

**ii)** Each club or society should have a minimum of one general meeting per term where all committee members of the respective club/society should attend, unless reasonable apologies are submitted.

**iii)** The quorum of each club/society general meetings shall be 33% of the club or society membership.

**iv)** The committee secretary is responsible for arranging the dates of meetings and must inform the members at least five college days in advance. Agendas and papers for every meeting must be available two days in advance of the meeting.

**v)** Changes to the constitution of any club or society can only be made at a club or societies general meeting and must be ratified by the Executive Committee. In cases where the Executive Committee do not ratify the changes, the club or society may appeal to the Executive Committee.

**2.4 Responsibilities of Clubs and Societies**

**i)** No-one from a club or society may commit either the club and/or society and/or the Union to any expenditure without prior authorisation through the Union’s budgetary control system. Receipts/vouchers must be retained and presented as proof of expenditure.

**ii)** The club/society shall be responsible for promoting itself during induction week to encourage new membership.

iii) All clubs/societies’ committees will produce an activities report and the treasurer will submit an income/expenditure sheet to the Executive Committee at the end of each term, following a request from the Finance Officer.

**iv)** The club/society shall not hold its own bank account and all its finance will be administered through the Union.

**v)** The club/ society shall hold no funds whatsoever outside the Union accounts.

**vi)** The Chairperson of the club/society shall be responsible for the smooth running of any social events and activities and shall be responsible for convening of general meetings.

**vii)** The Secretary shall be responsible for publicising general meetings, providing agendas and taking minutes of the meetings.

**viii)** The Treasurer shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the club/society allocation for that year. The Treasurer shall also ensure that an accurate list of all equipment purchased is kept and all equipment is returned to the Union at the end of the academic year.

**ix)** The Treasurer shall ensure that all income received by the club/ society is paid directly into the Union accounts and that no funds received by the club/society are withheld.

**x)** The Treasurer shall ensure that an income and expenditure account for the previous academic year is presented to the annual general meeting of the club/society and copies are sent to the Finance Officer of the Union.

**xi)** Failure to abide by these regulations and the Union constitution may result in suspension of the club/society by the Executive Committee.

Schedule three

# MEETING REGULATIONS

Meeting regulations shall apply in full to all Executive Committee meetings. They shall apply to all committee meetings of the Union in terms of conduct of meetings.

**3.1 Who Can attend Executive Committee?**

**i)** All members of Executive Committee will be expected to attend all meetings of Executive Committee. Any member of Executive Committee who fails to attend three consecutive meetings without giving apologies to the chair, and does not provide satisfactory reasons acceptable to Executive Committee, shall be considered to have resigned.

**ii)** Any full member of the Union may attend Executive Committee meetings. Any individual/s who are not members of the Union who wish to attend must receive permission from the meeting by submitting a request to the Chair. The Chair shall then take a vote on whether the individual/s may attend.

**3.2 Who May Speak at Executive Committee?**

**i)** Any full member of Executive Committee may speak at Executive Committee.

**ii)** Any full member of the Union may attend Executive Committee and speak with the permission of the meeting. Any other individual, including College staff,may attend and speak as a guest, if invited to do so by the Executive Committee.

**3.4 Who May Vote at Executive Committee?**

**i)** Only members of Executive Committee who are present at the meeting may vote.

**ii)** The chair of Executive Committee may not vote unless the vote is tied, in which case they may have the casting vote.

**3.5 How to Get Things Done**

**i)** All items for debate shall be submitted to the President five college days before the meeting. Proposals for amendments to the constitution and schedules must be submitted seven college days before the start of the meeting.

**ii)** All debates shall require the signatures of at least two full Union members. These shall be known as the proposer and the seconder(s).

**iii)** The President shall be responsible for publication of details of all Executive Committee meetings ten college days before the meeting on Union noticeboards and in available Union publications.

**iv)** 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 college days before the start of the meeting.

**3.6 Who Runs the Meeting?**

**i)** The President shall be responsible for the agenda and publicising the meeting, with support from the Secretary.

**ii)** The President shall be Chair, or the President may delegate the role of Chair to a nominated individual for individual meetings. In the event of the President being absent from a meeting, the meeting shall vote for a substitute Chair for that meeting.

**iii)** In the event of any situation arising not being covered by meeting regulations then the chairperson shall rule on the procedure to be adopted. Such ruling shall be subject to the approval of Corporation Board.

**iv)** In the event of the chair being in conflict or alleged to be in conflict with the item under discussion, the chair should be resigned for the duration of the item under discussion to the deputy chair.

**3.7 What is Talked About at Meetings?**

**i)** The agenda of meetings shall normally be taken in the following order:

• Welcome from the chair

• Checking the minutes of the previous meeting for accuracy

• Matters arising from the minutes of the last meeting

• Reports from the Executive Committee Officers

• Finance Report prepared by the Finance Officer

• Other matters

• Any other business

**ii)** 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:

• Checking the minutes of the previous meeting for accuracy

• Matters arising from the minutes of the last meeting

• Reports from the Executive Committee

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

**iv)** Any debates shall be run as follows:

• the proposer of the debate shall make a speech

• any changes to the debate will be raised according to clause 3.8 of these regulations

• the chair will invite a speech against the debate

• the chair shall balance the number of speeches for and against the debate

• the chair shall invite any questions and statements relating to the debate

• the proposer of the debate shall have the right to sum up

• the vote shall be taken.

**3.8 Changes to the Debate Shall Be Run as Follows:**

**i)** Any changes to the debate will be raised after the proposer has spoken

**ii)** The chair shall invite and take a speech against the changes

**iii)** the chair shall attempt to balance the number of speeches for and against the changes

**iv)** The chair shall leave time for questions and statements before the vote

**v)** When all changes have been voted upon, the main debate shall be discussed and voted upon.

**3.9 General Debate Rules**

**i)** Every debate shall have a proposer and a seconder.

**ii)** Any motion may only be withdrawn with the consent of the meeting.

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

**iv)** 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.

schedule 4

# Job Descriptions

# President

**Roles and Responsibilities:** The President will act as the face of the Student Union and will chair the Executive committee. You may be required to talk at events, lead meetings, represent students across the group, and work with college working and management groups. The President will invited to become a Student Governor and sit on the Board of Governors.

**Who will this Officer be responsible for:** The President will supervise the Finance Officer, Secretary, Vice President Student Wellbeing and Safeguarding.

**Who will this Officer be responsible to:** The Governing Body, College Senior Management Team and the rest of the Executive Committee.

**Average Time Commitment per month:** 12 Hours

# Vice President

**Roles and Responsibilities:** Deputise for the President in their absence. You may be required to talk at events, lead meetings in your relevant field (Safeguarding and Wellbeing), represent students across the group and work with external organisations. You will also work closely with the Student Support Team.

**Average Time Commitment per month:** 8 Hours

# Finance Officer (students must be 18 years old to take on this post)

**Roles and Responsibilities:** You will be responsible for overseeing the Union’s budget and monitoring cashflow. In this role, you will work closely with the college Finance Manager. As part of this role, you will be required to undergo Finance training.

**Average Time Commitment per month:** 8 Hours

# Secretary

**Roles and Responsibilities:** It will be your responsibility to arrange meetings, organise the Union’s administration including meeting paperwork, and accurately record data including minutes. The secretary will be a point of contact and liaison person.

**Average Time Commitment per month:** 8 Hours

# Events Officer North

**Roles and Responsibilities:** You will organise events for the Union in Brecon and Newtown, such as election awareness events, social events and other appropriate events. You will work closely with the Events Officer South to align activities across campuses.

**Average Time Commitment per month:** 6 Hours

# Events Officer South

**Roles and Responsibilities:** You will organise events for the Union in the South Campuses, such as election awareness events, social events and other appropriate events. You will work closely with the Events Officer North to align activities across campuses.

**Average Time Commitment per month:** 6 Hours

# Marketing Officer

**Roles and Responsibilities:** You will be responsible for marketing the Student Union activities and campaigns, and raising awareness of the SU, including designing posters, posting social media messages, and keeping SU information up to date on Moodle and the website.

**Average Time Commitment per month:** 4 Hours

# Higher Education Officer

**Roles and Responsibilities:** You will represent HE students across the Group, and hold campaigns and initiatives on issues that matter to HE students.

**Average Time Commitment per month:** 4 Hours

# Sports Officer

**Roles and Responsibilities:** You will promote sport and exercise at the college, oversee the running of college sports activities, and work closely with the Senior Officer for Health and Wellbeing.

**Average Time Commitment per month:** 6 Hours

# Equality and Diversity Officer

**Roles and Responsibilities:** You will ensure students are given equal opportunities, promote equality and diversity to all students, run events and campaigns, and work closely with the Senior Diversity Officer.

**Average Time Commitment per month:** 4 Hours

# Societies Officer

**Roles and Responsibilities:** You will work with students to establish student societies, and work with the societies to ensure they are running well and are well publicised.

**Average Time Commitment per month:** 4 Hours

# Education Officer

**Roles and Responsibilities:** You will work with the Senior Student Involvement Officer and the Student Rep Network to make sure students have a voice on their education, and assist with education-related issues and campaigns.

**Average Time Commitment per month:** 4 Hours

# Campus Officer x7 (1 per campus)

**Roles and Responsibilities:** You will represent students on your campus and bring any campus-specific issues to the SU, working with the SU on events and campaigns that will have a positive impact on the students from your campus.

**Average Time Commitment per month:** 4 Hours

**Appendix One**

**OPTING OUT**

**1.1** Every student shall be able to relinquish their right of membership of the Union.

**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.

**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.

**1.4** A student wishing to opt out must indicate this within six weeks of the start of their course in writing to the Governance Officer.

**1.5** A student who has opted out who wishes to become a member of the Union shall notify the Governance Officer in writing. The Governance Officer shall then inform the President. If the application falls within twenty 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.

**Appendix Two**

**DISCIPLINARY PROCEDURE**

**2.1** Clubs, societies and members of the Union shall be expected to abide by this constitution and its schedules at all times, as well as the student code of conduct.

2.2 The Union has a zero tolerance approach to bullying, harassment, and victimisation on the grounds of the following protected characteristics: age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex/gender, and sexual orientation. Any Union Officer, or club or society member, who engages in any of these behaviours will be subject to the Union disciplinary procedure and/or the College student disciplinary procedure, as appropriate.

**2.2** The Union’s Disciplinary Procedure has authority over any premises managed by the Union, any union activities, including the activities of any Union club or society, or any misconduct which takes place outside Union premises but is connected with the Union and is likely to affect the reputation of the Union.

**2.3** If a student or club/ society is deemed to have breached the rules of the Union their conduct shall be examined by a panel of three Executive Committee members and the Assistant Principal: Students, known as the Disciplinary Committee.

**2.4** The Disciplinary Committee shall be convened within seven college days of the alleged offence occurring. The student shall be given 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. The Student shall be accompanied to the meeting by a parent, guardian or appropriate adult.

**2.5** In cases involving the misuse of Union facilities or resources or behaviour likely to cause potential danger or offence to students, staff or other persons, the student or club/ society may be suspended from the use of particular Union facilities or resources until the Disciplinary Committee has reached a decision.

**2.6** No person shall sit on the Union Disciplinary or Appeals Committees if they are a witness, potential witness, the complainant or directly connected with the student or club/ society being charged.

**2.7** The person bringing the charge or their representative shall call witnesses to give evidence as appropriate. They shall ask questions of the witnesses. The student or their representative may also ask questions of the witnesses.

**2.8** The student or their representative may call their own witnesses to give evidence and present any relevant documents to the panel. They may ask questions of the witnesses. The person bringing the charge or their representative may also ask questions of the witnesses.

**2.9** The Committee may ask questions of any witnesses, the person bringing the charge or their representative, the student or club or society or their representative.

**2.10** The Disciplinary Committee shall then deliberate on the matter and decide on the appropriate action to be taken. The committee shall base its decision on evidence presented and examined in the presence of the person bringing the charge and the student, club or society being charged. Evidence of any earlier misconduct shall not be presented until after the decision has been reached on the facts of the case, but then may be admitted and considered in deciding on any action to be taken. The ultimate sanction shall be the suspension of Union membership for a period of time.

**2.11** The Union Disciplinary Committee may refer any matter to the relevant College Disciplinary Committee.

**2.12** The Disciplinary Committee must inform the person of their right of appeal and that any appeal should be made in writing to the President within five college days.

**2.13** If the student is unhappy they may appeal to an Appeals Committee made up of three students and a member of the College Senior Management Team, all of whom are appointed by the College Senior Management Team. The student shall be notified in writing at least five college days in advance of the meeting.

**2.14** The Appeals Committee shall hear the reason for the appeal and the rationale behind the original decision. 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.

**2.15** The hearing shall normally take place in private. However the subjects of any charge may request that the hearing is held in public. A record shall be kept for use in any appeal. The decision of the disciplinary or appeals committee will be posted on a Union notice board if requested by the subject of any charge.

**2.16** The Executive Committee Officers may be removed from office by: i) a two-thirds majority vote at a quorate meeting of the Executive Committee (not including the Executive Committee Officer in question) a referendum of the members of the Union iii) a breach of the College’s Disciplinary policy on the grounds of gross misconduct resulting in exclusion form the College

**2.18** The regulations for a ballot to remove a member of the Executive Committee from office shall be determined by the Deputy Returning Officer, within the limits of this constitution.

**2.19** Any member of the Executive Committee or any other Committee who has been absent from at least three successive ordinary meetings, without submitting apologies to the Chair of the meeting, shall automatically be deemed to have resigned and no longer hold office.

**2.20** Any resignation must be in writing to the Union President. Resignations shall take effect immediately, and be reported to the Executive Committee.

**2.21** in the case of any vacancy arising a by-election shall be held in accordance with Schedule One (Election Regulations) of this constitution.

**Appendix Three**

**STUDENTS’ UNION CODE OF PRACTICE**

This Code of Practice is approved by the College in accordance with the requirements of clause 22(3) of the Education Act 1994 which requires that the College 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.

**3.1 Constitution**

**3.1.1** The Union shall have a written constitution, approved by the College and reviewed by the College at intervals of not more than five years. Any amendments to the constitution shall be approved by the College.

**3.2** Elections

**3.2.1** 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 with clause 5 and Schedule One (Election Regulations) of the Constitution.

**3.2.2** The College shall agree the appointment of an independent Returning Officer to conduct the elections and shall satisfy itself that the elections to major Union offices are fairly and properly conducted.

**3.3** Sabbatical Officers

**3.3.1** No person shall hold a sabbatical union office, or paid elected Union office, for more than two years in total.

**3.4 Membership**

**3.4.1** All registered students of the College, over the age of 16, 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 College of the opting-out procedure and of the consequences of so doing. A student opting-out of the Union shall not be unfairly disadvantaged with regard to the provision of services or otherwise, by reason of their having done so.

**3.4.2** The consequences of opting out of membership shall be:

**i)** A student may not participate in any of the democratic processes of the Union

**ii)** A student shall not hold office in any club and society of the Union

**iii)** A student will not be represented by the Union

**3.5 Finances**

**3.5.1** The financial affairs of the Union shall be properly conducted in accordance with the Union Constitution and College Financial Regulations.

**3.5.2** The annual accounts of the Union shall be made available to the College and to all students.

**3.6 Allocation of resources to clubs, societies and groups**

**3.6.1** The procedure for allocating resources to clubs, societies and groups shall be fair in accordance with the Union Constitution and shall be made available in writing to all students.

**3.7 Affiliation to External Organisations**

**3.7.1** Any decision to affiliate to an external organisation shall be published, stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation and any such notice shall be made available to all students, in accordance with the Union Constitution.

**3.7.2** The Union shall, on an annual basis, publish a list of the external organisations to which the Union is currently affiliated and details of subscriptions or similar fees paid or donations made to such organisations in the past year, which shall be made available to the College and to all students.

**3.7.3** The Executive Committee shall approve annually the list of affiliations. At least 200 members of the Union may, at intervals of not less than one year, by a signed requisition delivered to the President, call for a secret ballot of all members on the continuation of affiliation to a particular organisation in accordance with the Union Constitution.

**3.8 Freedom of Speech**

**3.8.1** The Union and its members are bound to observe the College's Policies and Procedures that relate to freedom of speech as required by section 43 of the Education (No. 2) Act of 1986.

**3.9 Complaints**

**3.9.1** 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.

**3.9.2** 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 Finance Officer.

**3.9.3** The President shall make a written reply within ten college days.

**3.9.4** If the complainant is not satisfied with the response they may appeal to the Governance Officer to the Corporation. The Governance Officer shall respond to the complainant within ten college days.

**3.9.5** If the complainant remains unsatisfied with the response provided by the Governance Officer, the College shall appoint an independent person to consider and resolve the complaint.

**3.9.6** Members who complain will also be referred to the mechanisms in this Constitution to remove officers and change the policy of the Union.