



# INTERNAL PROCEDURE



Quality

## Title: Students' Union Constitution

**POLICY HOLDER:** Students' Union President

**EXECUTIVE TEAM OWNER:** Corrienne Peasgood

**ACCESSIBILITY:** If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the Communications & PR Officer on 01603 773 169.

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**CITY  
COLLEGE  
NORWICH**

# CONTENTS

<b>Section 1: The Articles</b> .....	<b>2</b>
1. Name and status .....	2
2. Objectives (aims) .....	2
3. Powers .....	2
4. Money and property.....	2
5. Members .....	3
6. Referendums .....	3
7. Elections – Please refer to Schedule One.....	4
8. The Students’ Union Executive Committee.....	4
9. Trustees .....	4
10. Student Parliament.....	5
11. School Rep Meetings .....	6
12. Being affiliated to other organisations.....	6
13. Clubs and societies .....	6
14. Complaints procedure .....	6
15. Finance.....	6
16. Schedules.....	7
17. Minutes.....	7
18. Accounts and reports .....	7
19. Protection against liability.....	7
20. Winding up .....	7
21. Amendments to the constitution .....	7
22. Interpretation .....	7
<b>Section 2: The Schedules</b> .....	<b>8</b>
Schedule One - ELECTION REGULATIONS.....	8
Schedule Two - CLUBS AND SOCIETIES.....	13
Schedule Three - MEETING REGULATIONS.....	15
Schedule Four - FINANCE REGULATIONS.....	18
Schedule Five - JOB DESCRIPTIONS .....	21
Schedule Six – WAYS OF WORKING.....	28
<b>Section 3: The Appendices</b> .....	<b>29</b>
Appendix One - OPTING OUT.....	29
Appendix Two - DISCIPLINARY PROCEDURE .....	29
Appendix Three - STUDENT CHARTER .....	31

## Section 1: The Articles

### Constitution of City College Norwich Students' Union

We, City College Norwich Students' Union, are a students' union within the meaning of the Education Act 1994. We act as a voice for our members and are devoted to their educational interests and welfare. City College Norwich provides us with funds to help us meet our objectives as set out below.

#### 1. Name and status

- 1.1 There shall be a Students' Union of City College Norwich. The Union is an unincorporated association with exempt charitable status.
- 1.2 The Union may register itself for charitable status, with agreement from the College Corporation.

#### 2. Objectives (aims)

We aim to advance the education of students at City College Norwich for the public benefit by:

- (a) promoting the interests and welfare of students at City College Norwich during their course of study and representing, supporting and advising students;
- (b) being the recognised representative channel between students and City College Norwich and any other organisation outside City College Norwich; and
- (c) providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of our students.
- (d) These objectives 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.

#### 3. Powers

So that we can carry out our objectives, we have the power to:

- (a) provide and promote activities, services and facilities for our members;
- (b) raise funds and receive grants and donations;
- (c) trade while we are carrying out any of our objectives and carry on any other trade which is not expected to lead to taxable profits; and
- (d) do anything which is lawful to achieve our objectives.

#### 4. Money and property

- 4.1 Our money and property must only be used to help us carry out our objectives.
- 4.2 Trustees (an Executive member of Students' Union aged 18 or over) cannot receive any money or property from us except:
  - (a) their reasonable out-of-pocket expenses;
  - (b) payments made to any trustee under clause 19; and

## Section 1: The Articles

- (c) reasonable payment to a sabbatical trustee (aged 18 or over) for any services they have provided to us (including services provided under a contract of employment with us) as long as the trustee follows clause 9.13 (conflicts of interest) in relation to any decisions regarding the payment, and no more than half of the trustees receive such a payment in any financial year.

### 5. Members

5.1 Our members are:

- (a) all students aged 16 and over who are registered at City College Norwich (including apprentices) and have not opted out of membership of our union; and
- (b) our sabbatical officers.

5.2 You cannot transfer your membership to someone else. Your membership will automatically end if:

- (a) you stop being a student, or in the case of a sabbatical officer, your student status with the College is withdrawn in line with the College's processes;
- (b) you give us written notice that you do not want to be a member, in line with the schedules; or
- (c) a decision is made to remove you from membership under the Student Charter;
- (d) you die.

5.3 All members must adhere to the College's Student Charter, and apply and promote the 7 Ways of Working (Schedule 6) at all times, including when members are involved in activities or attend events that are run or organised by us, the Students' Union.

5.4 You can use our facilities and take part in our educational, social, sporting and cultural activities. You can speak and vote at our meetings, nominate other members, stand and vote in our elections, and hold office in clubs and societies.

5.5 Registered students of City College Norwich under the age of 16 shall not be members of our Union, but may take part in certain activities, as agreed by the Students' Union Executive Committee and any forum for students under the age of 16 and approved by the Student Parliament. Students under the age of 16 will not be given an NUS card or a card bearing the NUS logo.

### 6. Referendums

6.1 A referendum, in which all members will be allowed to vote, may be called on any issue by:

- (a) a majority vote of at least two thirds of the Student Parliament; or
- (b) the President (or Returning Officer) if he or she receives a petition setting out the issue and the name, course, union card number and signature of at least 200 members.
- (c) The Returning Officer shall be responsible for deciding the wording of the question on the referendum.

## Section 1: The Articles

- (d) The referendum shall be supervised by the Returning Officer. Polling stations shall be open for five working days.
- (e) The arrangements for postal voting shall be the same as those for an election, as in schedule one (Election Regulations) of this constitution.
- (f) We cannot hold another referendum about the same matter in the same academic year.

6.2 Policy set by a referendum can overturn policy set by the members at the Student Parliament.

6.3 We will hold referendums in line with the schedules.

### **7. Elections – Please refer to Schedule One.**

### **8. The Students' Union Executive Committee**

- 8.1 The Students' Union Executive Committee will include the sabbatical and non-sabbatical officers who are elected in line with clause 7.
- 8.2 The sabbatical officers will be 'major union office holders' for the purposes of Section 22 of the Education Act 1994 and will enter into a contract of employment with City College Norwich. The term of office, duties and how City College Norwich will pay each sabbatical officer will be set out in the schedules.
- 8.3 The Students' Union Executive Committee will run our union on a day-to-day basis in line with this constitution and its schedules, any relevant legislation and any decisions made by the Trustee Board, Student Parliament or by referendum.
- 8.4 The Students' Union Executive Committee will abide by the College's Student Charter, and apply and promote the 7 Ways of Working (Schedule 6).
- 8.5 The Students' Union Executive Committee will meet in line with the schedules of this constitution.
- 8.6 Executive Officers will no longer be officers if:
  - (a) they resign by giving us notice;
  - (b) they fail to go to two executive meetings in a row without sending apologies; or
  - (c) a motion of no confidence in the officer is passed by a two third majority vote of Student Parliament.
  - (d) You are no longer a member of the Union, in line with clause 5.

### **9. Trustees**

- 9.1 The trustees will be all the members of the Executive Committee who are aged 18 or over.
- 9.2 A trustee will no longer be a trustee if:
  - (a) they are a sabbatical trustee and they stop being an employee of City College Norwich;
  - (b) they resign by giving notice;

## Section 1: The Articles

- (c) they fail to attend two trustee meetings in a row without sending apologies and the trustees decide that they should be removed for this reason; or
  - (d) a motion of no confidence in the trustee is passed by a two third majority vote of Student Parliament.
  - (e) you are no longer a member of the Union, in line with clause 5.
- 9.3 If a trustee resigns, or is removed from office, a new trustee will be appointed in line with Schedule One.

### Powers of the trustees

- 9.4 The trustees are responsible for overseeing the way our Union is managed, including our budget, strategy and governance.
- 9.5 The trustees can override any decision or policy made by a referendum, by the Student Parliament or by the Students' Union Executive Committee which is against the law.
- 9.6 The trustees must hold at least three meetings each year.
- 9.7 Two trustees can call a meeting of the trustees. At least seven days' notice will normally be given for a trustees' meeting. Shorter notice can be given if all the trustees agree or if a meeting needs to be held urgently and so it is not possible to give seven days' notice.
- 9.8 Trustee Board meetings shall only take place if there are over 50% of eligible members present or at least three trustees, whichever is greater.
- 9.9 The President will be the chairperson of the trustees (providing they are over the age of 18). If he or she is not available (or not over the age of 18) the trustees at the meeting will appoint another trustee to act as chairperson.
- 9.10 The trustees will make decisions by a majority vote. If there is an equal number of votes on an issue, the chairperson will have a casting vote on top of any other vote they may have.
- 9.11 A trustees' meeting may be held by phone or by any other electronic or virtual means agreed by the trustees.

### Conflicts of interest

- 9.12 Whenever a matter is to be discussed at a meeting or decided and a trustee has a conflict of interest, they must tell the other trustees about the interest. They will have to leave the meeting while the matter is being discussed and will not be able to vote on the matter.

## **10. Student Parliament**

10.1 Student Parliament is responsible for:

- (a) helping the Students' Union Executive Committee carry out their work and holding them accountable;
- (b) setting Students' Union policy (which can be overturned by referendum);

## Section 1: The Articles

(c) making and amending the schedules jointly with the trustees in line with clause 16; and

(d) acting as a consultation forum for raising matters with City College Norwich.

10.2 The membership and procedures of the Student Parliament will be set out in the schedules.

### **11. School Rep Meetings**

11.1 A meeting of course representatives shall be held in each school of the College, at least three times a year, normally in the two-week period before Student Parliament.

11.2 The meeting will be convened in conjunction with each Head of School.

11.3 The meeting shall be a forum for course representatives to bring up issues concerning their education.

11.4 The meeting may also elect students responsible for arranging social and educational events for students in that school.

11.5 The first meeting of the year will elect two representatives for Student Parliament, who shall be known as the school representatives.

### **12. Being affiliated to other organisations**

12.1 Any proposal to affiliate to another organisation must be approved by the members at Student Parliament or by a referendum.

12.2 We will tell City College Norwich about all new links to other organisations, including the name of the organisation and the fee to be paid.

12.3 We will include details of all links to other organisations, including the names of the organisations and each fee paid, in our annual report. Our annual report is available to all our members and to City College Norwich.

12.4 If our members want to object to a current link to any particular organisation, they must present a petition, signed by at least 200 members, to the President. We will call a referendum on the issue and hold it in line with the schedules. We cannot hold another referendum about the same matter in the same academic year.

### **13. Clubs and societies**

Clubs and societies may be recognised by Student Parliament as long as they meet the requirements set out in the schedules and are in line with our objectives.

### **14. Complaints procedure**

If we receive any complaints about an individual officer, the Students' Union Executive Committee or any member of Student Parliament, these will be dealt with under the College's complaints and/or disciplinary procedure.

### **15. Finance**

We will receive appropriate funds from City College Norwich to allow us to carry out our objectives. We will decide how to use this funding at the last meeting of our financial year (1st August to 31st July) when we present spending estimates for the coming academic year.

## Section 1: The Articles

### **16. Schedules**

The trustees and Student Parliament will jointly make or amend schedules relating to how we run our union, as long as these schedules are consistent with this constitution.

### **17. Minutes**

The trustees will keep minutes of every meeting and all resolutions of the members and the trustees. These will be made available to all members.

### **18. Accounts and reports**

The trustees will keep to the Education Act 1994 in relation to keeping financial records and auditing or examining accounts.

### **19. Protection against liability**

Every trustee will be, and every other officer or auditor of our union may be, covered against any liability they face in defending any proceedings, whether civil or criminal, in which judgment is given in their favour or in which they are acquitted, or in connection with any application in which the court finds they have not been negligent, not failed to carry out their duties or not broken trust in relation to our work, and against all costs, charges, losses, expenses or liabilities they face in carrying out their duties.

### **20. Winding up**

If we are wound up, any money or property remaining after all our debts have been paid will belong to and be held by City College Norwich in trust for the purposes of a Students' Union that represents the students of City College Norwich.

### **21. Amendments to the constitution**

21.1 The trustees and City College Norwich will review this constitution every five years from the date of this constitution.

21.2 The constitution can only be amended by a resolution passed at a Student Parliament meeting by at least two thirds of those present and entitled to vote, as long as the Corporation of City College Norwich approves the amendments.

### **22. Interpretation**

22.1 If anyone challenges any part of this constitution, we will ask our President to make a decision.

22.2 If the President's decision is challenged, following legal advice, we will ask Student Parliament to make a decision.

22.3 If a member of our union is not satisfied with Student Parliament's decision they may appeal to City College Norwich's Clerk to the Corporation, whose decision will be final.

## Section 2: The Schedules

### 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 will be appointed annually by Student Parliament, subject to the approval of the College Corporation. The Returning Officer will be responsible for the good conduct and administration of all Union elections and will have the sole interpretation of the election regulations. They will not be a full member of the Union. The Returning Officer can appoint assistants to support them in their duties, (who should not be members of the Union for Students' Union Executive Committee elections).

#### 1.2 When elections should happen

- i. The Returning Officer will ensure that election of the Sabbatical positions, and any vacant Students' Union Executive Committee position, takes place before the end of April each year. Once elected the members of the committee will take office from July 1st of that year and will serve for not more than 13 months without another election being called.
- ii. Elections for the Students' Union Executive Committee (non Sabbatical), will take place before November 1st. All officers must re-run for election, including those elected in any previous by-election.
- iii. The dates of elections, a copy of the election timetable and a copy of the election regulations will be posted on all student platforms at least 10 working days before the elections.
- iv. The elections will last no more than a total of 15 working days (5 for nomination and a minimum 5 day campaigning period and a 5 day voting period).
- v. The Returning Officer will ensure that all candidates in the election have access to campaign training by the end of the second day of campaigning.

#### 1.3 Standing for members of the Student Union Executive

- i. The members of the Students' Union Executive Committee will be:
  - The President
  - The Deputy President
  - The Further Education Officer
  - The Higher Education Officer
  - The Youth Student Officer
  - The Mature Students Officer
  - The Environments Officer
  - The LGBT+ Officer
  - The Disabilities Officer
  - The BAME Students Officer
  - The Women's Officer
  - The Men's Welfare Officer
  - Non - Portfolio Officer
  - Non - Portfolio Officer
  - Non - Portfolio Officer

## Section 2: The Schedules

- ii. All members of the Union are eligible to stand for any of the Students' Union Executive Committee, except the Women's, Disabilities, BAME, LGBT+ and Mature Students Officer.
- iii. Reopen nominations (RON) will be a candidate in all Union elections.
- iv. Nomination forms and election packs will be available from the Returning Officer and will be available from all campus main receptions and the Students' Union office at least 5 working days before the election. The nomination form will contain the job description of each position in the election. It will also contain information on the facilities the Union will make available to each candidate.
- v. Members of the Union can stand for election upon completion of a nomination form signed by the candidate and at least one proposer and one seconder.
- vi. Nomination forms must reach the Returning Officer or a person appointed by him/her not later than 5.00pm on the final day of the declared nomination period.

### 1.4 Election for members of Student Parliament

- i. The members of the Student Parliament, (other than the members of the Executive Committee) will be:
  - Two school representatives
  - A representative from each recognised club or society
- i. Nominations will open at the start of the first meeting of the year of the school/club/society and will require a proposer and a seconder who are members of the meeting.
- ii. If more than one nomination is received a secret ballot will be held.
- iii. The election will be by First Past the Post.
- iv. The Students' Union President will act as Returning Officer for the school representative and student involvement group elections.

### 1.5 Publicity about the Students' Union Executive Committee Elections

- i. The Returning Officer will produce a list of candidates (together with the Proposer and one Secunder) which will be displayed on all available student platforms within 48 hours of the close of nominations for the Students' Union Executive.
- ii. Candidates can produce a manifesto and election material(s) to a specification to be determined by the Returning Officer, which must be handed in with the completed nomination form.
- iii. Any additional election material can be requested throughout the election, within the candidate's allocated budget (refer to item 1.7v) and to a specification to be determined by the Returning Officer.
- iv. On receipt of a valid nomination form the Returning Officer or a person appointed by him/her, will provide the candidate with an election campaign pack.
- v. The contents of the election campaign pack will be determined by the Returning Officer in conjunction with the Students' Union Executive Committee.

### 1.6 Nominations

- i. Each candidate, a Proposer and two Seconders will sign a nomination form.
- ii. Members of the Union will sign no more than one nomination paper per vacant position.
- iii. Nominations for all elections will close at 5 pm.
- iv. Any candidate can withdraw their nomination by informing the Returning Officer in writing before the start of voting.
- v. Under no circumstances will the Returning Officer, or anyone appointed to hold the nomination forms prior to the close of nominations, reveal to any person details of any nomination received.
- vi. Candidates will appear on the ballot paper in alphabetical order. The forename and surname by which the candidate is commonly known will be used. In the event of any

doubt or dispute the forename and surname as shown on their enrolment form will be used.

### **1.7 Campaigning**

- i. No campaign material will be released until nominations have been officially announced. This includes the setting up of any social network site e.g. Facebook, Twitter etc.
- ii. Candidates can only advertise:
  - a) On the displays around the College's campuses, only the Returning Officer can co-ordinate this display.
  - b) On material provided through the Returning Officer.
- iii. No publicity material can be affixed in such a way as to interfere with the publicity of another candidate. And no candidate can remove or deface the publicity of another candidate.
- iv. Candidates can not endorse others for another role other than the one they are nominated for, within a specification to be determined by the Returning Officer.
- v. No candidate can incur or initiate expenditure on any election. The Union will provide the following facilities for each candidate:
  - a) Sabbatical Officer – £50.00 of printing materials produced by the College's Printroom only.
  - b) The Executive – £20.00 of printing materials produced by the College's Printroom only.
  - c) All publicity will be purchased and provided through the Returning Officer or their nominated delegate.
- vi. No candidate will use publicity to promote a commercial activity.
- vii. Candidates cannot use any communication materials that are not sanctioned by the Returning Officer
- viii. A 'question time' session (Hustings) will be held at a time and date to be determined by the Returning Officer. Any candidate absent from question time without sending apologies to the Returning Officer in advance, will be deemed to have withdrawn from the election. The length of speeches and responses by candidates to questions will be determined by the Returning Officer who will also appoint a chair.
- ix. The Returning Officer will publicise the location and arrangements of the question times and voting stations 10 working days before voting. A list of candidates and manifestos will be published on all available student platforms 2 working days after nominations close.
- x. Candidates and their campaigners must adhere to good conduct and all seven Ways of Working throughout the entire course of the elections (see Schedule 6), from nominations through to the counting of the votes. If any candidate or their campaigners are found to be breach of this ruling, the candidate will be disqualified from the elections.

### **1.8 Voting procedures for Students' Union Executive Committee Elections**

- i. The Returning Officer will 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 will be able to vote for the positions as outlined in item 1.3(i), except to the positions of FE and HE Governors, only FE students can vote for the FE Governor and only HE students can vote for the HE Governor.
- iii. All members of the Union can vote on production of a current Union membership card or appropriate identification as decided by the Returning Officer.
- iv. Votes will be cast in person in sealed ballot boxes or through an online facility. Voting papers will 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 will be by secret ballot, by the marking of an X next to the candidate(s) who is the preference of the voter.

## Section 2: The Schedules

- vi. A postal vote will be granted to any full member of the Union who is unable to exercise their right to vote in person.
- vii. The Returning Officer will publicise the arrangements for postal voting at the time of close of nominations.
- viii. The member must inform the Returning Officer in writing, at least 4 working days before the beginning of voting, that they wish to vote by post.
- ix. Postal votes will be accepted up until the close of ballot boxes, at the end of the voting period.
- x. Student Parliament reserves the right to authorise any other method of voting.

### **1.9 Counting and declaring votes for Students' Union Executive Committee Elections**

- i. The Returning Officer will inform the candidates of the time and venue of the count. The candidate or their appointed representative can, if they so wish, attend the counting of the votes as observers only.
- ii. The Returning Officer can be assisted in the count by a number of individuals appointed by them.
- iii. Once the votes have been counted they should be kept for a period of six months in case of appeals against the result.
- iv. Results of the elections will 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 Student Parliament, the College Corporation and the College publicities.
- 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 will be suspended until the complaint has been resolved.
- vii. The ballot paper(s) will include the statement "Reopen nominations" (RON). For the purposes of counting, RON will be treated as a candidate. If the RON is elected the Returning Officer will declare the vacancy unfilled.
- viii. Counting will be by 'First Past the Post' (FPTP). To vote under FPTP, the voter simply puts a cross in the box next to the candidate's name. The candidate with the most votes in each contest is declared the winner. All other votes count for nothing.

### **1.10 Election Complaints for Student Union Executive and Parliament**

- i. Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within 48 hours of such a complaint being lodged by any full member or the candidate or their nominee.
- 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 will 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 can 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 Returning Officer on any complaint will be final, subject only to a successful appeal to the Clerk to the Corporation.

### **1.11 Vacancies for positions on the Students' Union Executive Committee**

- i. If any post on the Students' Union Executive Committee falls vacant between November and July, then a by-election will be arranged by the Returning Officer. If a vacancy occurs at any other time then Student Parliament can choose to co-opt a

## Section 2: The Schedules

student into the position. Nominations will open no later than ten working days after confirmation of the vacancy arising. All other election regulations apply.

### **1.12 Vacancies for positions on the Student Parliament**

- i If any post on the Student Parliament falls vacant, then a by-election will be arranged by the Students' Union President at the appropriate school council, club & society or student involvement group meeting.

## **Schedule Two - CLUBS AND SOCIETIES**

### **2.0 There will be clubs and societies of the Union.**

#### **2.1 Setting up a club or society**

- i. No club or society can receive funds from the Union or use Union facilities without recognition in each academic year by Student Parliament.
- ii. To be considered for recognition, the club or society will lay before Student Parliament 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 will 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 will present to the Student Activities Officer:
  - 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 objects of the club/society (which will 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 chairperson, 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 will be presented and approved;
    - h) provision for the Union statement on equal opportunities.

#### **2.2 Money for clubs and societies**

- i. The trustee board will earmark a sum in the Union budget which will be for grant aid of recognised clubs and societies.
- ii. To receive funding an eligible club/society will submit a budget proposal to the Student Activities Officer.
- iii. The trustee board will 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 will be set aside, the value of which will be determined by the trustee board.
- iv. The total allocations will be approved at the first meeting of Student Parliament of the new academic year.
- v. All clubs and societies will be given a budget number by the President. Any request for expenditure must be approved by the President and paid by cheque.

#### **2.3 Meetings of clubs and societies**

- i. The annual general meeting of each club and society will be held before the end of October 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 will be 50% plus one of the club or society membership.

## Section 2: The Schedules

- iv. The committee secretary is responsible for arranging the dates of meetings and must inform the members at least five working days in advance. Agendas should 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 Students' Union Executive Committee. In cases where the Students' Union Executive Committee do not ratify the changes, the club or society can appeal to Student Parliament.

### **2.4 Responsibilities of clubs and societies**

- i. No-one from a club or society can commit either the club or society or the Union to any expenditure without prior authorisation through the Union's budgetary control system.
- ii. The club or society will be responsible for promoting itself during induction week to encourage new membership.
- iii. All clubs and societies' committees will produce an activities report and the treasurer will submit an income/expenditure sheet to the Students' Union Executive Committee at the end of each term, following a request from the President.
- iv. The club or society will not hold its own bank account and all its finance will be administered through the Union.
- v. The club or society will hold no funds whatsoever outside the Union accounts.
- vi. The chairperson of the club/society will be responsible for the smooth running of any social events and activities and will be responsible for convening of general meetings.
- vii. The secretary will be responsible for publicising general meetings, providing agendas and taking minutes of the meetings.
- viii. The treasurer will be responsible for ensuring that all expenditure is legitimate and that it does not exceed the club or society allocation for that year. The treasurer will 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 will ensure that all income received by the club or society is paid directly into the Union accounts and that no funds received by the club/society are withheld.
- x. The treasurer will ensure that an income and expenditure account for the previous academic year is presented to the annual general meeting of the club or society and copies are sent to the President of the Union.
- xi. Failure to abide by these regulations and the Union constitution can result in suspension of the club or society by the Students' Union Executive Committee.

## Schedule Three - MEETING REGULATIONS

Meeting regulations will apply in full to all Student Parliament meetings. They will apply to all committee meetings of the Union in terms of conduct of meetings.

### 3.1 Student Parliament

- i. The business of Student Parliament will be divided into two parts:
  - a) **Union business:** to discuss all other issues of interest to members of the Union.
  - b) **College business:** to discuss any matters relating to members as students of the College associated with their education and other College issues.

### 3.2 Who can attend Student Parliament?

- i. All members of Student Parliament will be expected to attend all meetings of Student Parliament. Any member of Student Parliament who fails to attend two consecutive meetings without giving apologies to the Chair, and does not provide satisfactory reasons acceptable to Student Parliament, will be considered to have resigned.
- ii. Any full member of the Union can attend Student Parliament meetings in accordance with clause 5.4 of the articles of the constitution. 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 will then take a vote on whether the individual/s can attend.
- iii. Up to four nominated College Officers.

### 3.3 Who can speak at Student Parliament?

- i. Any full member of Student Parliament can speak at Student Parliament.
- ii. Any full member of the Union can attend Student Parliament and speak with the permission of the meeting. Nominated College staff can attend and speak at the College 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 can attend and speak as a guest, if invited to do so by either Student Parliament or the Students' Union Executive Committee.
- iii. Any member wishing to speak must raise their hand. The Chair of the meeting will decide the order of speaking.
- iv. Nominated College Officer, except in cases where a vote of no confidence in the College or a College Officer is being considered.

### 3.4 Who can vote at Student Parliament?

- i. Only members of Student Parliament who are present at the meeting can vote.
- ii. The Chair of Student Parliament cannot vote unless the vote is tied, in which case they can have the casting vote.

### 3.5 How to get things done

- i. All items for debate will be submitted to the President five working days before the meeting. Proposals for amendments to the constitution and schedules must be submitted five working days before the start of the meeting.
- ii. All debates will require the signatures of at least two full Union members. These will be known as the Proposer and the Seconder(s).
- iii. The President will be responsible for publication of details of all Student Parliament

meetings ten working days before the meeting on Union notice boards and in available Union publications.

- iv. Proposals of changes to debates can be submitted by any full member of the Union. The changes require the signatures of at least two members and will be submitted to the President two working days before the start of the meeting.

### **3.6 Who runs the meeting?**

- i. The President will be responsible for the agenda and publicising the meeting.
- ii. The President will take the chair of the first meeting of the academic year. There will be an election for a chairperson and a deputy chairperson at this meeting.
- iii. In the event of any situation arising not being covered by meeting regulations then the chairperson will rule on the procedure to be adopted. Such ruling will be subject to the approval of Student Parliament.
- 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 will normally be taken in the following order:
  - Union business:
    - Checking the minutes of the previous meeting for accuracy
    - Matters arising from the minutes of the last meeting
    - Reports from the Students' Union Executive Committee
    - Reports from the trustee board
    - Other reports
    - Executive question time
    - Debates
    - Discussion groups
    - Elections to other bodies and the Corporation
    - Report from Student Involvement Groups
    - Any other business
  - b) College business:
    - 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 senior management team
    - Management question time
    - Education issues
- 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 Students' Union Executive Committee
  - Reports from the trustee board
- iii. Any member can request that any item be discussed in full, provided that notice is given in advance of the meeting.
- iv. All debates will be run as follows:
  - The Proposer of the debate will 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 will balance the number of speeches for and against the debate

## Section 2: The Schedules

- The Chair will invite any questions and statements relating to the debate
- The Proposer of the debate will have the right to sum up
- The vote will be taken

### 3.8 Changes to the debate

Changes to the debate will be run as follows: -

- Any changes to the debate will be raised after the Proposer has spoken
- The Chair will invite and take a speech against the changes
- The Chair will attempt to balance the number of speeches for and against the changes
- The Chair will leave time for questions and statements before the vote
- When all changes have been voted upon, the main debate will be discussed and voted upon

### 3.9 General rules

- i. Every debate will have a Proposer and a Seconder.
- ii. Any motion can only be withdrawn with the consent of the meeting.
- iii. Debates will require a simple majority to be decided except where otherwise specified in the constitution.
- iv. Emergency debates can 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 Four - FINANCE REGULATIONS

**4.1** All Union expense over £50 must be ratified by the Trustees of the charity before incurring cost. This must be recorded in the minutes of the trustee board and given an appropriate code for the Trustee Board. All payments from the Student Union will be cross referenced against the Student Union code and a Union budget heading from the annual budget.

### **4.2 Bank Accounts/College Budget Areas**

- i. There will be a bank account held in the name of the Union. There will be four signatories to the account/budget area:
  - the President
  - the Deputy President
  - a College nominee
  - the Union administrator
- ii. Cheques/payment request forms will be signed by either the President or the Deputy President, **and** either the Union administrator or a College nominee.
- iii. In the case of either the President or the Deputy President not being over 18, the Students' Union Executive Committee will elect new signatories from amongst the members of the trustee board.
- iv. The collection of all money due to the Union will be the responsibility of the President, under the supervision of the trustee board, which will be notified promptly of all money due to or owed by the Union.
- v. Accounts and expenditure should be accessible to members of the Union and to the College.

### **4.3 Limits on payments**

- i. All expenditure over £50 will be approved by the trustee board, except if previously agreed in the budget. Any expenditure over £500 should be approved by Student Parliament.
- ii. The President (or, if under the age of 18, a member of the trustee board elected by the executive committee) will have the power to authorize expenditure on activities, goods or services up to £50 provided that such expenditure is ratified subsequently by the trustee board.
- iii. The President (or, if under the age of 18, a member of the trustee board elected by the Students' Union Executive Committee) will be responsible for the operation of the petty cash account and will present a record of transactions once a month to the trustee board. All petty cash payments must be counter signed by the Student Union Administrator.
- iv. All invoices for sums over £50 must be approved by the trustees before they can be paid.

### **4.4 Contracts**

- i. No financial agreement (e.g. a leasing contract) can be entered into which involves a financial commitment beyond the term of office of the Students' Union Executive Committee and/or exceeds a total value of £500 unless authority is given by Student Parliament.
- ii. Contracts over £5,000 will be referred for decision to the Corporation.
- iii. All contracts will have two signatories. Contracts will normally be signed by the President and the Deputy President.
- iv. Any contracts exceeding a value of £500 will be signed by either the President or the finance **and** either the Union administrator or a College nominee.
- v. No contract should be signed without the approval by the trustee board.

#### **4.5 Budgets and financial statements**

- i. Budgets will be drawn up for all areas of proposed expenditure in conjunction with the elected Students' Union Executive Committee in March. These areas will be determined by the trustee board, before final approval by Student Parliament. The areas of proposed expenditure will include:-
  - Representation
  - Welfare
  - Student Activities – Entertainments
  - Student Activities - Other Clubs & Societies Communications & Media
- ii. The President, under the direction of the trustee board, will provide Student Parliament and the Corporation with a financial statement once a term.

#### **4.6 Loan agreements**

- i. No loan agreement can be entered into which involves a financial commitment beyond the term of office of the Students' Union Executive Committee and/or exceeds a total value of £500 unless authority is given by Student Parliament.
- ii. All loan agreements will have two signatories. Loan agreements will normally be signed by the President and the Deputy President. Any loan agreement exceeding a value of £500 will be signed by either the President or **and** either the Union administrator or a College nominee.
- iii. No loan agreement should be signed without the approval of both the trustee board and the Corporation.

#### **4.7 Security and insurance**

- i. The Union will be responsible for maintaining proper security at all times for all stock, stores, furniture, equipment, cash etc, under its control.
- ii. The trustee board will inform the Students' Union Executive Committee in any case where security is thought to be defective or where it is considered that special security arrangements can be needed.
- iii. The trustee board will be responsible for ensuring that proper insurance cover is undertaken, including fire risks, theft, damage and loss etc. of property and employers' liability.

#### **4.8 Events**

- i. All events undertaken or provided by the Union must be costed and budgets prepared.
- ii. Annually, the Entertainments Officer, in consultation with the President and the Deputy President and under the direction of trustee board, will draw up a proposed entertainments budget, subject to ratification by Student Parliament. This will form the basis of all entertainments expenditure.
- iii. Records of all expenditure for events will be kept. The President will advise the trustee board when the limits laid down in the budget set are likely to be exceeded. The Entertainments Officer is responsible, under the direction of the trustee board, for ensuring that agreed budgets are not exceeded, unless the necessary approval has been given before the proposed expenditure.

#### **4.9 Expenses to Union members**

- i. Any member of the Students' Union can receive expenses for costs incurred whilst on Union business.
- ii. Any costs incurred for childcare whilst a member of the Students' Union is on Union business inside or outside the College will be met by the Union.

## Section 2: The Schedules

- iii. Expenses must be authorised by a member of the trustee board, who will not be the person claiming the expense.
- iv. A list of expenses that members can claim whilst on Union business will be decided by Students' Union Executive Committee at the beginning of the year.

### **4.10 Petty cash**

- i. The petty cash limit will be £50.00. The President, under the direction of the trustee board, will ensure that petty cash stays at or below this limit and that a record is kept of all advances and expenditure.

### **4.11 Donations**

- i. The Union will not make donations or affiliations to any organisation outside the aims and objectives of the Union. The Union can allow for its facilities to be used for special events which raise money for a specific charity or cause. Only the net profit from such events can be passed to the charity.

- 4.12** Any member of the Students' Union Executive Committee under the age of 18 will not sign any contract or financial agreement, authorise any expenditure, take responsibility for any budget, sign cheques or make any financial decisions.

## **Schedule Five - JOB DESCRIPTIONS**

### **5.1 The PRESIDENT, Who will be a member of the Students' Union Executive Committee and will be responsible for the co-ordination of the activities of the Union's Officers, delegating duties when appropriate, will:**

- i. Be the chief accounting officer for the Union and will ensure that the annual accounts are prepared and will be responsible for their presentation at the appropriate committees.
- ii. Be the Chief Learner Advocate.
- iii. Be the prime representative of the Union and seek to involve as many students in the Union as possible and will take a leadership role in the promotion of the interests of Union Members.
- iv. Attend the Colleges' Corporation Board meetings and other relevant College Committee meetings and upon approval of the Board, will be a Student Governor.
- v. Lead the Unions delegations to NUS annual conference, regional conferences and any area conference and report back to Student Parliament on these events.
- vi. Be the chief signatory to Union accounts if over the age of 18.
- vii. Be responsible in maintaining communication between the Union and the College and will act as the Union's prime representative when liaising with the College regarding matters affecting students.
- viii. Meet with the Returning Officer and ensure that elections happen in accordance with the Union Constitution.
- ix. Inform Student Parliament of any resignations made by Officers of the Union.
- x. Be the Chairperson of the Students' Union Executive Committee meetings.
- xi. Ensure that training takes place for the Union's Executive Officers following their election.
- xii. Maintain all legal documentation relating to the Union, including the Constitution, instrument and articles of government, the Union Code of Conduct (Student Charter) and all Legal Advice.
- xiii. Ensure that all Officers of the Union compile a written or give an oral report to the Student Parliament.
- xiv. Co-ordinate the production of the Union Annual Report which is presented to Student Parliament for approval. Upon approval this should be submitted to the College Corporation Board by the outgoing President.
- xv. Be a member of the Student Parliament and ensure that all decisions made are acted upon.
- xvi. Be responsible for the Staffing of the Union and any discipline issues.
- xvii. Be the public spokesperson of the Students' Union.
- xviii. Ensure student representation in student disciplinary and academic appeals and will be responsible for their appointment.
- xix. Act reasonably and prudently, in accordance with the Constitution in all matter in the best interests of the Union.
- xx. Be responsible for paying Union bills promptly and for sending out relevant invoices for money owed to the Union.
- xxi. Assist in the elections of Student Parliament.
- xxii. Will act as Norfolk Can Inspire Leader, in conjunction with the Deputy President and will be responsible for logging volunteering hours for the executive team.

### **5.2 The DEPUTY PRESIDENT, who will be a member of the Students' Union Executive Committee, will, under the direction of the trustee board:**

- i. Regulate expenditure of the Union in such a way as to maximise Union activities.
- ii. In conjunction with Students' Union Executive Committee, co-ordinate clubs and societies.

## Section 2: The Schedules

- iii. Be responsible for petty cash, and present a record of petty cash transactions to each Students' Union Executive Committee meeting.
- iv. Present relevant reports to the Students' Union Executive Committee.
- v. Be a signatory to the Union account, if over the age 18.
- vi. In conjunction with the President, ensure that all financial transactions are legitimate, and the necessary paper work and receipts are kept for all transactions.
- vii. Allocate grants to clubs and societies and monitor their expenditure.
- viii. Provide guidelines to all budget holders on financial control and planning.
- ix. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- x. Be a member of Student Parliament, and present relevant reports.
- xi. Produce a student newspaper and maintain the Unions internet presence.
- xii. Attend Health & Safety Committee on behalf of the Student Union.
- xiii. Arrange a Freshers' fair at the beginning of the academic year and a refresher's fair in January.
- xiv. Facilitate an events committee, organising Union events.
- xv. Will be responsible for finding students who will act as "panel members" in relation to appeals on the Academic, or Disciplinary procedures.
- xvi. In conjunction with the Further Education Officer and the Higher Education Officer be responsible for dealing with higher education students' and further education students' concerns, aspirations and problems in relation to their courses.
- xvii. In conjunction with the President arrange training for course representatives in conjunction with the President and NUS.
- xviii. In conjunction with the President meet with departmental heads to develop and maintain a system for the election of course reps.
- xix. Act reasonably and prudently in all matters, and in the best interests of the Union.
- xxii. Will act as a Norfolk Can Inspire Leader, in conjunction with the President and will be responsible for logging volunteering hours for the executive team.

### **5.3 The FURTHER EDUCATION OFFICER, Who will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union, if over the age of 18; will:**

- i. In conjunction with the President and Deputy President be responsible for dealing with further education students' concerns, aspirations and problems in relation to their courses.
- ii. Liaise with the Further Education Governor on the College's Corporation Board, on any matter arising which relate Further Education in the College.
- iii. Liaise with the welfare officers on the development of the Union's welfare strategy within the College.
- iv. In conjunction with the Deputy President welfare and the welfare officers meet with the College for the purposes of monitoring and review of the student charter, complaints, equal opportunities and disciplinary procedures.
- v. In conjunction with the Deputy President maintain contact with course representatives over the year and represent their views and concerns to the College through the academic board and other appropriate forums.
- vi. Be a member of the academic board and any other relevant bodies established by the College.
- vii. Present relevant reports to the Students' Union Executive Committee and give weekly updates to the Deputy President.
- viii. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- ix. Be a member of Student Parliament, and present relevant reports.
- x. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.
- xi. Establish a number of projects relating to the Further Education students' education, welfare and social needs at the beginning of the year, as agreed by the Students'

- Union Executive Committee.
- xii. Co-ordinate and oversee campaigns initiated by or partnered with the Students' Union.

**5.4 The HIGHER EDUCATION OFFICER, who will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union, if over the age of 18; will:**

- i. In conjunction with the President and Deputy President be responsible for dealing with higher education students' concerns, aspirations and problems in relation to their courses.
- ii. Liaise with the Higher Education Governor of the College's Corporation Board, on any matters arising which relate Further Education in the College.
- iii. Liaise with the welfare officers on the development of the Union's welfare strategy within the College.
- iv. In conjunction with the welfare officers meet with the College for the purposes of monitoring and review of the student charter, complaints, equal opportunities and disciplinary procedures.
- v. meet with departmental heads to develop and maintain a system for the election of course reps.
- vi. Maintain contact with course representatives over the year and represent their views and concerns to the College through the academic board and other appropriate forums.
- vii. Be a member of the academic board and any other relevant bodies established by the College.
- viii. Present relevant reports to the Students' Union Executive Committee and produce weekly updates to the Deputy President.
- ix. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- x. Be a member of Student Parliament, and present relevant reports.
- xi. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.
- xii. Establish a number of projects relating to the Higher Education students' education, welfare and social needs at the beginning of the year, as agreed by the Students' Union Executive Committee.
- xiii. Co-ordinate and oversee campaigns initiated by or partnered with the Students' Union.

**5.5 The YOUTH STUDENT OFFICER, who will be a member of the Students' Union Executive Committee and will:**

- i. In conjunction with the Deputy President be responsible for dealing with students' concerns, aspirations and problems in relation to their courses in the 14-16 department of the College.
- ii. In conjunction with the Further Education Officer coordinate the class representatives in the 14-16 department.
- iii. Be a member of the 14-16 Student Council.
- iv. In conjunction with the welfare officers meet with the College for the purposes of monitoring and review of the student charter, complaints, equal opportunities and disciplinary procedures.
- v. Maintain contact with course representatives over the year and represent their views and concerns to the College through the Students Union Students' Union Executive Committee and the 14-16 coordinator of the College.
- vi. Present relevant reports to the Students' Union Executive Committee and give weekly updates to the Deputy President.
- vii. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.

## Section 2: The Schedules

- viii. Be a member of Student Parliament, and present relevant reports.
- ix. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.
- x. Establish a number of projects relating to 14-16 students' education, welfare and social needs at the beginning of the year, as agreed by the Students' Union Executive Committee.
- xi. Co-ordinate and oversee campaigns initiated by or partnered with the Students' Union.

### **5.6 The MATURE STUDENTS' OFFICER, who will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union:**

- i. Be a student over the age of 19 at the start of the election.
- ii. Be responsible for organising a mature students' society and encouraging mature students to participate within it.
- iii. Liaise with the FE and HE Officers on matters arising concerning mature students.
- iv. Liaise with the banks and other financial institutions about the money problems which mature students encounter and seek possible solutions.
- v. Present relevant reports to the Students' Union Executive Committee.
- vi. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- vii. Be a member of Student Parliament, and present relevant reports.
- viii. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.
- ix. Establish a number of projects relating to the mature students' education, welfare and social needs at the beginning of the year, as agreed by the Students' Union Executive Committee.
- x. Co-ordinate and oversee campaigns initiated by or partnered with the Students' Union.

### **5.7 The ENVIRONMENTS OFFICER, who will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union, if over the age of 18; will:**

- i. Co-ordinate and oversee campaigns initiated by or partnered with the Students' Union.
- ii. Attend relevant conferences on behalf of the Students' Union.
- iii. Be responsible for organising an environmental group within the College and encouraging all students to participate within it.
- iv. Provide an environmental perspective on issues that affect students in the College.
- v. Establish and maintain contact with environmental groups in other Student Unions across the country and locally based environmental pressure groups.
- vi. Attend relevant conferences on behalf of the Students' Union.
- vii. Establish a number of projects and campaigns relating to environmental interests at the beginning of the year, including Fair Trade, as agreed by the Student Union executive.
- viii. Present relevant reports to the Students' Union Executive Committee.
- ix. Carry out duties as laid down by the Students' Union Executive Committee and Student Parliament.
- x. Be a member of Student Parliament and present relevant reports.
- xi. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

### **5.8 The LGBT+ STUDENTS' OFFICER, who will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union, if over the age of 18; will:**

## Section 2: The Schedules

- i. Will consider themselves to be either Lesbian, Gay, Bisexual or Trans (LGBT).
- ii. Ensure that the views and opinions of all sections of the diverse community of City College Norwich are reflected throughout the whole of the Students' Union's work, with particular focus on LGBT affairs.
- iii. Provide LGBT students with perspective on all matters concerning the Students' Union and the College, and ensure there is a regular forum where LGBT students can meet.
- iv. Liaise with the NUS LGBT Students campaign.
- v. Establish and maintain contact with, and provide information from, groups and organisations which work on LGBT issues.
- vi. Promote the positive involvement of LGBT students in all areas of the Students' Union's activities.
- vii. Monitor City College's provision for LGBT students and bring failings in this provision to the attention of the Students' Union and the College.
- viii. Present relevant reports to the Students' Union Executive Committee.
- ix. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- x. Be a member of Student Parliament, and present relevant reports.
- xi. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.
- xii. Establish a number of projects relating to LGBT students' education, welfare and social needs at the beginning of the year, as agreed by the Students' Union Executive Committee.
- xiii. Co-ordinate and oversee campaigns initiated by or partnered with the Students' Union.

### **5.9 The DISABILITIES OFFICER, who will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union, if over the age of 18; will:**

- i. Consider themselves to have a disability.
- ii. Ensure that the views and opinions of all sections of the diverse community of City College Norwich are reflected throughout the whole of the Students' Union's work, with particular focus on disabled affairs.
- iii. Liaise with the NUS Disabled Students campaign.
- iv. Establish and maintain contact with, and provide information from, groups and organisations which work on disability issues.
- v. Promote the positive involvement of disabled students in all areas of the Students' Union's activities.
- vi. Monitor City College's provision for disabled students and bring failings in this provision to the attention of the Students' Union and the College.
- vii. Provide disabled students with perspective on all matters concerning the Students' Union and the College, and ensure there is a regular forum where disabled students can meet.
- viii. Monitor City College Norwich's provision for Disabled Students, and bring failings in this provision to the attention of the Students' Union and the College.
- ix. Present relevant reports to the Students' Union Executive Committee.
- x. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- xi. Be a member of Student Parliament, and present relevant reports.
- xii. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.
- xiii. Establish a number of projects relating to disabled students' education, welfare and social needs at the beginning of the year, as agreed by the Students' Union Executive Committee.
- xiv. Co-ordinate and oversee campaigns initiated by or partnered with the Students' Union.

**5.10 The BLACK, ASIAN AND MINORITY ETHNIC STUDENTS' OFFICER, who will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union, if over the age of 18; will:**

- i. Consider themselves to be of a Black, Asian or Minority Ethnic (BAME) background.
- ii. Ensure that the views and opinions of all sections of the diverse community of City College Norwich are reflected throughout the whole of the Students' Union's work, with particular focus on BAME affairs.
- iii. Provide BAME students with perspective on all matters concerning the Students' Union and the College, and ensure there is a regular forum where BAME students can meet.
- iv. Establish and maintain contact with, and provide information from, groups and organisations which work on BAME issues.
- v. Monitor City College's provision for BAME students and bring failings in this provision to the attention of the Students' Union and the College.
- vi. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- vii. Be a member of Student Parliament, and present relevant reports.
- viii. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.
- ix. Establish a number of projects relating to BAME students' education, welfare and social needs at the beginning of the year, as agreed by the Students' Union Executive Committee.
- x. Co-ordinate and oversee campaigns initiated by or partnered with the Students' Union.
- xi. Co-ordinate any Clubs and Societies requested by Union members.

**5.11 The WOMEN'S OFFICER, who will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union, if over the age of 18; will:**

- i. Any Female student who is a full member of the Union can stand for election.
- ii. Establish and maintain contact with and provide information from groups and organisations which work on women's welfare issues, as well maintain and order stocks of relevant information as required.
- iii. When necessary, refer students to the College counsellors or other relevant organisations.
- iv. Attend any relevant training/briefing days for the Union Welfare Officers.
- v. Campaign on, and raise awareness of, women's welfare issues as agreed by the Students' Union Executive Committee.
- vi. Promote the positive involvement of women in all areas of the Students' Union's activities.
- vii. Present relevant reports to the Students' Union Executive Committee.
- viii. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- ix. Be a member of Student Parliament, and present relevant reports.
- x. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.
- xi. Establish a number of projects relating to female students' education, welfare and social needs at the beginning of the year, as agreed by the Students' Union Executive Committee.
- xii. Co-ordinate and oversee campaigns initiated by or partnered with the Students' Union.

**5.12 The MEN'S WELFARE OFFICER, who will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union, if over the**

**age of 18; will:**

- i. Any Male student who is a full member of the Union can stand for election.
- ii. Establish and maintain contact with and provide information from groups and organisations which work on men's welfare issues, as well maintain and order stocks of relevant information as required.
- iii. When necessary, refer students to the College counsellors or other relevant organisations.
- iv. Attend any relevant training/ briefing days for the Union Welfare Officers.
- v. Campaign on, and raise awareness of, men's welfare issues as agreed by the Students' Union Executive Committee.
- vi. Promote the positive involvement of men in all areas of the Students' Union's activities.
- vii. Present relevant reports to the Students' Union Executive Committee.
- viii. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- ix. Be a member of Student Parliament, and present relevant reports.
- x. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.
- xi. Establish a number of projects relating to the male students' education, welfare and social needs at the beginning of the year, as agreed by the Students' Union Executive Committee.
- xii. Co-ordinate and oversee campaigns initiated by or partnered with the Students' Union.

**5.13 The NON – PORTFOLIO OFFICER (THREE POSITIONS)**

- i. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.
- ii. Co-ordinate and oversee campaigns initiated by or partnered with the Students' Union.
- iii. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- iv. Be a member of Student Parliament, and present relevant reports.
- v. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.
- vi. Establish a number of projects relating to students' education, welfare and social needs at the beginning of the year, as agreed by the Students' Union Executive Committee.

**5.14 The SCHOOL REPRESENTATIVES, who will be members of the student parliament, will:**

- i. Ensure that the views and the opinions of students within their facility are reflected in the student parliament and subsequently in the Learner Report.
- ii. Provide students within their school with feedback on policy & initiatives from the College and the Students Union.
- iii. To co-operate with the Student Union President, Education Officer and Head of School to organise at least four course rep meetings over the year.
- iv. To attend and feedback from the school representative meeting to course reps and the student parliament.
- v. To attend faculty board.
- vi. To co-operate with the Deputy President, Student Activities Officer and Entertainments Officer in the arranging of social events specifically for their school.

## **Schedule Six – WAYS OF WORKING**

Open and Informative

Respectful and Fair

Creative and Positive

Collaborative and Inclusive

Consistent and Responsible

Exemplary and Tenacious

Aspirational and Entrepreneurial

## **Section 3: The Appendices**

### **Appendix One - OPTING OUT**

- 1.1 Every student will be able to relinquish their right of membership of the Union.
- 1.2 A student who opts out of the Union will 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 will 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 Clerk to the Corporation.
- 1.5 A student who has opted out who wishes to become a member of the Union will notify the clerk in writing. The clerk will then inform the President. If the application falls within twenty working 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 will be expected to abide by this constitution and its schedules at all times, as well as the Union's equal opportunities policy.
- 2.2 The Union's disciplinary policy 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 or society is deemed to have breached the rules of the Union their conduct will be examined by a panel of three Students' Union Executive Committee members known as the disciplinary committee.
- 2.4 The disciplinary committee will be convened within seven working days of the alleged offence occurring. The student will 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.
- 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 or society can be suspended from the use of particular Union facilities or resources until the disciplinary committee has reached a decision.
- 2.6 No person will 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 or society being charged.
- 2.7 The person bringing the charge or his/her representative will call witnesses to give evidence as appropriate. They will ask questions of the witnesses. The student or his/her representative can also ask questions of the witnesses.

### Section 3: The Appendices

- 2.8 The student or his/her representative can call their own witnesses to give evidence and present any relevant documents to the panel. They can ask questions of the witnesses. The person bringing the charge or his/her representative can also ask questions of the witnesses.
- 2.9 The committee can 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 will then deliberate on the matter and decide on the appropriate action to be taken. The committee will 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 will not be presented until after the decision has been reached on the facts of the case, but then can be admitted and considered in deciding on any punishment. The ultimate sanction will be the suspension of Union membership for a period of time.
- 2.11 The Union disciplinary committee can refer any matter to the 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 chair of Student Parliament within five working days.
- 2.13 If the student is unhappy they can appeal to an appeals committee made up of three students appointed by the Student Parliament. The student will be notified in writing at least five working days in advance of the meeting.
- 2.14 The appeals committee will hear the reason for the appeal and the rationale behind the original decision. They will also hear any new evidence that has emerged since the disciplinary meeting. The matter will be put to the vote and the decision will be final.
- 2.15 The hearing will normally take place in private. However the subjects of any charge can request that the hearing is held in public. A record will 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 Students' Union Executive Committee officers can be removed from office by:
- i. a two-thirds majority vote at a quorate meeting of Student Parliament
  - ii. a referendum of the members of the Union
  - iii. a breach of the College disciplinary regulations on the grounds of gross misconduct resulting in exclusion from the College
- 2.17 The regulations for a ballot to remove a member of the executive from office will be determined by the Returning Officer, within the limits of this constitution.
- 2.18 Representatives elected from school representatives meetings, student involvement Groups and Clubs & Societies can be removed from office by:
- i. a two-thirds majority vote at a quorate meeting of Student Parliament
  - ii. a two-thirds majority vote a quorate meeting of they were elected from
  - iii. a breach of the College disciplinary regulations on the grounds of gross
  - iv. misconduct resulting in exclusion from the College
- 2.19 The regulations for a ballot to remove a member of student parliament will be determined by the Students' Union President, within the limits of this constitution.
- 2.20 Students can have the right of appeal through the College's Complaints Procedure.

## Section 3: The Appendices

- 2.21 Any member of the Student Parliament or any other committee who has been absent from at least two successive ordinary meetings, without submitting apologies to the chair of the meeting, will automatically be deemed to no longer hold office.
- 2.22 Any resignation must be in writing to the chair of Student Parliament. Resignations will take effect immediately, and be reported to the Student Parliament.
- 2.23 In the case of any vacancy arising a by-election will be held in accordance with Schedule One (Election Regulations) of this constitution.

## Appendix Three - STUDENT CHARTER

This Student Charter is approved by the corporation in accordance with the requirements of clause 22(3) of the Education Act 1994 which requires that the corporation will 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 Student Charter should be read in conjunction with the constitution, schedules and appendices.

### 3.1 Constitution

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

### 3.2 Elections

- 3.2.1. Appointment to major Union offices will 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 corporation will agree the appointment of an independent Returning Officer to conduct the elections and will satisfy itself that the elections to major Union offices are fairly and properly conducted.

### 3.3 Sabbatical Officers

- 3.3.1. No person will hold 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, will 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 will 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 will 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 will be:
  - i. a student cannot participate in any of the democratic processes of the Union
  - ii. a student will not hold office in any club and society of the Union
  - iii. a student will not be represented by the Union

### 3.5 Finances

## Section 3: The Appendices

- 3.5.1. The financial affairs of the Union will be properly conducted in accordance with clause 10 and Schedule Four (Financial Regulations) of the constitution and include appropriate arrangements for the approval of the Union's budget and the monitoring of expenditure by the corporation.
- 3.5.2. The annual accounts of the Union will be made available to the corporation 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 will be fair in accordance with clause 7 and Schedule Two (Clubs and Societies) of the constitution and will 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 will 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 will be made available to all students, in accordance with clause 8 of the constitution.
- 3.7.2. The Union will, 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 will be made available to the corporation and to all students.
- 3.7.3. Student Parliament will approve annually the list of affiliations. At least 200 members of the Union can, 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 clause 8.4 of the constitution.

### **3.8 Freedom of speech**

- 3.8.1. The Union and its members are bound to observe the College's Code of Conduct (Student Charter) in relation to freedom of speech as required by section 43 of the Education (No. 2) Act of 1986.

### **3.9 Complaints**

- 3.9.1. The College's complaints procedure will 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.