



**CODE OF PRACTICE IMPLEMENTING SECTION 22 OF THE EDUCATION ACT 1994
IN RELATION TO STUDENTS' UNIONS**

Approved by Roehampton University Council on:

The Education Act 1994 (section 22(3)) requires universities to issue a Code of Practice, setting out the manner in which the requirements of sections 22(1) and (2) of the Act relating to the organisation and activities of the Students' Union, are put into effect.

The requirements of Section 22(2) in the wording of the Act	Steps taken by the HEI
(a) The union should have a written constitution	<p>The Memorandum and Articles of Association were approved by Council on 8 March 2010.</p> <p>More detailed procedures of a constitutional nature are set out in the RSU Bye-Laws.</p>
(b) The provisions of the constitution should be subject to the approval of the governing body and to review by that body at intervals of not more than five years.	<p>The University is required to review the provisions of the Union's Articles of association at intervals of not more than five years.</p> <p>Under Article 9 the prior approval of University Council is required for any amendments to the Union's Memorandum and Articles of Association.</p>
(c) A student should have the right (i) not to be a member of the union, or (ii) in the case of a representative body which is not an association, to signify that he does not wish to be represented by it, and students who exercise that right should not be unfairly disadvantaged, with regard to the provision of services of otherwise, by reason of their having done so.	<p>Article 11 of the Memorandum and Articles of Association establishes the right of students to opt out of Union membership.</p> <p>The procedures for so doing are contained in Bye-Law 1.</p>
(d) Appointment to major union offices should be by election in a secret ballot in which all members are entitled to vote.	<p>This is established by the Memorandum and Articles of Association (Article 32).</p>
(e) The governing body should satisfy themselves that the elections are fairly and properly conducted.	<p>The election process of the union, as set out in the Memorandum and Articles of Association and Bye-laws, ensure that the elections are fair and properly conducted. The Trustee Board appoints a Returning Officer and this appointment is ratified by the Student Union Council and a member of the Senior Management Team responsible for liaising with the SU.</p> <p>After the elections a formal report shall be submitted to the secretary of University Council. The report shall detail that the election process was conducted in accordance with the regulations and state the results of the elections process.</p>
(f) A person should not hold sabbatical office, or paid elected union office, for more than two years in total at the establishment.	<p>This is covered in Article 32: a sabbatical term lasts one year and they can serve a maximum of two years if they stand for re-election.</p>

<p>(g) The financial affairs of the union should be properly conducted, and appropriate arrangements should exist for the approval of the union's budget, and the monitoring of its expenditure, by the governing body.</p>	<p>The finances of the union are properly conducted in accordance with the Memorandum and Articles of Association, Bye-Laws, the Charities Commission and Companies House.</p> <p>The Students' Union has a dedicated Finance Manager who is appropriately qualified and whose sole responsibility is to manage the finances of the Union.</p> <p>The Budget of the Students' Union is subject to approval by the Finance and General Purposes Committee.</p> <p>Annual accounts are drawn up and audited externally.</p>
<p>(h) Financial reports of the union should be published annually or more frequently, and should be made available to the governing body and to all students, and each such report should contain, in particular, a list of the external organisations to which the union has made donations in the period to which the report relates, and details of those donations.</p>	<p>The Annual Financial Statements of the Students' Union is received by Finance and General Purposes Committee.</p> <p>The audited accounts are available on request or electronically online.</p> <p>Details of any donations are contained in the Financial Statements.</p>
<p>(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.</p>	<p>Resources are made available in the budget for Club & Societies. Individual Clubs & Societies will submit budgets/requests to the union. The sabbatical team will review submissions and will allocate funding considering the necessary expenses of the club & society, membership level and activity. This will then be submitted to SUC for approval. This is conducted under Bye-Law 8.</p>
<p>(j) If the union decides to affiliate to an external organisation, it should publish notice of its decision, 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 should be made available to the governing body and to all students.</p>	<p>This information is available to the University and Students electronically online.</p> <p><i>[Information about affiliations is made available on the Students' Union website]</i></p>
<p>(k) Where the union is affiliated to any external organisations, a report should be published annually or more frequently, containing 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 or since the last report, and such reports should be made available to the governing body and to all students.</p>	<p>An annual report shall be made to Council, normally in the Autumn term in conjunction with the Financial Statements of the Students' Union, containing 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 since the last report. The content of the report shall be made available to all students by the Students' Union.</p>
<p>(l) There should be procedures for the review of affiliations to external organisations, under which the current list of affiliations is submitted for approval by members annually or more frequently, and at such intervals of not more than a year as the governing body may determine, a requisition may be made by such proportion of members (not exceeding 5%) as the governing body may determine, that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote.</p>	<p>The Students' Union is required to conduct an annual review of its current list of affiliations. The proposed affiliations will be detailed at the Annual Members Meeting.</p> <p>Bye-Law 2 provides that Members who are opposed to affiliation of the Union to a particular external organisation, or who wish to see the Union affiliated to a particular organisation may call for a secret ballot of all members. 5% of the full membership of the Union may call for such a ballot (in accordance with Bye-Law 2)</p>

<p>(m) There should be a complaints procedure 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 the right referred to in paragraph (c) above, which should include provision for an independent person appointed by the governing body to investigate and report on complaints.</p> <p>(n) Complaints should be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.</p>	<p>A complaints procedure is outlined in Bye-Law 8. Initially the complaint will go to the President or one of the Officer Trustees. If the complainant is not happy with the response a complaints panel will be assembled which will include an independent person appointed by the governing body. The time lines are also outlined in the Bye-laws.</p>
<p>(3) The governing body of every establishment to which this Part applies shall for the purposes of this section prepare and issue, and when necessary revise, a code of practice as to the manner in which the requirements set out above are to be carried into effect in relation to any students' union for students at the establishment, setting out in relation to each of the requirements details of the arrangements made to secure its observance.</p>	<p>To be considered by NagCom on 27 February 2012 and Council on 12 March 2012.</p>
<p>(4) The governing body of every establishment to which this Part applies shall as regards any students' union for students at the establishment bring to the attention of all students, at least once a year—</p> <p>(a) the code of practice currently in force under subsection (3),</p> <p>(b) any restrictions imposed on the activities of the union by the law relating to charities</p>	<p>At the start of each academic year the governing body distributes an introductory email to all students introducing them Roehampton Students' Unions. This email contains a summary of the Students' Union, a link to its website, a link to the code of practise and provides an opportunity for them to register to their mailing list.</p>
<p>(5) The governing body of every establishment to which this Part applies shall bring to the attention of all students, at least once a year, and shall include in any information which is generally made available to persons considering whether to become students at the establishment—</p> <p>(a) information as to the right referred to in subsection (2)(c)(i) and (ii), and</p> <p>(b) details of any arrangements it has made for services of a kind which a students' union at the establishment provides for its members to be provided for students who are not members of the union.</p>	<p>The introductory email contains a link where it outlines the procedures to opt out of the Students' Union. This section also contains information on other support services provided through the Colleges, Student Affairs and the Chaplaincy.</p>