



Roehampton University Students Union

*“Enhancing the experience of Roehampton
Students through representation,
development, activities,
services and support”*

CONSTITUTION

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1.0 Name

1.1 There shall be a Students' Union in the name of Roehampton University Students' Union (or 'Roehampton Students' Union, RSU, hereafter known as "the Union").

2.0 The Union

A students' union is a legally defined term as follows: -

2.1 "Students' union" is defined in section 20 of the Education Act 1994 to include a body representing or promoting the general interests of students at a University or a college or a hall of a University.

2.2 Section 22 of the Education Act 1994 sets out requirements to be observed in relation to students' unions. These requirements are imposed on the governing body of the University. Compliance with the Education Act is the responsibility of the governing body and not the Unions. (For specific requirements see Appendix 1).

2.3 Section 43 of the Education Act 1986 requires the governing body of the university to take such steps as are reasonably practicable to ensure freedom of speech within the law for students, employers and visiting speakers. The governing body is required to maintain a code of practice in relation to this and to draw the attention to all students to this provision and the code of practice issued under it. The code of practice also covers matters such as preparation and delivery of accounts to the university within six months of the year end.

2.4 Most Students' Unions are currently exempt charities. Exempt charities are not currently allowed to be registered as charities with the Charity Commission and details are not shown on the Register of Charities. (Pg7 sA4 Trustee Responsibilities & Governance Models for Students' Unions in England and Wales)

2.5 An exempt charity is exempt from some (but not all) of the obligations imposed by the Charities Act 1993, and most of the powers of the Charity Commission. Exempt charities are charities for the general law of charities. The general duties and standards of care imposed on charity trustees apply to exempt charities. As an exempt charity, the trustees cannot register the students' union with the Charity Commission, but the trustees have the same duties and responsibilities as the trustees of any other charity.

3.0 Mission Statement

3.1 The Union shall strive to work with Roehampton University (hereafter known as RU) for the benefit of Roehampton Students in light of their needs, enhancing the student experience and to develop RU students.

3.2 The Union shall constantly seek investment and support from RU to further the development of areas outlined in the 'strategic plan' for the benefit of RU students.

3.3 The Union shall seek to represent RU students at an Institutional, local and national level to ensure the views and interests of RU students are at the forefront of RU thinking and development.

3.4 The Union Shall constantly provide support for RU students in the areas of finance, academia and general welfare.

3.5 It shall remain the Union's priority that RU students are able to work, develop and enhance their University experience in a safe and secure environment with support mechanisms constantly in place.

4.0 Aims and Objectives

4.1 To provide effective representation and advance the education of its members.

4.2 To promote the general welfare of its members, and to represent the interests of its members and act as a channel of communication in dealing with RU and other bodies.

4.3 To promote, encourage and co-ordinate student societies, sports and social activities and offer the provision of transferable skills.

4.4 These aims and objectives shall be pursued without discrimination on the grounds of age, sex, race, religion, creed, sexual orientation, disability or medical condition, except that positive action may be taken to aid any disadvantaged section of society.

4.5 The union shall not affiliate to any political party or religious organisation.

5.0 Strategic Plan

5.1 The Union shall develop a 'Strategic Plan' to include realistic and clear aims and objectives, with development indicators in place to measure the progress of the achievement of the set goals. The Strategic Plan shall be ratified by the Students Union Council (hereafter known as SUC) and then presented to RU. The Strategic Plan shall also be made available to the students of RU.

6.0 Membership

6.1 All registered students of RU shall be full members of the Union unless they decided to relinquish their membership in accordance with the 'opt out' regulations contained in paragraph three, sub-paragraph six, clause one to this constitution.

6.2 Any sabbatical officer shall be a full member and 'trustee' (See Appendix 2) of the Union, upon signing the 'agreement of office' (See Appendix 3).

6.2.1 In line with the Education Act 1994 section two (2) sub section f, "A person should not hold Sabbatical Union Office, or paid elected office, for more than two (2) years in total."

6.3 The Union shall have the power to elect Honorary Members.

6.4 Upon payment of a fee agreed by SUC, members of RU's academic, administrative and domestic staff are deemed to be associate members of the Union during the course of their employment.

6.5 All members of The Union Staff are deemed to be associate members of the Union (See Appendix 4).

6.6 All members shall be entitled to enjoy the facilities of the Union and take part in its educational, social, sporting, and cultural activities. Only full members shall be entitled to speak and vote at Union meetings, stand and vote in Union elections, and hold office in clubs and societies.

6.7 Every member of the Union has the right to opt out of the Union membership. A student who chooses to opt out may continue to use all other Union facilities.

6.8 A copy of this Constitution will be available to all Union members.

6.9 Conditions and privileges of membership are governed by the RU and Union entertainments codes of conduct. Privileges of membership may be removed if the codes of conduct are not adhered to.

7.0 The Students' Union Council

7.1 The SUC shall be the sovereign body of the Union, subject to any resolution made by referendum (vote by Students' Union Council). SUC membership shall be drawn from the following:

- 7.1.1 The President
- 7.1.2 The Vice-president Welfare and Campaigns
- 7.1.3 The Vice-president Communications
- 7.1.4 The Vice-president Activities
- 7.1.5 All College Deputy Presidents
- 7.1.6 Mount Clare Site Rep
- 7.1.7 All College Liaison Officers
- 7.1.8 Athletic Union President
- 7.1.9 Cultural Diversity Officer
- 7.1.10 International Students Officer
- 7.1.11 Students with Disabilities Officer
- 7.1.12 Mature Students Officer
- 7.1.13 Environmental Officer
- 7.1.14 Events Officer/s x3
- 7.1.15 Student Media Officer/s x2
- 7.1.16 Welfare and Campaigns Officer
- 7.1.17 Teacher Training Students' Officer
- 7.1.18 Off - Campus Officer
- 7.1.19 Lesbian, Gay, Bisexual and Transgender Officer
- 7.1.20 RAG Officer
- 7.1.21 Publicity Officer/s x2
- 7.1.22 Fair Trade Officer
- 7.1.23 Academic School Rep Officer/s x8 (2 from each School)
- 7.1.24 Societies President
- 7.1.25 Womens' Officer
- 7.1.26 Activities Officer

7.2 The functions of SUC shall be:

- 7.2.1 To set the policy of the Union.
- 7.2.2 To elect delegates to NUS Regional and National Conferences.
- 7.2.3 To interpret the Constitution and Schedules as appropriate.

- 7.2.4 To instruct and hold accountable the Central Executive Committee on their work.
- 7.2.5 To receive and approve reports from the Central Executive Committee and College Flat Rep meetings.
- 7.2.6 To receive financial reports from the Central Executive Committee.
- 7.2.7 To establish, and receive reports from, working parties as and when necessary.
- 7.2.8 To confer associate membership and honorary membership and enter into reciprocal membership arrangements with other students' unions or associations.
- 7.2.9 To co-opt non-voting members in accordance with appendix.
- 7.3 The first annual meeting of SUC shall be held no later than four weeks after Freshers' Week and shall be chaired by the President. This first meeting shall also:
- 7.3.1 Approve the Union's budget and accounts.
- 7.3.2 Adopt the Union's annual report.
- 7.3.3 Elect the SUC chairperson.
- 7.3.4 Confer recognition on Clubs and Societies.
- 7.4 The President shall call an ordinary SUC meeting at least every four weeks.
- 7.5 An extra-ordinary SUC meeting may be requested, in writing, by:
- 7.5.1 A majority vote at the SUC.
- 7.5.2 The Central Executive Committee.
- 7.5.3 A petition of 1% of the student population.
- 7.6 If requested as above, the President of the Union shall hold an emergency SUC within ten (10) college working days. Such a meeting shall discuss only that business for which it was called, which must be specified in the written request.
- 7.7 At least seven (7) college working days' notice shall be given of all SUC meetings. Notice of each meeting shall be placed on the Union notice boards in all colleges, publications and internet.
- 7.8 Notice of motions, with the names of a Proposer and Secunder, shall be submitted to the President five (5) college working days before the SUC at which they are to be discussed. The final agenda shall be posted on the Union notice boards 48 hours before the meeting.
- 7.9 Proposed amendments to the Constitution or Schedules must be submitted to the President five (5) college working days before the meeting.
- 7.10 The quorum for ordinary and extra-ordinary SUC meetings shall be fifty percent (50%) plus one (1).
- 7.11 All SUC meetings shall be conducted in accordance with the Meeting Regulations laid down by Schedule Three (3).
- 7.12 All SUC members will be elected by a cross-campus ballot open to all members of the Union with the exception of the College Deputy Presidents, who shall be elected by a ballot of members of the Union at the corresponding College. Also exempt from cross-campus ballot are Society Presidents who will be nominated through their society, and School Reps who will be elected from the pool of Programme Reps by students in their respective Schools.

7.12.1 The officers shall be elected in March each year in accordance with Schedule One to this constitution. They will serve from July 1st to June 31st of each academic year.

7.12.2 The President and the three Vice Presidents will be sabbatical posts. The holders shall be paid an allowance and be required to sign an agreement of office. No member shall be eligible to stand and serve more than two (2) sabbatical terms of office.

Sabbatical Officer Responsibilities

7.13 All Sabbatical Officers shall sign an 'Agreement of Office' (See Appendix 3), and therefore agree to a continuation of student status. This agreement includes that the University Student Code of Conduct governs Sabbatical behavior.

7.14 Sabbatical Officers should behave in accordance with their trusteeship (See Appendix 2), and never jeopardize the existence of the Union for personal gain.

7.15 The President or Acting President shall provide the SUC with a financial statement once per term.

7.16 The budget shall specify an amount for sabbatical officers. The monthly payment shall be for fifty six (56) weeks paid net after having made all deductions necessary.

7.17 Sabbatical officers shall not normally take leave during term time. There will be no compensation for sabbatical leave not taken during the sabbatical year.

7.18 The Union shall be responsible for maintaining proper security at all times for all stocks, stores, furniture, equipment, cash, etc under its control. The President shall inform the CEC in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.

8.0 The Central Executive Committee

8.1 The Central Executive Committee (hereafter known as CEC) of the Union shall run the Union on a day-to-day basis and in accordance with the decisions of SUC and the terms of this Constitution, Schedules and relevant legislation.

8.2 The CEC shall consist of the following, who shall be trustees of the Union (See Appendix 2) and known as the management committee:

8.2.1 The President

8.2.2 The Vice President Welfare and Campaigns

8.2.3 The Vice President Communications

8.2.4 The Vice President Activities

8.2.5 The General Manager, in attendance as an advisor.

8.3 The CEC shall also consist of all College Deputy Presidents and the Mount Clare Site Rep, who shall not be trustees of the Union or members of the management committee.

8.4 The function of the CEC shall be:

- 8.4.1 To be responsible for communication between the membership, RU, and other organisations.
- 8.4.2 To be responsible for the direction of the Union in accordance with a strategic plan.
- 8.4.3 To be ultimately responsible for drawing up a budget and ensuring that financial reports are made to each ordinary SUC meeting
- 8.4.4 To ensure that the Union finances operate effectively and efficiently.
- 8.4.5 To establish, and receive reports from, working parties.
- 8.4.6 To prepare the Union's annual report detailing the activities of the Union and information required under current legislation
- 8.4.7 To fulfil specific responsibilities as laid down in Schedule Three (3).

8.5 The President shall convene CEC meetings or another officer appointed by the committee and shall meet at least once every ten (10) college working 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 or his/her nominee.

8.6 The quorum for meetings of CEC shall be 50% plus 1.

8.7 Any members of the CEC who fails to attend two (2) consecutive meetings without submitting apologies to the President, and does not provide satisfactory reasons acceptable to the CEC shall be deemed to have resigned, subject to appeal to SUC.

9.0 The College Committees

9.1 There shall be a College Committee at each college of the University. The College Committee shall be responsible for:

- 9.1.1 Facilitating Union involvement in that college.
- 9.1.2 Acting as a focus of communication between the students of that college and the CEC.
- 9.1.3 Representing the college on the SUC.
- 9.1.4 In conjunction with the CEC and Entertainments Committees, organising social, sporting, and other events in the interests of the students at that college.
- 9.1.5 Developing and facilitating student activities including clubs and societies.
- 9.1.6 There shall be one Deputy President at each college elected annually by the students of that college before the end of April, in accordance with the elections regulations in Schedule one.
- 9.1.7 The Deputy Presidents must be registered students when elected and during his/her term of office.

9.2 The Deputy President of the relevant college shall convene the College Committees at least once per month. The Deputy President shall chair the meeting.

9.3 The College Committees shall have an initial membership of:

- 9.3.1 Deputy President of the relevant college
- 9.3.2 An entertainments crew member
- 9.3.3 A welfare volunteer
- 9.3.4 A communications volunteer
- 9.3.5 All hall representatives of the relevant college.
- 9.3.6 College Liaison officer

9.4 The Deputy President shall convene a General Meeting of students who are members of the Union at that college at least once per term. The College Committee shall present a report of their activities to each General Meeting.

9.5 General Meetings shall be conducted in accordance with the meeting regulations Schedule.

9.6 All Deputy Presidents shall serve until June 30th of the college year in which they were elected.

10.0 Clubs and Societies

10.1 Clubs and societies may be recognised by SUC provided they meet the requirements of Schedule Two (2) to this Constitution and do not contravene the Union's aims and objectives.

10.2 There shall be an Athletics Union of the Union whose responsibility it shall be to provide sporting opportunities to all students, to increase the sporting opportunities to all students, to increase the sporting reputation of RU, to encourage and increase the level of development skills of the students within sporting activities.

10.3 The Athletics Union President shall report the Activities of the Athletic Union to the Students' Council once per term.

10.4 The Athletics Union shall have its own Code of Conduct (See Appendix 5).

11.0 Affiliations to External Organisations

11.1 Any proposal to affiliate to an external organisation shall be subject to the approval of SUC.

11.2 Notification of all new affiliations to external organisation shall be made to students and to RU. Such notice shall include the name of the organisation and the affiliation or subscription fee.

11.3 Details of all affiliations to external organisations including the name of the organisations and the affiliation fee in each case shall be included in the Union's annual report, which shall be made available to students.

11.4 In the event of a challenge to an existing affiliation to any particular external organisation, a petition signed by at least 1% of full members of the Union must be submitted to the President. A referendum shall be held on the issue. The referendum shall be conducted in accordance with clause 14.0. A further referendum on the same affiliation cannot be called in the same academic year.

12.0 Associate Members

4.1 Associate members of the Union are permitted to participate in Union events and services.

4.2 Associate members are not permitted to vote in SUC meetings and in Elections, and not permitted to attend extraordinary SUC meetings.

4.3 Associate members behaviour is governed in accordance with section 18.0 of the Union Constitution.

13.0 Complaints Procedure

12.1 Complaints about an individual officer, CEC, the college committee or SUC shall be dealt with via the complaints procedure (See Appendix 6). Members who complain will also be referred to the mechanisms in this constitution to remove officers and change the policy of the Union.

12.2 Any complaint about a member of Union Staff shall be dealt with according to the staff protocol arrangements.

12.3 The CEC Officers (except the Deputy Presidents) may be removed from office, and have their student status revoked, by any one of the following three methods. The choice of method shall be decided upon by the CEC Officers (except the Deputy Presidents) who the complaint has not been brought against:

12.3.1 A two-thirds majority vote at a quorate meeting of the SUC.

12.3.2 A referendum of the members of the Union.

12.3.3 A charge which is found to be a breach of the student disciplinary regulations on the grounds of gross misconduct.

12.4 Deputy Presidents can be removed from office by:

12.4.1 A two-thirds majority vote at a quorate meeting of SUC.

12.4.2 A two-thirds majority vote at a General Meeting of the college, which has at least 50 students from that college who are eligible and in attendance.

12.4.3 A breach of the student disciplinary regulations on the grounds of gross misconduct.

12.5 School Representations can be removed from office by:

12.5.1 A two-thirds majority vote at a quorate meeting of the SUC.

12.5.2 A two-thirds majority vote at a General Meeting of the college, which has at least 50 students from that college who are eligible and in attendance.

12.5.3 A breach of the student disciplinary regulations on the grounds of gross misconduct.

12.6 The conduct of a removal-from-office ballot shall be determined by the Returning Officer.

12.7 Any member of SUC or any Committee of the Union shall cease to hold office if they have been absent from two (2) consecutive ordinary meetings, or a total of three (3) in a term, without submitting apologies to the chair of the meeting, the contents of which satisfy the majority on the particular body.

12.8 Any resignation must be in writing to the Chair of the SUC. Resignations shall take effect immediately, and be reported to the SUC.

12.9 In the case of any vacancy arising the post can be filled according to Schedule One.

14.0 Union Finance

13.1 The Union shall receive annually an allocation of funds from RU sufficient in the view of RU to enable the Union to pursue its aims and objectives effectively.

13.2 The Union acting through CEC shall be empowered, in the pursuit of its aims and objectives, to open a bank account(s) in the name of Roehampton Students Union, lend monies, invest monies, borrow monies, offer its material assets as security and do all other such things as are necessary for the prudent conduct of its financial affairs as though it were a legal person and subject to no other restrictions save any which may be imposed by SUC.

13.3 The Union acting through CEC shall ensure that proper books of account are maintained and that these books shall be audited annually by a public accountant appointed by the SUC.

13.4 The Union acting through the CEC shall ensure that the annual budget, amendments to the budget, audited accounts and all necessary interim financial reports and proposals are submitted to SUC for discussion and approval.

13.5 A copy of the Union's budget and the audited accounts shall be given promptly to RU each year.

13.6 The financial year of the Union shall run from the 1st August to the 31st July.

13.7 The organisation of the Union finances and systems of control shall be laid down in the finance schedule (See Appendix 7).

15.0 Meeting Minutes

14.1 At all meetings of the Union minutes shall be taken. These minutes shall be read and then circulated, with any necessary corrections, at the next appropriate and relevant meeting. Confirmed minutes shall be displayed as soon as possible after confirmation.

14.2 All meetings of the Union shall be considered open although the designated members of the meeting may vote to hold a specific meeting or an item of a meeting as a closed session.

16.0 Amendments

15.1 The SUC shall be the sole body competent to amend the Constitution and Schedules.

15.2 All amendments to the Constitution or Schedules shall require the support of two thirds of those present and entitled to a vote at SUC. A simple majority in the next SUC should then ratify this decision.

15.3 Subsequently, any approved amendments should be presented to RU for approval before they come into effect.

15.4 The Constitution shall be reviewed every 5 years from the date of it taking effect however minor revision can be taken annually.

17.0 Indemnity

16.1 Every Officer, appointee and staff member of the Union shall be entitled to be indemnified out of the assets of the Union against all losses or liability which s/he may occur in or about the execution of his or her office or otherwise in relation thereto and no officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Union in the execution of his or her office or in relation thereto, provided that nothing in this clause shall affect their liability for the consequence of any negligent or unlawful act on their part.

18.0 Referenda

17.1 A referendum of students' opinions shall be held on any issue, if SUC resolves by a two-thirds majority to call a referendum. The President may also call a referendum if handed a petition containing the name, course, matriculation number and signature of at least 1% of students who are members.

17.2 The Returning Officer (hereafter known as the RO) shall be responsible for deciding the wording of the question on the referendum ballot paper. (For appointment of the RO see Schedule 1 paragraph 1.1)

17.3 The Referendum shall be supervised by the RO. Polling Stations shall be open for three (3) working days.

17.4 The RO shall advertise arrangements for postal votes.

17.5 The result of a referendum will take precedence over any existing policy on the same issue. The result will be binding on all members of the SUC.

19.0 Codes of Conduct

18.1 The Union shall employ the RU Code of Conduct to govern the behavior of members of the Union.

18.2 The CEC shall be required to draw up an 'Entertainment Events' Code of Conduct (See Appendix 8) which shall govern behavior in line with the RU Code of Conduct. This shall be approved and from time to time amended by the SUC.

18.3 All members of the Union shall be required to conform to these codes, particularly when on RU premises and at events organised by the Union.

18.4 The codes of conduct may include sanctions up to and including the indefinite suspension of access to any or all of the services provided by the Union.

20.0 Interpretation

19.1 In the event of a dispute as to the interpretation of any part of the constitution, the ruling of the President or Acting President shall be sought.

19.2 In the event of a challenge to the President or Acting President's ruling, the decision of SUC shall be final.

Schedule One - Elections

1.0 This Schedule outlines the correct procedure for all elections and all positions in the Union. It also outlines the procedure to follow if a vacancy occurs in any position.

1.1 The Returning Officer (RO) shall be nominated by the Management committee and ratified by the SUC annually. The RO 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.

1.2 The RO shall ensure that election of the CEC and SUC takes place before the end of the spring semester each year. Once elected the Officers shall take office from July 1st of that year and shall serve for not more than thirteen (13) months.

1.3 Positions within the CEC are:

- 1.3.1 The President
- 1.3.2 The Vice President Communications
- 1.3.3 The Vice President Welfare and Campaigns
- 1.3.4 The Vice President Activities
- 1.3.5 All College Deputy Presidents
- 1.3.6 Mount Clare Site Rep

1.4 Positions within SUC are:

- 1.4.1 All four College Liaison Officers
- 1.4.2 Athletics Union President
- 1.4.3 Cultural Diversity Officer
- 1.4.4 Lesbian, Gay, Bisexual and Transgender Officer
- 1.4.5 International Students Officer
- 1.4.6 Students with Disabilities Officer
- 1.4.7 Mature Students Officer
- 1.4.8 Environmental Officer
- 1.4.9 Events Officer/s x3
- 1.4.10 Student Media Officer/s x2
- 1.4.11 Welfare and Campaigns Officer
- 1.4.12 Teacher Training Students Officer
- 1.4.13 Womens' Officer
- 1.4.14 Fair Trade Officer
- 1.4.15 RAG Officer
- 1.4.16 Publicity Officer/s x2
- 1.4.17 Societies President
- 1.4.18 Off Campus Officer
- 1.4.19 Activities Officer

1.5 The dates of elections for Union Officers, a copy of the election regulations shall be posted on the Union notice boards at least ten (10) college working days before elections.

1.6 All full members of the Union are eligible to stand for any Union Officer positions, providing student status is held at the time of being nominated for election. Candidates may be requested to prove their student status, and failure to do so will result in the candidate being unable to stand in the elections. No member who has opted out may stand.

1.7 Nomination forms will be available from the RO and the Union Offices five (5) college working days before the election. Descriptions of the role of each position in the election will also be available, along with information on the facilities the Union will make available to each candidate. A candidate for elections may only be nominated and run for one position only.

1.8 Members of the Union can stand for election upon completion of a nomination form. Nomination forms must reach the Union no later than 5pm at candidates meeting on the Friday of nomination week. Candidates must hand in their own form and attend the candidates meeting.

1.9 Sabbatical officer candidates should have twelve (12) nominations, three (3) from each college.

1.10 Deputy President and Liaison candidates should have eight (8) nominations from their assigned college only.

1.11 All other officers should have two (2) nominations from each college.

Publicity and Campaigning

1.12 At the discretion of the CEC, all or none of the proposed candidates may be granted permission to use Union resources.

1.13 Candidates must produce a manifesto or a poster of a length of 500 words max, with the exception of Sabbatical candidates who's manifesto must be no more than 750 words, and which must be handed in with the completed nomination form.

1.14 On receipt of a valid nomination form, the RO or a person appointed by him/her shall provide the candidate with a copy of the election regulations.

1.15 Candidate Question Time (CQT) shall be held at a time, date and venue to be determined by the RO. Any candidate absent from CQT without apologies to the RO shall be deemed to have withdrawn from the election. The length of speeches and responses by candidates to questions shall be determined by the RO who shall be, or shall nominate, the Chair.

1.16 Candidates cannot use any communication materials that are sanctioned by the RO.

1.17 There shall be no campaigning within the curtilage of any ballot box, to be determined by the RO.

Voting

1.18 The RO shall publicise the location and arrangements of the CQT and Voting Stations, together with a list of candidates and manifestos five (5) college working days before voting.

1.19 The RO shall ensure that all full members of the Union have access to vote no matter their place of study or time of study.

1.20 All full members of the Union shall be able to vote for all available positions, except Deputy President and Liaison Officer positions, of which shall be elected by the members registered at that college. Only members registered at a specific college shall be eligible to vote for Deputy President and Liaison Officer candidates at that college.

1.21 All full members of the Union may vote on production of a current RU Student Card or appropriate document as decided by the RO.

1.22 A voting paper will be issued to each voter, which shall bear the Union stamp. Votes will be cast in sealed ballot boxes. Voting papers shall bear the name and any aliases of each candidate and the office being contested.

1.23 Re-open nominations (RON) shall be a candidate in all Union elections.

1.24 Voting shall be by secret ballot and voters shall cross in the box corresponding to their desired candidate.

Vote Counting

1.25 The RO 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.

1.26 The RO may be assisted in the count by a number of individuals whom he/she appoints. The votes will be counted by the 'first past the post' system as defined by the Electoral Reform Society.

1.27 Once the votes have been counted, they shall be kept for a period of four (4) weeks in case of appeals against the result.

1.28 In the event of a draw, the votes shall be recounted until the RO is happy that both candidates have equal votes. If the result is a draw, a decision will be held that both candidates are seen as equally eligible to take up the position, and the winner will be decided by a coin toss. The RO shall inform both candidates of the toss, and ask the candidate whose name comes first alphabetically to call the toss. The RO shall select one member of the vote counting team to be present during the toss.

Declaration of results

1.29 Results of the elections shall be declared by the RO when the count for all posts has been completed and any complaint has been resolved to the satisfaction of the

RO. A list of successful candidates will normally be posted at each college and on the Union website within one (1) college working day of declaration of results.

1.30 The RO should send a copy of the results to the SUC and RU.

1.31 The results will become official after forty eight (48) hours if no written complaint has been lodged with the RO within that time. In the event of a complaint being received by the RO the result in question shall be suspended until the complaint has been resolved.

Complaints

1.32 Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within forty eight (48) hours of such a complaint being lodged by any full member or a candidate or their nominee. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.

1.33 Any 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 forty eight (48) hours of it being lodged.

1.34 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 any specified post(s) or disqualify any specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the Returning Officer on any complaint shall be final subject only to a successful challenge of a 75% majority of a meeting of the SUC.

Election for Programme Representatives

To be ratified by Management Committee during academic year 2006/07.

Vacancies of Positions

1.35 If a vacancy arises on the CEC or the SUC, the SUC may co-opt a Union member who presents themselves for the position unless the vacancy arises within six (6) weeks of a scheduled election.

1.36 The number of individuals who can be co-opted between any elections shall not be more than five (5) in total. Any more co-options than this and a by-election must be held.

1.37 Voting rights will be conferred on any co-opted members.

1.38 If the occasion arises that a Sabbatical Officer should leave or be removed from their post six (6) weeks before a scheduled election the management committee may take a decision to not co-opt that post until the next election. This decision must be ratified by SUC.

Schedule Two - Clubs and Societies

2.1 There shall be Clubs and Societies of the Union administered and managed by the Vice President Development and Societies.

2.2 No Clubs or Society may receive funds from the Union nor use Union facilities without recognition in each academic year by SUC.

2.3 To be considered for recognition, the Club or Society shall lay before SUC an acceptable Constitution, a plan of activities and a list of signed prospective members in accordance with this Schedule.

2.4 No Club or Society may be recognised if its objects conflict with those of the Union, save that this restriction shall not be interpreted so as to preclude the establishment of political, religious or ethnically based Clubs or Societies.

Setting up a Club or Society

2.5 Any Club or Society that wishes to be recognised by the Union shall present to the Vice President Development and Societies the following:

2.5.1 A list of 10 signatures of full members

2.5.2 The proposed membership fee (Min £3.00)

2.5.3 A constitution for the Club or Society to include:

(i) The name of the Club or Society;

(ii) The aims and objectives of the Club (which shall not be contrary to those of the Union)

(iii) Regulations relating to membership eligibility

(iv) Provision for the election of a committee to include as a minimum a chairperson, a secretary, and a treasurer;

(v) The responsibilities of the committee;

(vi) Provision for General Meetings for all members of the Club or Society;

(vii) Provision for an annual general meeting at which an income and expenditure account shall be presented and approved;

(viii) Provision for Union statement on equal opportunities;

Monies for Clubs and Societies

2.6 The CEC shall earmark a sum in the Union budget, which shall be for Grant aid of recognised Clubs and Societies.

2.7 To receive funding an eligible Club/Society shall submit a budget proposal to the Vice President Development and Societies. This should be normally submitted by the end of October.

2.8 The sabbatical team shall meet jointly and allocate funds. Allocations will be made standard per society. A central fund shall be set aside; the value of which shall be determined by the Vice President Development and Societies.

2.9 The allocations shall be approved at the first available meeting of the SUC for the new Academic year.

2.10 The Vice President Development and Societies must approve any request for expenditure of all Clubs and Societies.

Meetings of Clubs and Societies

2.11 The Annual General Meeting of all Clubs and Societies shall be held by the end of October of each year. This meeting will elect the Club/Society Committee and be chaired by the Vice President Development and Societies.

2.12 There shall be at least one (1) Clubs and Societies general meeting per term. All committee members shall attend unless reasonable apologies are submitted.

2.13 The quorum of all Clubs and Societies General Meetings shall be 50% + 1 of the Club/Society membership.

2.14 The Committee secretary is responsible for arranging the dates of meetings and must inform the members at least five (5) college working days in advance. Agendas will be available two (2) days in advance of the meeting.

2.15 Changes to this Schedule can only be made at a meeting of the CEC and must be ratified by the SUC.

Responsibilities of Clubs and Societies

2.16 No one from a Club or Society may commit either the Club/Society or the Union to any expenditure without prior authorisation through the Vice President Development and Societies and the Union's budgetary control system.

2.17 The Club/Society Committees will produce an activities report and the Treasurer will submit an income/expenditure sheet to the CEC at the end of each term, following a request from the Vice President Development and Societies.

2.18 The Club or Society shall be responsible for promoting itself during Freshers week, including the booking of a table at Freshers Fair, to encourage new membership.

2.19 The Club or Society shall not hold its own bank account. All of its finance will be administered through the Union.

2.20 The President shall be responsible for the smooth running of any social events and activities and shall be responsible for convening of general meetings.

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

2.22 The Treasurer shall 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 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.

2.23 The Treasurer shall also ensure that all income received by the Club or Society is paid directly into the Union accounts.

2.24 The Treasurer shall also ensure that an income and expenditure account for the previous academic year is presented to the AGM of the Club or Society and copies are sent to the President.

2.25 Failure to abide by these regulations and the Union constitution may result in suspension of the Club or Society by the CEC.

Schedule Three - Meeting Regulations

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

3.2 Any full member of the Union may attend SUC meetings in accordance with Clause 3.0 of the constitution. Any individuals who are not full members who wish to attend must receive permission from the meeting.

3.3 Any full member of the Union may speak at the SUC. Any individuals who are not full members may only speak with the permission of the meeting.

3.4 Any member wishing to speak must raise their hand. The chair of the meeting shall decide the order of speaking when this is not clear.

3.5 Only full elected members of the SUC who are present at the meeting may vote.

3.6 The chair of the SUC may not vote unless the vote is tied, in which case they may have a casting vote.

3.7 All items for discussion and decision (hereinafter to be called debates) shall be submitted to the President two (2) college days before the meeting. Amendments to the constitution and schedules must be submitted five (5) college days before the start of the meeting.

3.8 All debates shall require the signatures of at least two (2) full members. These shall be known as the Proposer and the Seconder(s).

3.9 The President shall be responsible for publication of details of all SUC meeting two (2) college working days before the meeting on Union notice-boards and in available Union publications.

3.10 Any full member of the Union may submit changes to debates. The changes require the signatures of at least two (2) full members and shall be submitted to the President twenty four (24) hours before the start of the meeting.

3.11 The President shall be responsible for the agenda and publicising the meetings of SUC.

3.12 The President shall take the Chair of the first meeting of SUC of the Academic year. There shall be an election for a Chairperson and a Deputy Chairperson at this meeting. Nominations are acceptable from individuals who are not full members of the Union as long as they are proposed and seconded by full members of the Union.

3.13 The agenda of meetings of SUC shall normally be taken in the following order:

- (i) Checking the minutes of the previous meeting for accuracy.
- (ii) Reports from the CEC.
- (iii) Reports from the College Committees.
- (iv) Other Reports.
- (v) Debates on motions.
- (vi) Information and any other business.

Debates within Meetings

3.14 Every motion shall have a Proposer and Secunder. First, the Proposer shall speak in favour of the motion. A speech against may be taken by anyone with a right to speak. The debate shall then be open for discussion and may be withdrawn only with the consent of the meeting. Any changes to the motion will be raised after the Proposer has spoken.

3.15 If there are no changes, or the Proposer of the motion accepts the changes, then move to schedule clause '3.21'.

3.16 Only one motion shall be discussed at any one time. The first set of changes to a motion shall be proposed immediately after the motion has been initially proposed.

3.17 The Chair shall invite and take a speech against the changes.

3.18 The Chair shall balance the number of speeches for and against the changes. They shall also leave time for questions before the vote.

3.19 The proposer of the changes shall have the right to sum up before a vote is taken on them.

3.20 In the event of any changes being carried, which were not accepted by the proposer of the original motion, the changed debate shall be held by the proposer(s) of the changes.

3.21 When all the changes have been voted upon, the main debate shall be held and voted upon.

3.22 The holders of the debate shall have the right to sum up on the debate immediately before the vote is taken.

3.23 There shall be no new information or points of information during the summing up speech.

3.24 Emergency motions may be moved only if they deal with matters, which have arisen since the date for submission of motions, and if there is a two-thirds majority vote for the discussion of this motion. The emergency motion should be submitted in writing to the chair before the start of the meeting.

Points of order

3.25 A point of order may be raised at any time, except during a vote unless it relates to the way the vote is being conducted. A point of order can include:

- (i) A request for a second count to ensure that there are enough people at the meeting to make it quorate.
- (ii) A request for a ruling from the Chair on the conduct of the meeting.
- (iii) A request for a constitutional interpretation.
- (iv) A request that a person who is not a full member of the Union shall be allowed to speak.
- (v) A request to stop the normal business of the meeting to deal with a specified issue.

3.26 A motion on how the meeting proceeds can be proposed by any member of the meeting at any time apart from during a vote. These can cover such issues as:

- (i) Having no confidence in the Chair;

- (ii) Having another round of speeches;
- (iii) Moving straight to a vote;
- (iv) Adjourning the meeting;
- (v) Having a secret ballot;
- (vi) Request for a recount on a vote;
- (vii) Referring the issue under discussion to another body e.g. the CEC;
- (viii) To vote on different parts of the issue under discussion separately;
- (ix) To not vote on the issue under discussion.

3.26.1 After the procedural motion has been proposed there will be a speech against. If there are no further speeches for and against there will be a vote. The procedural motion will be passed if it succeeds in getting a simple majority of those voting.

3.26.2 After the procedural motion has been proposed there will be a speech against. If there are no further speeches for and against there will be a vote. The procedural motion will be passed if it succeeds in getting a simple majority of those voting

General Rules

3.28 Points of information may be raised by any member providing that the speaker occupying the floor signifies their intention to give way.

3.29 Points of order, which take precedence over any other business and upon which these shall be no discussion, may be raised by any members.

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

3.31 Any request to stop the normal business of the meeting shall apply for the duration of the matter under discussion only.

3.32 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 of any challenge under procedural motion above.

College General meetings

3.33 The college Deputy President shall be responsible for convening a General meeting of students at each college at least once per term. They shall publicise the date, time, and venue of the meeting, as well as inviting items of discussion at least five (5) college working days before the start of the meeting.

3.34 The Deputy President or his/her nominee shall chair college General meetings.

3.35 Motions shall be submitted to the Chair in writing at least twenty-four (24) hours before the start of the meeting.

3.36 Any changes to the motions should be submitted to the Chair in writing before the start of the discussion on that item.

3.37 All meeting regulations from 3.14 shall apply.

3.38 All motions decided at college General meetings shall be submitted to the next available SUC for approval.

3.39 A sabbatical officer shall be present at all college general meetings.

Schedule Four - Finance

4.0 The governing body of RU shall provide a sum of money in the form of a grant, which shall meet the requirements of a set of estimates prepared by the Union and approved by the governing body.

4.1 The Union shall publish its budget in the first month of the first term, which shall be approved by the governing body. The Budget shall be submitted to the SUC for approval.

4.2 The Union financial year shall run from August 1st to July 31st.

Accounts

4.3 The CEC shall have the accounts prepared and audited by an independent auditor. Before presenting them to the SUC for ratification they will be presented to RU governing body.

4.4 The CEC shall be responsible to the Union for the keeping of accounts and shall exercise supervision over all finances, subject to decisions of the CEC and of the SUC.

Bank accounts

4.5 There shall be bank accounts held in the name of the Union. There shall be four signatories to the account:

- (i) The President
- (ii) The Vice-President (either)
- (iii) The General Manager
- (iv) The Finance Manager

4.5.1 Cheques shall be signed by either the President or Vice President (Communications/Welfare and Campaigns/Activities) and either the General manager or the Finance Manager.

4.5.2 The General Manager and Finance Manager can sign cheques under £500.

4.6 The collection of all money due to the Union shall be under the supervision of the CEC but shall be the responsibility of the General Manager.

Limits on payments

4.7 All expenditure on student activities over one hundred pounds (£100) shall be approved by the CEC. Any expenditure over five thousand pounds (£5000) should be approved by the SUC.

4.8 The President shall have the power to authorise expenditure on activities, goods or services of student activities up to fifty pounds (£50) provided that such expenditure is ratified subsequently by the CEC.

Contracts

4.9 No financial agreement (e.g. a leasing contract) may be entered into which involves a financial commitment beyond the term of office of the CEC unless specific authorisation is given by the SUC Finance Manager or General Manager unless otherwise covered in the financial regulations.

4.10 All contracts for activities or events shall have three (3) signatories from the following list:

- (i) The President
- (ii) The Vice-President (all)
- (iii) The General Manager who must be a signatory

4.10.1 All parties listed should be notified and given the details of contracts requiring signatories.

4.11 Budgets shall be drawn up for all areas of proposed expenditure in September. These areas shall be determined by the CEC, before final approval by the SUC.

Security

4.16 All events undertaken or provided by the Union must be costed and budgets prepared.

4.17 Annually, the Entertainments committee chaired by the President shall draw up a proposed budget. Subject to the approval of the CEC and ratification by the SUC, this shall form the basis of all entertainments expenditure.

4.18 Records of all expenditure for events shall be kept. The President shall advise the CEC when the limits laid down in the budget are likely to be exceeded.

Expenses to Union members

4.19 Any full member of the Union may receive expenses for cost and inconvenience incurred whilst on authorised Union business, with the prior agreement of a sabbatical officer.

4.20 Any reasonable costs incurred for childcare whilst the officer or SUC member is on Union business shall be met by the Union.

4.21 Expenses must be authorised by a sabbatical, who shall not be the person claiming the expense.

Donations

4.22 The Union shall not make donations or affiliations to any organisations outside of the aims and objectives of the Union. The Union may 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 may be passed to the charity.

Schedule Five - Job Descriptions

5.0 The President, who shall be a trustee of the Union, shall:

(i) Be responsible for the following officers:

Mature Students Officer
Teacher Training Officer
Fair Trade Officer
Mount Clare Site Rep
All Deputy Presidents
All College Liaison Officers

(ii) Sit and represent students on University Council, University Senate and Student Experience Committee. Along with all other appropriate committees or task groups devised by RU with a union seat and with approval from CEC.

(iii) Be the prime representative of the Union and seek to involve as many students in the Union as possible.

(iv) Arrange training for course representatives and RSU Officers in conjunction with NUS.

(v) Represent the Union to NUS National Conference, and Regional Conference and report back to the SUC.

(vi) Oversee, in conjunction with the Vice-Presidents, the supervision of all staff employed by the Union.

(vii) Be a cheque signatory to the Union bank account.

(viii) Notify the SUC of the resignation of any Union officer and ensure the SUC decides on appropriate action.

(ix) Arrange training for the CEC after elections in the second term to include setting targets for the year.

(x) Ensure that all officers of the management committee compile a written report of the Union over the previous year.

(xi) Ensure that each Deputy President and the Mount Clare Site Rep informs SUC and CEC of important issues and upcoming events in their respective college.

(xii) Be responsible for publicising all CEC and SUC meetings, receiving motions and changes to motions for debate and circulating agendas and minutes to members of the meetings.

(xiii) Ensure that the Financial Regulations of the SUC are complied with.

(xiv) Ensure that proper records of all financial transactions are maintained.

(xv) Be responsible for ensuring an RSU delegation to NUS.

(xvi) Be responsible for the education of students on issues surrounding consumerism, such as environmental and ethical issues.

(xvii) Monitor the expenditure of budgets as set by the appropriate forum.

(xviii) Meet with the University for the purpose of monitoring and review of the student charter, complaints, appeals, academic regulations and disciplinary procedures.

(xix) Manage and develop the Programme Rep Scheme along with the Union Finance and Academic advisor.

(xx) Manage and develop the Programme Rep Scheme along with the Union Finance and Academic advisor.

(xxi) Ensure the Union is in contact with QAA, HEFCE, TTA and other significant bodies, and is aware of their relationship with RU.

(xxii) Consult and meet regularly with key members of University staff to ensure all knowledge and information is up-to-date.

(xxiii) When there is a vacant officer position that the President is responsible for; the responsibilities of that position will become that of the President.

(xxiv) Be a member of the CEC and the SUC, coordinate them and present reports to each.

5.1 The Vice President Communications, who shall be a trustee of the Union, shall:

(i) Shall be responsible for the following Officers,

Student Media Officer(s)
Publicity Officer(s)

- (ii) Sit and represent students on all relevant RU Committees required.
- (iii) Co-ordinate and organise the production of the Union newsletter, flyers, newspaper and Freshers Handbook, and ensure distribution University-wide.
- (iv) Produce all relevant publicity, flyers and appropriate material for the publicity of all Union events and services.
- (v) Ensure that all Union publications stay within NUS publications guidelines and rules of conduct, along with adhering to the copyright licence Act and resolving any disputes arising from any published article from an editorial capacity.
- (vi) Ensure the Union is informed of all IT developments and that the Union seeks to make full use of the Internet opportunities and other media platforms and work towards the development of them.
- (vii) Oversee the maintenance and upkeep of all Union printing and computing equipment and ensuring that all office equipment is standardised across the Union.
- (viii) Ensure that all Union activities and concerns are publicised to the student body, particularly notice of elections.
- (ix) Liaise with the President to ensure proper representation of the student body at a University and College level.
- (x) When there is a vacant officer position that the Vice President Communications is responsible for; the responsibilities of that position will become that of the Vice President Communications.
- (xi) Be a member of the CEC and SUC and present reports to each.

5.2 The Vice President Welfare and Campaigns, who shall be trustee of the Union, shall:

(i) Be responsible for the following Officers

Cultural Diversity Officer
Environmental Officer
Students' With Disabilities Officer
Welfare and Campaigns Officer
RAG Officer
LGBT Officer
Women's Officer

- (ii) Sit on the Roehampton Forum, Diversity and Equal Opportunities Committee, Student Experience Committee and Disability Policy Group. Along with all other appropriate committees or task groups devised by RU with a union seat and with approval from CEC.
- (iii) Produce useful publications for students on relevant subjects and ensure external funding is sought to cover the production costs.
- (iv) To organise and carryout political and educational campaigns of a National, NUS or local interest that is relevant to our student demographic.
- (v) Distribute relevant information to welfare staff, officers and volunteers on the development of the Unions' welfare strategy within RU.

- (vi) Ensure the provision of professional, accurate and up-to-date academic information, resources and advice.
- (vii) Offer and promote support, but not counsel, students who have welfare problems, respecting confidentiality at all times.
- (viii) Ensure the provision of professional, accurate and up-to-date welfare information, resources, activities and services regarding sexual health, drug/alcohol abuse, etc.
- (ix) work with the academic and finance advisor to ensure the provision of professional, accurate and up-to-date financial information, resources and advice on the following headings: Benefits, Loans, Grants, Alternative funding, tax, national insurance, commercial loans, LEA Support, tuition fees and general money management.
- (x) Formulate, along with the President, new policies where necessary, for example Equal Opportunities Policy and Drugs Policy.
- (xi) Ensure the welfare and academic pages of the union website are as up-to-date as possible.
- (xii) When there is a vacant officer position under the welfare area that the Vice President Welfare is responsible for; the responsibilities of that position will become that of the Vice President Welfare.
- (xiii) Be a member of the CEC and SUC and present reports to each.

5.3 The Vice President Activities, Who shall be a trustee of the Union, shall:

- (i) Be responsible for the following persons;
 - Athletic Union President
 - International Students' Officer
 - Off-Campus Officer
 - Activities Officer
 - Societies President
- (ii) Sit and represent students on all appropriate committees or task groups devised by RU with a union seat and with approval from CEC.
- (iii) Sit and Represent the Union at NSLP and NUS networking groups.
- (vi) Promote, administer and support all clubs and societies' activities.
- (vii) Ensure all societies have the correct level of financial support and information needed for them to carry out their duties and/or activities.
- (viii) Ensure the Sports, Societies and 'Give It A Go' pages of the union website are as up-to-date as possible.
- (iv) Organise and Chair a Society General Meeting at least once a month.
- (v) Chair the Student Sport Management Group (SSMG) in bi-weekly meetings.
- (vi) Develop, manage and maintain an accreditation/recognition programme for all Students. This scheme should be in conjunction with NSLP and NUS, with the aim of being published and recognised in the ESSECT guide of employability.
- (vii) Work with the Student & Staff officers co-ordinator in the University to help ensure the involvement of as many students in volunteer programs across departments.
- (vii) Work with the International Office and International Officers and develop the International portfolio of the Union and ensure this market is catered for.
- (viii) When there is a vacant officer position that the Vice President Development and Societies is responsible for; the responsibilities of that position will become that of the Vice President Development and Societies.
- (ix) Be a member of the CEC and SUC and present reports to each.

5.4.1 The College Deputy President shall:

- (i) In conjunction with the President, ensure the interests of the students in their own college are well represented across RU in the college and at SUC.
- (ii) Convene and chair the college committee meeting at least once a fortnight and report meetings to CEC.
- (iii) Ensure that Union events are publicised at their college.
- (iv) Ensure the provision of a Union stall at day-one registration.
- (v) Co-ordinate Union activities at their college.
- (vi) Promote elections to encourage high participation.
- (vii) Represent students at the college and campaign on issues that are unique to that college.
- (viii) Liaise with Deputy Principles, Principles and Union sabbaticals.
- (ix) Oversee the management of the hall reps ensuring that they help promote all union activities and projects.
- (X) Serve until June 30th of the college year in which they were elected.
- (xi) Carry out other duties as laid down by the CEC and the SUC.
- (xii) Be a member of the CEC and the SUC and present reports to each.

5.4.2 The Mount Clare Site Rep shall:

- (i) In conjunction with the President, ensure that the interests of Mount Clare students are well represented in campus issues and decisions, across RU and at SUC.
- (ii) Convene with appropriate college administration meetings, and report meeting outcomes to CEC.
- (iii) Convene with Director of Student Service, at least once a fortnight and report meeting outcomes to CEC.
- (iv) Ensure that Union events and services are publicised at their College.
- (v) Ensure the provision of the Union stall at day one registration.
- (vi) Co – ordinate Union activities at their Campus.
- (vii) Promote elections to encourage high participation.
- (viii) Represent students at the campus and campaign on issues that are unique to that campus.
- (ix) Liaise regularly with Deputy Principles, Principles and Union Sabbaticals
- (x) Oversee the management of the hall reps ensuring that they help promote all Union activities and projects.
- (xi) Carry out any other duties laid down by CEC and the SUC.
- (xii) Be a member of the CEC and the SUC and present reports to each.

5.5 The International Students Officer shall:

- (i) Be accountable to the Vice President Activities
- (ii) Be a representative of all overseas, Socrates, Erasmus, European and Embassy students within the Union and University.
- (iii) Encourage the participation of these Students in the Union and work to improve their opportunities in all aspects of University life.
- (iv) Liaise with the RU International office and the International Students' Association.
- (v) Ensure that all relevant information is communicated to all International students.
- (vi) Raise awareness and promote campaigns throughout the University of issues regarding International students.
- (vii) Be a member of SUC and carry out its duties.

5.4 The Cultural Diversity Officer shall:

- (i) Ensure the Union is effective in its representation of all ethnic groups within RU.
- (ii) Encourage the participation of ethnic groups in the Union and work to improve their opportunities in all aspects of University life.
- (iii) Raise awareness and promote campaigns throughout the University of issues relating to ethnic groups.
- (iv) Liaise with relevant societies on cultural and race relations issues.
- (v) Liaise with the NUS black student campaign and other relevant outside bodies and promote them throughout the University.
- (vi) Be a member of SUC and carry out its duties.

5.8 The Students with Disabilities Officer shall:

- (i) Be a representative of Students with Disabilities within the Union and RU.
- (ii) Encourage the participation of Students with Disabilities in the Union and work to improve their opportunities in all aspects of University life.
- (iii) Raise awareness and promote campaigns throughout the University of issues relating to Students with Disabilities.
- (iv) Liaise with the NUS Students with Disabilities campaign and report back to SUC.
- (v) Be a member of SUC and carry out its duties.

5.9 The Mature students Officer shall:

- (i) Be a representative of mature students within the Union and RU.
- (ii) Encourage the participation of mature students in the Union and work to improve their opportunities in all aspects of University life.
- (iii) Raise awareness and promote campaigns throughout the University of issues relating to mature students.
- (iv) Liaise with the mature students Union and report back to SUC.
- (v) Ensure that all relevant information is communicated to all mature students.
- (vi) Be a member of SUC and carry out its duties.

5.10 The Athletic Union President shall:

- (i) Be responsible to the Vice President Activities.
- (ii) Encourage and promote the creation of new sports clubs.
- (iii) Organise and Chair the Athletic Unions' Captains meetings.
- (iv) Organise athletic union events in conjunction with the VP Activities.
- (v) Represent the AU in Freshers week and recruit new members.
- (vi) Have weekly meetings with the Sports Manager
- (vii) Be a member of SUC and carry out its duties.

5.12 The Welfare and Campaigns Officer shall:

- (i) Liaise with the Vice President Welfare and Campaigns and aid him/her with their duties.
- (ii) Provide information for students on welfare topics and promote welfare issues.
- (iii) Monitor, maintain and ensure the welfare information provided for students is kept up to date.
- (iv) Work with the Vice President Welfare to establish and develop relevant welfare campaigns across the university.
- (v) Be a member of the SUC and carry out its duties.

5.13 The Events Officer(s) shall:

- (i) Liaise with the Entertainments Co-Ordinator with regard to all entertainments.
- (ii) Be a member of the Entertainments committee and devise new and varied forms of Entertainment both University and non-University based.
- (iii) Encourage University talent.
- (iv) Liaise with the all the sabbatical officers to ensure that all events are adequately publicised and be the involved in the thought process behind events for all the different departments.
- (v) In conjunction with the Entertainments co-ordinator, ensure all events have an adequate number of staff and help in the advertising of events, as well as working on the door at the Bop and occasionally flyering for the Students' Union.
- (vi) Be a member of the SUC and carry out its duties.

5.14 The Environmental Officer shall:

- (i) Be a representative of all environmental issues, locally, regionally, nationally and internationally.
- (ii) Encourage all students to be as environmentally aware as possible.
- (iii) Support the activities of environmentally aware societies.
- (iv) Raise awareness and promote campaigns within the Union and the University on issues of the environment and human rights.
- (v) Work closely with the Fair Trade Officer on relevant issues.
- (vi) Be a member of the SUC and carry out its duties.

5.15 The Teacher Training Students Officer shall:

- (i) Be a representative of all Teacher Training students, both undergraduate and post-graduate within the University.
- (iii) Encourage the participation of Teacher Training students within the Union, and work to improve their opportunities in all aspects of University life.
- (iv) Raise awareness and promote campaigns throughout the University of issues relating to Teacher Training students.
- (v) Ensure that all relevant information is communicated to Teacher Training Students.
- (vi) Be a member of SUC and carry out its duties.

5.16 The Student Media Officer(s) shall:

- (i) Work with the VP Communications on the content and design of the union newspaper
- (ii) Encourage a team of students to meet regularly to discuss content of FRESH
- (iii) Ensure there are enough writers, photographers and cameramen for the newspaper, website and RSView.
- (iv) Encourage a variation of people to write for the newspaper to make the content as balanced and interesting as possible
- (v) Be a professional ambassador for the union to the outside world.
- (vi) Be a member of SUC and carry out its duties.

5.17 The College Liaison Officer(s) shall:

- (i) Communicate the needs of students to the Deputy President, President and SUC, but also communicate the needs of the Union to the student body.
- (ii) Work with Vice President Communications to promote the Union and all it's activities to the student body.
- (iii) Sit and minute college committees, which will be called by the college Deputy President.

- (iv) Work with the Deputy President to represent the colleges needs and assist with activities and duties.
- (v) Ensure all union events and activities are publicised at their college.
- (vi) Be a member of SUC and carry out its duties.

5.18 The RAG Officer shall:

- (i) Work with the Vice President Welfare in promoting events and the needs of RAG charities.
- (ii) Raise awareness about specific charities endorsed by you or the Union and work within the union to promote these.
- (iii) Help coordinate and set up a RAG team to promote a RAG week within the Union. With an aim to raise money for specific charities and help promote issues associated with them.
- (iv) Liaise with other charity based organizations within the University regarding possible events
- (v) Be a member of SUC and carry out its duties:

5.19 The Lesbian, Gay, Bisexual, Transgender Officer shall:

- (i) Represent all LGBT students within the Union and RU.
- (ii) Encourage the participation of LGBT students in the Union and work to improve their opportunities in all aspects of University life.
- (iii) Raise awareness and promote campaigns throughout the University of issues relating to LGBT students.
- (iv) Liaise with the NUS LGBT campaign and report back to SUC.
- (v) Ensure that all relevant information is communicated to LGBT students.
- (vi) Be a member of SUC and carry out its duties.

5.22 The Publicity Officer(s) shall:

- (i) Work with the Vice President Communications in promoting all of the union events and activities.
- (ii) Help communicate the message of the union in new and innovating ways so as to encourage maximum participation from its students.
- (iii) To ensure that RSView is running effectively and publicising the Union positively, and to encourage a variety of content.
- (iv) Be a member of SUC and carry out its duties.

5.23 The Fair Trade Officer shall:

- (i) Work with the Vice President Welfare and the Environmental Officer in promoting the sale of Fair Trade products across campus.
- (ii) Communicate the message from the Fair Trade foundation in promoting and educating students on the relevant issues as regards Fair Trade.
- (iii) Chair the Fair Trade Steering Group and sit on the Environmental Policy Group.
- (iv) Attempt to sustain RU as a Fair Trade University.
- (v) Be a member of SUC and carry out its duties.

5.24 The Off-Campus Officer shall:

- (i) Work with the Vice President Activities to ensure off-campus Students' interests are represented.
- (ii) Develop communications and encourage participation with the off-campus student community.
- (iii) Report to the SU regarding all relevant off-campus social matters.

- (iv) Organise events and activities focused on off-campus Students' wants, needs and interests.
- (v) Be a member of SUC and carry out its duties.

5.26 The Activities officer shall:

- (i) Work closely with the Vice President Activities on all aspects of their department, in particular the Give It A Go scheme.
- (ii) Concentrate on creating activities for students which are alcohol free and are accessible to all students.
- (iii) Work towards a continually diverse and varied range of activities.
- (iv) Liaise with the Vice President Communications and Publicity Officers to ensure activities are publicised fully.
- (v) Liaise with all representational officers in the RSU to make sure the needs of the students they represent are met.
- (vi) Work with Vice President Activities to ensure all trips and activities run efficiently.
- (vii) Be a member of SUC and carry out its duties

5.27 The Women's Officer shall:

- i) Liaise with the Vice President Welfare and aid him/her with their duties.
- (ii) Provide information for students on Women's topics and promote Women's issues.
- (iii) Monitor, maintain and ensure the Women's information provided for students is kept up to date.
- (iv) Work with the Vice President Welfare to establish and develop relevant Women's campaigns across the university.
- (v) Be a member of the SUC and carry out its duties.

5.28 The Societies President shall:

- (i) Be responsible to the VP Activities.
- (ii) Encourage and promote the creation of new clubs and societies.
- (iii) Chair the society union meetings.
- (iv) Attend all union meetings.
- (v) Organise society union events in conjunction with the VP Activities.
- (vi) Represent the UoS in Fresher ' s week and recruit new members.
- (vii) Have weekly meetings with the VP Activities
- (viii) Be a member of SUC and carry out its duties.

Appendices

Appendix 1

Section 22 Education Act 1994

Section 22 (1) The Governing Body of the University or College (“the Governing Body”) shall take such steps as are reasonably practicable to ensure that the Students’ Union operates in a fair and democratic manner and is accountable for its finances.

Section 22 (2) The Governing Body shall take such steps as are reasonably practicable to secure that the following requirements are observed by the student union.

- (a) That the Students’ Union has a written constitution.
- (b) That the provisions of the constitution are subject to approval of the Governing Body and are reviewed by the Governing Body at intervals of not more than 5 years.
- (c) A student have the right not to be a member of the students union and not to be unfairly disadvantaged with regard to the provision of services or otherwise for not being a member.
- (d) Appointment to major union offices should be by election in a secret ballot in which all members are entitled to vote.
- (e) The Governing Body should satisfy themselves that the elections are run fairly and properly conducted.
- (f) A person should not hold sabbatical union office, or paid office, for more than two years in total.
- (g) The financial affairs of the Students’ Union should be properly conducted and appropriate arrangements should exist for the approval of the Students’ Union budget, and the monitoring of expenditure, by the Governing Body.
- (h) Financial reports of the Students’ Union should be published annually or more frequently, and should be made available to the Governing Body and to all students. Each report is to contain a list of the external organisations to which the Students’ Union has made donations; and details of those donations.
- (i) The procedure for allocating resources to groups or clubs should be fair and should be set down in writing and freely accessible to all students.
- (j) If the Students’ Union decides to affiliate to an external organisation, it should publish notice (to be made available to the Governing Body and all students) of this decision stating: the name of the organisation; and details of any subscription or fee paid or donation made to such organisation.
- (k) A report should be published by the Students’ Union (and made available to the Governing Body and all students) at least annually containing: a list of external organisations to which the Students’ Union is affiliated; and details of subscriptions or fees paid or donation made to such organisation.
- (l) There should be procedures for reviewing affiliations to external organisations under which: the current list of affiliations is submitted to approval by members at least annually; and at such intervals of not more than a year a requisition may be made by not more than 5% of the

members that the question of affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote.

- (m) There should be a complaints procedure available to all students or groups of students. To include provision for an independent person appointed by the Governing Body to investigate and report on complaints.
- (n) Complaints should be dealt with promptly and fairly and there should be an effective remedy.

Section 22 (3) The Governing Body must prepare, issue and when necessary revise, a code of practice ("the Code of Practice") as to the manner in which the requirements set out above are to be carried into effect at the Student's Union, setting out in relation to each requirement details for the arrangement made to secure its observance.

Section 22 (4) The Governing Body must bring to the attention of all its students at least once a year:

- (a) The Code of Practice
- (b) Any restrictions imposed on the activities of the Students' Union by the law relating to charities; and
- (c) Any code of practice issued under section 43 Education (No.2) Act 1986

Section 22 (5) The Governing Body must bring to the attention of all its students at least once a year and include in any information made available to prospective students:

- (a) Information on the right to opt-out of being a member of the student union; and
- (b) Details of services provided for those who opt-out of being members of the student union.

APPENDIX 2

2.1 Trustee Responsibilities

2.1.1 Trustees are responsible for the proper administration of the Students' Union. They must make sure that all RSU assets and resources are only used for its charitable purposes. They must make sure that RSU is run in accordance with its constitution and all other laws and regulations which affect its activities.

2.1.2 Trustees accept ultimate responsibility for everything the RSU does. The trustees are responsible for the vision, mission and management of RSU. They are accountable if things go wrong.

2.1.3 Trustees have to act reasonably and prudently in all matters relating to RSU. The law imposes a duty of care on trustees to exercise such care and skill as is reasonable in all the circumstances. To extent that trustees are not experts, they will be expected to take appropriate advice.

2.1.4 Trustees must safeguard and protect the assets of RSU which will include its investments, cash, land, intellectual property, staff and reputation.

2.1.5 Trustees have the responsibility to act collectively. Decisions and responsibilities are shared, so all trustees should take an active role. Trustees can act by majority, but all trustees are collectively responsible for decisions made by the trustees. However, a trustee who disagrees with a decision but is overruled may be relieved from personal liability, if such disagreement is clearly minuted. This does not mean that a trustee can then publicly lobby against this decision. He or she has a duty of collective responsibility to support the stance taken by other trustees.

2.1.6 Trustees must act in the best interests of RSU, the charitable interests of RSU are paramount. The trustees should not allow their personal interests or views to override this.

2.1.7 Trustees must avoid any conflict between their personal interests and those of RSU. A trustee should not profit unless authorised to do so by the governing document or some other lawful authority.

2.2 Legal Forms and Liabilities of Trustees

2.2.1 The legal position is that the trustees enter into contracts, and assume responsibilities, on behalf of RSU.

2.2.2 All charitable trustees are, in principle, vulnerable to claims instigated by the Charity Commission or the Attorney General or the other trustees, in the case of a breach of trust or breach of fiduciary duty. It is possible for a trustee to be relieved from personal liability in circumstances where he or she has acted in good faith. Thus it is highly unlikely for a charity trustee to be held personally liable for breach of trust unless he or she has acted in deliberate contravention of the rules, or has been grossly irresponsible.

2.2.3 Expenditure of RSU funds is permitted only if it furthers the interests of its members in a way that assists in the *educational aims* of the governing body. The trustees have duty to ensure that RSU funds are not used for the purpose outside its objects.

(Trustee responsibilities and Governance Models for Students' Unions in England and Wales, Rosamund McCarthy)

Appendix 3

Agreement of Office



Roehampton Students Union would like to congratulate you on your recent success in the elections. Your term of office runs from 1st July to 31st July the following year. During your term of office you will be a trustee of the union and your student status will remain.

Officer Role:

You will be required to carry out your specified Job description outlined in the constitution. Additional responsibilities come from the role of Duty Manager (outlined below) and being a trustee.

Duty Manager:

Sabbatical officers are required to undertake the responsibility of duty manager on a weekly rotation. During this week you will attend all of the scheduled RSU social activities. You will be there to support any welfare issues, ensure the event operations and respond to any questions or situations that may arise. You will need to arrive before all students and leave only after the premises have been fully vacated. All sabbaticals will be deemed Duty Managers during Freshers week, Summer Ball and other large events that the management committee agree on.

Officer Hours:

The structure to working hours will be those similar to the 9am to 5pm office hours. However, with the nature of the work you will probably be attending social events and meetings out of office hours and your hours will become more flexible. The weeks when you are Duty Manager additional arrangements will be made to ensure adequate rest.

Grievance:

The University has Grievance and Disciplinary procedures which are applicable to all students. If you have a grievance you have the right to take the matter up with the President or Acting President, Chair of SUC or the RSU harassment officer.

Holiday:

During your term of office you will be entitled to 22days holiday. Holiday needs to be mutually agreed with the management committee and should not be taken during term time. Please give as much notice as possible when booking leave.

Allowance:

You will receive an honorarium, and this will be paid directly into your bank account on the 26th of each month courtesy of the University.

In signing the Agreement of office I understand and agree to the above and will carry out my duties to the best of my abilities.

Appendix 4

ATHLETIC UNION **CODE OF CONDUCT**

The code has been devised to cover all areas of student behaviour within and around Club activities but not for individual students out of a sporting context.

The code will be publicised and distributed to all Athletic Union Members at the start of the academic year. Any breach of the code will constitute a disciplinary offence.

In addition all clubs are reminded that they are bound by the Students' Union Equal Opportunities policy. Infringement of this policy will also constitute a breach of the code.

The following areas are subject to the code of conduct:

1. Initiation of new members and team selection policy based on non-sporting criteria.

Students should not be intimidated or coerced in any way with regard to becoming or remaining Club members. This includes compulsory initiation ceremonies, discriminating against members who do not take part in social activities or any promotion of excessive alcoholic intake.

2. Banned Substances.

The use of substances band by the International Olympic Committee will be considered a breach of the code of conduct. Reports of substance abuse will be dealt with the utmost severity; students who have been found to be using banned substances will be immediately brought before the disciplinary committee for sanctioning. Furthermore, the committee is duty bound to report the case to Roehampton University in accordance with its drug policy.

3. Behaviour at Sporting Events.

When students are representing the University for fixtures or attending training sessions, their behaviour must be of the highest standard. Behaviour that involves any level of violence (actual or verbal), any degree of illegality or any behaviour that can bring the Roehampton University or the Students' Union into disrepute will not be tolerated. Behaviour within the Coach or Minibus during the journey to and from fixtures must be of the highest standard with any activity threatening the safety of the passengers or third parties being treated with the utmost severity, to include legal action if applicable.

The period of "representing" the University is deemed as beginning at the published meeting time and finishes at the end of the post match activity when the student leaves the transport used for the fixture, or the team group. This includes post match social events involving the team group.

4. Social Functions.

If a club organises or hosts a social event, then the club will be deemed responsible for the behaviour of its members and official guests connected to the event. Any behaviour of a criminal nature or behaviour likely to bring the University of Surrey - Roehampton or Students' Union into disrepute by club members or official guests at or associated with this function will be dealt with by the disciplinary panel.

5. Tours

If a club participated in a sports tour organised either by the students' union or on their own the above code still applies. A sports team must be aware that the reputation of the University and Students' Union is your responsibility and any act that brings these bodies into disrepute will be dealt with very severely.

Appendix 5

6.0 Complaints Procedure

6.0 Any member of the Union shall have the right to complain and have the complaint dealt with promptly and fairly.

6.1 Any complaint about the Union shall be addressed to the President or any Vice President if the complaint is about the President.

6.2 The President or any Vice President shall make a written reply within five (5) college days.

6.3 If the complainant wishes to take the matter further he/she should instruct the President or Vice President about his/her wishes. The letter must arrive within five (5) college days after the final meeting with the President or Vice President. The complaint will then be heard at the first SUC after the President or Vice President has received the appeal in writing.

6.4 The complainant shall be informed in writing of the time, date and venue of the meeting and will be expected to attend. The complainant will have the right to be accompanied by a colleague.

6.5 The outcome of the hearing will be communicated in writing within three (3) working days after the end of the meeting by the chair of the council.

6.6 If the matter is not resolved satisfactorily in the SUC the Union shall appoint an independent person to consider and resolve the complaint whose ruling shall be final.

6.7 Upon receipt of a written ruling from the chair of SUC a period of ten (10) college days in which the President, or Vice President may request in writing that the Deputy

Vice Chancellor appoint an independent arbitrator to undertake an appeal. The letter must contain detailed reasons for the request.

6.8 The arbitrator shall be a person external to RU with significant experience of a Students Union and University affairs. The University Council shall appoint the arbitrator.

Appendix 6

7.0 Finance Schedule

7.1 The Union budgets are prepared and presented to the new management committee in July.

7.2 These Budgets are to be presented at the first SUC for approval.

7.3 The RSU accounts are to be audited annually by a public accountant. These accounts are to be presented to management committee, at the next SUC and to RU.

7.4 Management accounts are to be produced monthly and presented to Management Committee, SUC and RU.

7.5 The Union President will be become a signatory upon signing the agreement of office, and presenting the relevant materials to the Finance Manager.

Appendix 7

Entertainment Events Code of Conduct (Updated 1st November 2005)

The prime objective of RSU events is to create a positive atmosphere allowing you to socialise, interact and have an enjoyable time. If at anytime you feel this is not the case please report any incidents immediately to event security or to the RSU duty manager; for any other incidents or comments please inform the entertainment and services co-ordinator at RSU.

If at any time you are suspected of breaking the event code of conduct your identity card will be confiscated and you will be asked to leave the event. A report of the incident and your identity card will be passed onto your college Deputy Principal and you will be suspended from all RSU events until your incident has been investigated.

GAINING ENTRY

- Entry to events is only permitted when a valid Roehampton University card is produced. (NUS cards are not accepted)
- When the event capacity has been reached no more admittance will be allowed. RSU does not operate a one in one out policy.
- The main door will be closed at midnight. Admittance will be refused after this point.

- RSU reserves the right to refuse entry if we believe you are too intoxicated for your safety or for the safety of others
- If the event requires a ticket or wristband then you must present this to gain entry. If a ticket or wristband is lost, damaged or tampered with then entry you will be refused.
- Entry can be subject to a search being conducted.
- Entry can be subject to the removal of hats and hoods.

EVENT CODE OF CONDUCT

- Aggressive or intimidating behaviour towards students, guests or members of event staff will not be tolerated.
- RSU follows the University's equal opportunities policy.
- Please report any incidents to a member of event security or the RSU duty manager.
- The use of/possession of illegal substances is not permitted.
- Weapons are strictly prohibited.

SIGNING IN GUESTS

You are permitted to sign in one guest per event; the guest must adhere to the event code of conduct.

When signing in your guest you are ultimately responsible and accountable for their behaviour. If your guest does not adhere to the event code of conduct you will receive the sanctions as if you had committed the offence yourself.

A guest can only be signed in when the procedure below is followed:

1. You need to give your guests name and your details to RSU reception. The latest this can be received is 4.00pm the day of the event (Friday if it is a weekend event).
2. Your guest arrives at the event with you.
3. The guest provides a form of photographic id i.e. passport or driving license.
4. The guest agrees to adhere to the event code of conduct.
5. The guest agrees to sign in and have their photo taken with you.

SANCTIONS

If you are involved in an incident you will be suspended from all RSU events until an investigation has been undertaken by your Deputy Principal. Each incident will be investigated individually but below are examples of some possible sanctions.

- ban from RSU activities (ranging from a week to life)
- the privilege of signing in guests will be removed
- campus restrictions
- your incident being taken to the student review board

RSU would like to thank you for your co-operation and hope you have an enjoyable time at our events.

