



INTERNAL PROCEDURE

Title: Students' Union Constitution

POLICY HOLDER:	Students' Union President
SMT OWNER:	Principal
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Amendments Log

Revision no:	Reason for Revision:	Originated by:	Approval:
1	Update: June 2014 - Change to Executive Officer positions - Inclusion of the College's Ways of Working	Elliott Page (SU President) Jacky Sturman (Executive Manager)	Student Parliament & Trustees
2	Update: March 2019 - Change to Sabbatical Officer positions - Sabbatical Officer positions subject to interview following election - Grounds of discrimination updated to the 9 protected characteristics in line with the Equality Act 2010 - Change of title from HoS to HoA - School Council changed to Student Forum - Reference to a school changed to curriculum area - Financial arrangements of the Union updated to reflect that the Union does not have a separate legal status or a set of accounts. The budget for the Union is included within the overall College accounts - Definition of a Trustee clarified - Process and regulations for running a club and/or society of the SU clarified	Luke Mitchell (SU President) Jacky Sturman (Executive Manager)	Student Parliament on 06 March 2019 Board of Trustees on 26 March 2019
3	Update: September 2024 - Addition of new SU Objective - Update to Ways of Working - Removal of the provision of postal voting for referendums and elections - Update to the Student Forum process - Update to Schedule One – Election Regulations: - Change to the process for election of members to Student Parliament - Removal of restrictions on students not being permitted to vote for all Executive Committee positions - Process for the co-opting of vacant Executive Committee positions clarified - Simplification of the process for students to be able to set up clubs and societies - References to Executive Team updated to College Leadership Team - References to Vice President removed - Standardisation and update to Schedule Five – Job Descriptions	Seb Gasse (Vice Principal Student and College Services) Freddie Simpson (SU President) Tom Denney (SU Liaison Officer)	Student Parliament on 04 December 2024 Board of Trustees on Tuesday 11 February 2025

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Section 1: The Articles

Constitution of City College Norwich Students' Union

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

1. Name and status

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

2. Objectives (aims)

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

- (a) Promoting the interests and welfare of students at City College Norwich during their course of study and representing, supporting and advising students.
- (b) Being the recognised representative channel between students and City College Norwich and any other organisation outside City College Norwich.
- (c) Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of our students.
- (d) These objectives shall be practiced without discrimination on the grounds of age, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, disability or medical condition; except when action may be taken to promote equality of opportunity.
- (e) Empowering students to actively participate in the running and affairs of the Union, by centring student voice in the activities of the Union.

3. Powers

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

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

4. Trustees

- 4.1 The Trustees will be all the members of the Governing Body of the College and the Students' Union Executive Committee who are aged 18 or over.
- 4.2 A Trustee will no longer be a Trustee if: -
 - (a) They resign by giving notice.
 - (b) They are a sabbatical Trustee and they stop being an employee of City College Norwich.
 - (c) They are no longer a member of the Governing Body of the College, in line with the College's Instruments and Articles for Government.
 - (d) They are no longer a member of the Union, in line with clause 5 of this Constitution.
 - (e) They fail to attend two Trustee meetings in a row without sending apologies and the Trustees decide that they should be removed for this reason: or
 - (f) a motion of no confidence in a Trustee who is a member of the Students' Union

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Executive Committee (aged 18 or over), is passed by a two third majority vote of Student Parliament.

- 4.3 If a Trustee resigns, or is removed from office, a new Trustee will be appointed: -
- a) in line with the College's Instruments and Articles for Government if a member of the Governing Body;
 - or
 - b) in line with Schedule One of the Students' Union Constitution if they are a member of the Students' Union Executive Committee.

Powers of the Trustees

- 4.4 The Trustees are responsible for the Union's long-term health and sustainability and for overseeing the way our Union is managed, including our finances, strategy and governance.
- 4.5 The Trustees can override any decision or policy made by a referendum or by Student Parliament which is against the law, puts the organisation at financial, reputational or legal risk or acts outside of the core purposes of the organisation and its constitution.
- 4.6 The Trustees must hold at least three meetings each year. These meetings will form:
- a) the City College Norwich Corporation Board meeting
 - and
 - b) the meeting of the Students Union Executive Committee
- 4.7 Two Trustees from the Governing Body can call a meeting of the Trustees. At least seven days' notice will normally be given; shorter notice can be given if all the Trustees agree or if a meeting needs to be held urgently, hence it is not possible to give seven days' notice.
- 4.8 The President, who will be the Chairperson of the Students Union Executive Committee meetings, will be the spokesperson for any decision/discussion to be taken forward to the Corporation Board.
- 4.9 Trustee meetings shall only take place where there is Quorum. If there are over 40% of eligible members present or at least five Trustees, whichever is greater.
- 4.10 The Trustees will make decisions by a majority vote. If there are an equal number of votes on an issue, the Chairperson of the College's Governing Body will have a casting vote on top of any other vote they may have.
- 4.11 A Trustees' meeting may be held by phone or by any other electronic or virtual means agreed by the Trustees.

Conflicts of interest

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

5. Members

- 5.1 Our members are: -
- (a) All students aged 16 and over who are registered at City College Norwich (including apprentices) and have not opted out of membership of our Union; and
 - (b) Our sabbatical officer(s).

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- 5.2 You cannot transfer your membership to someone else. Your membership will automatically end if: -
- (a) You stop being a student of City College Norwich.
 - (b) You give the Union written notice that you do not want to be a member, in line with the schedules; or
 - (c) A decision is made to remove you from membership under the Students' Union Charter.
 - (d) You die.
- 5.3 All members must always adhere to the College's Student Charter and apply and promote the 5 Ways of Working, including when members are involved in activities or attend events that are run or organised by us, the Students' Union.
- 5.4 You can use our facilities and take part in our educational, social, sporting and cultural activities. You can speak and vote at our meetings, nominate other members, stand and vote in our elections, and hold office in clubs and societies.
- 5.5 Registered students of City College Norwich under the age of 16 shall not be members of our Union, but may take part in certain activities, as agreed by the Students' Union Executive Committee and any forum for students under the age of 16 and approved by the Student Parliament. Students under the age of 16 will not be given a NUS TOTUM card or a card bearing the NUS logo.

6. Referendums

- 6.1 A referendum, in which all members will be allowed to vote, may be called on any issue by:
- (a) a majority vote of at least two thirds of the Student Parliament; or
 - (b) the President or Returning Officer, if they receive a petition setting out the issue and the name, course, student number and signature of at least 200 members.
 - (c) The Returning Officer shall be responsible for deciding the wording of the question on the referendum.
 - (d) The referendum shall be supervised by the Returning Officer, as per the arrangements for an election as in schedule one (Election Regulations) of this constitution. Voting shall be open for five working days.
 - (e) We cannot hold another referendum about the same matter in the same academic year.
- 6.2 Policy set by a referendum can overturn policy set by the members at the Student Parliament.
- 6.3 We will hold referendums in line with the schedules.

7. Elections – Please refer to Schedule One.

8. The Students' Union Executive Committee

- 8.1 The Students' Union Executive Committee will include sabbatical and non-sabbatical officers who are elected in line with clause 7.
- 8.2 A sabbatical officer will be a 'major union office holder' for the purposes of Section 22 of the Education Act 1994 and once elected in accordance to clause 7, will be subject to interview by the Principal (or designated member of the College Leadership Team) before entering into a contract of employment with City College Norwich. The term of office and duties of a sabbatical officer are set out in the schedules.

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- 8.3 The Students' Union Executive Committee will run our Union on a day-to-day basis in line with this constitution and its schedules, any relevant legislation and any decisions made by the Trustees, Student Parliament or by referendum.
- 8.4 The Students' Union Executive Committee will abide by the College's Student Charter and apply and promote the 5 Ways of Working.
- 8.5 The Students' Union Executive Committee will meet in line with the schedules of this constitution.
- 8.6 Executive Officers will no longer be Officers if: -
 - (a) They resign by giving us notice.
 - (b) They fail to go to two executive meetings in a row without sending apologies; or
 - (c) A motion of no confidence in the Officer is passed by a two third majority vote of Student Parliament.
 - (d) They are no longer a member of the Union, in line with clause 5.

9. Student Parliament

- 9.1 Student Parliament is responsible for: -
 - (a) Helping the Students' Union Executive Committee carry out their work and holding them accountable.
 - (b) Setting Students' Union policy (which can be overturned by referendum).
 - (c) Making and amending the Schedules jointly with the Trustees in line with clause 16; and
 - (d) Acting as a consultation forum for raising matters with City College Norwich.
- 9.2 The membership and procedures of the Student Parliament are set out in the schedules of this constitution.
- 9.3 Representatives will normally be elected by the students in their curriculum area or may be nominated by the Head of Area (or appropriate deputy in their place), providing nominated students are likely to be supported by the students in their area.

10. Student Forums

- 10.1 All students are representatives.
- 10.2 The SU team will seek views via open Forums at least every term across all sites (Easton, Norfolk House Norwich and Paston).
- 10.3 Meetings may also be convened in conjunction with the Heads of Area including for individual courses.
- 10.4 More formal meetings may also elect students responsible for arranging social and educational events for students in that curriculum area.
- 10.5 Two representatives will be chosen from each area prior to the second series of Forums in the Autumn term.

11. Being affiliated to other organisations

- 11.1 Any proposal to affiliate to another organisation must be approved by the members at Student Parliament or by a referendum.
- 11.2 Proposals approved by Student Parliament or by referendum will then be presented to the board of Trustees for consideration.
- 11.3 We will tell City College Norwich about all new links to other organisations, including the name of the organisation and the fee to be paid.

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11.4 We will include details of all links to other organisations, including the names of the organisations and each fee paid, in our annual report. Our annual report is presented to the board of Trustees.

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

12. Clubs and societies

Clubs and societies may be recognised by Student Parliament if they meet the requirements set out in the schedules of this constitution and are in line with our objectives.

13. Complaints procedure

If we receive any complaints about a member of the Students' Union Executive Committee or any member of Student Parliament, these will be dealt with under the College's complaints and/or by the College's student/staff disciplinary procedures.

14. Finance

The Union is regarded as an integral part of the College which does not have a separate legal status or a set of accounts. The budget for the Union is included within the overall College. We will receive appropriate funds from City College Norwich to allow us to carry out our objectives.

15. Money and property

15.1 Our money and property must only be used to help us carry out our objectives.

15.2 Trustees cannot receive any money or property from us except: -

- (a) Their reasonable out-of-pocket expenses.
- (b) Payments made to any Trustee under clause 19.
- (c) Reasonable payment to a sabbatical Trustee for any services they have provided to us (including services provided under a contract of employment with us) as long as the Trustee follows clause 4.12 (conflicts of interest) in relation to any decisions regarding the payment.

16. Schedules

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

17. Minutes

The Trustees will keep minutes of every meeting and all resolutions of the members and the Trustees. The relevant items of these minutes will be made available to members upon request.

18. Accounts and reports

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

19. Protection against liability

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

20. Winding up

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

21. Amendments to the constitution

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

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

22. Interpretation

22.1 If anyone challenges any part of this Constitution, we will ask our President to clarify.

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

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

Section 2: Schedules

Schedule One - ELECTION REGULATIONS

This schedule outlines what to do for all elections for all positions in the Union. It also outlines the procedure to follow if a vacancy of any occurs position occurs during term of office.

1.1 Returning Officer

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

1.2 When elections should happen

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

1.3 Standing for members of the Students' Union Executive

The members of the Students' Union Executive Committee will be: -

- 2x Higher Education Officers
 - 3x Further Education Officers
 - International Students' Officer
 - Environment Officer
 - LGBTQ+ Students' Officer
 - Apprenticeship Officer
 - Black, Asian and Minority Ethnic (BAME) Students' Officer
 - Events and Fundraising Officer
 - Disabilities Officer
 - Women's Welfare Officer
 - Men's Welfare Officer
- i. All members of the Union are eligible to stand for Executive Committee positions, except where restrictions apply, as laid out in the Job Descriptions (Schedule 5).
 - ii. Reopen nominations (RON) will be an option for all positions in all Union elections.
 - iii. Nomination forms and election packs will be available in electronic format via the SU site; hardcopies will be available from all campuses' reception points and the Students' Union office upon request at least 5 working days before the election. The Election Pack will contain the relevant job description of each position in the election. It will also contain information on the facilities the Union will make available to each candidate.
 - iv. Members of the Union can stand for election upon completion of a nomination form signed by the candidate and at least one proposer and one seconder.
 - v. Members of the Union may only stand for one position in an election series.
 - vi. Nomination forms must reach the Returning Officer or a person appointed by them no

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later than 5:00pm on the final day of the declared nomination period.

1.4 Election of members to the Student Parliament

- i. The members of the Student Parliament, (other than the members of the Executive Committee) will be:
 - A minimum of two representatives from each curriculum area
- ii. Elections to Student Parliament are organised by the Student Union with the Head of Area and follow normal democratic principles:
 - Communication across all courses in the area.
 - Nominations with a proposer & a seconder.
 - A secret ballot where more than two nominations are received.
 - The election will be by First Past the Post.
 - Votes should be completed at least one week before the first Student Parliament meeting
 - The Union and Head may co-opt students into roles where no one is elected, to ensure that the area is represented at Student Parliament.
 - The Students' Union President or the Liaison Officer will act as Returning Officer for the election for members of Student Parliament.

1.5 Publicity about the Students' Union Executive Committee Elections

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

1.6 Nominations

- i. Each candidate will sign a nomination form and must include the details of their Proposer and Secunder.
- ii. The returning officer will confirm the legitimacy of the proposer and seconder.
- iii. Providing inaccurate or misleading information will result in the nomination being removed from the ballot.
- iv. Members of the Union will sign no more than one nomination paper per vacant position.
- v. Nominations for all elections will close at 5:00pm.
- vi. Any candidate can withdraw their nomination by informing the Returning Officer in writing before the start of voting.
- vii. Under no circumstances will the Returning Officer, or anyone appointed to hold the nomination forms prior to the close of nominations, reveal to any person details of any nomination received.
- viii. Candidates will appear on the ballot paper in alphabetical order. The forename and surname by which the candidate is commonly known will be used. In the event of any doubt or dispute the forename and surname as shown on their enrolment form will be used.

1.7 Campaigning

- i. No campaign material will be released until nominations have been officially announced. This includes the setting up of any social network site e.g. Facebook, Twitter etc.
- ii. Candidates can only advertise:

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- a) On the student display areas/boards around the College's campuses, only the Returning Officer can co-ordinate these displays.
- b) On material provided through the Returning Officer.
- iii. No publicity material can be affixed in such a way as to interfere with the publicity of another candidate. No candidate can remove or deface the publicity of another candidate.
- iv. Candidates can only endorse their own campaign and not any other candidates'.
- v. No candidate can incur or initiate expenditure on any election. The Union will provide the following facilities for each candidate:
 - a) Sabbatical Officer – £50.00 of printing materials produced by the College's Printroom only.
 - b) Executive Officer – £20.00 of printing materials produced by the College's Printroom only.
 - c) All publicity will be purchased and provided through the Returning Officer or their nominated delegate.
- vi. No candidate will use publicity to promote a commercial activity.
- vii. Candidates cannot use any communication materials that are not sanctioned by the Returning Officer.
- viii. A candidates' 'question time' session (Hustings) will be held at a time and date to be determined by the Returning Officer. Any candidate absent from 'question time' without sending apologies to the Returning Officer in advance, will be deemed to have withdrawn from the election. The length of speeches and responses by candidates to questions will be determined by the Returning Officer who will also appoint a Chair.
- ix. The Returning Officer will publicise the location and arrangements of the 'question time' and voting arrangements 10 working days before voting.
- x. A list of candidates and manifestos will be published on appropriate student platforms no later than 2 working days after nominations close.
- xi. Candidates and their campaigners must adhere to good conduct and all 5 Ways of Working throughout the entire course of the elections, from nominations through to the counting of the votes. If any candidate or their campaigners are found to be breach of this ruling, the candidate will be disqualified from the elections by the Returning Officer with immediate effect.

1.8 Voting procedures for Students' Union Executive Committee Elections

- i. The Returning Officer will ensure that all members of the Union have access to vote no matter their place or time of study.
- ii. All members of the Union will be able to vote for the positions as outlined in item 1.3(i),
- iii. The Returning Officer has the right to restrict voting to constituent groups as needed. E.g. the BAME Officer voted for by students registered as belonging to that group.
- iv. All members of the Union can vote, with student email addresses and/or student numbers to be used as verification.
- v. Votes will be cast through an online voting form, which will bear the name of each candidate and the office being contested. There will be a facility for reopening nominations as outlined in clause 1.3 (iii).
- vi. Voting will be by secret ballot, by the selection of the candidates who are the preference of the voter.
- vii. Student Parliament reserves the right to authorise any other method of voting.
- viii. The Returning Officer will make provision for students unable to vote using the system provided due to a registered disability or learning need. This may involve a proxy or an alternative system/method.

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

- i. Results of the elections will be declared by the Returning Officer when the count for each post has been completed.
- ii. A list of successful candidates will be announced on student platforms designated as formal communication tools within the College. The Returning Officer should send a copy of the results to Student Parliament and Trustees.
- iii. The results will become official 48 hours after they have been posted provided that no

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complaint has been lodged with the Returning Officer within 48 hours. In the event of a complaint being received by the Returning Officer the results will be suspended until the complaint has been resolved.

- iv. The election results will include the statement “Reopen nominations” (RON). For the purposes of counting, RON will be treated as a candidate. If the RON is elected the Returning Officer will declare the vacancy unfilled.
- v. Counting will be by ‘First Past the Post’ (FPTP). The candidate with the most votes in each contest is declared the winner.

1.10 Election Complaints for Student Union Executive Committee and Student Parliament

- i. Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within 48 hours of such a complaint being lodged by any member of the Union or the candidate and/or their nominee.
- ii. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.
- iii. A challenge or complaint during or following the count, must only relate to the conduct of the count, and be lodged with the Returning Officer who will resolve the complaint within 48 hours of it being lodged.
- iv. In determining a resolution to the complaint, the Returning Officer after hearing all the appropriate evidence, may uphold the complaint; or can halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the Returning Officer on any complaint will be final, subject only to a successful appeal to the Clerk to the Corporation.

1.11 Vacant Executive Officer positions on the Students’ Union Committee

- i. Student Parliament may choose to co-opt a student into any vacant Executive Officer position. Candidates need to submit an expression of interest to the Returning Officer no later than 5 working days prior to the sitting of Student Parliament.
- ii. Prior to Student Parliament, the Union may choose to co-opt suitable students into vacant Executive Officer positions on an interim basis, to then be approved by Student Parliament on a permanent basis. All candidates must meet with the SU President and receive an appropriate reference from a member of staff prior to being co-opted.

1.12 Vacancies for positions on the Student Parliament

- i. If any post on the Student Parliament falls vacant, then a by-election will be arranged by the Students' Union President at the appropriate student forum.

Schedule Two - CLUBS AND SOCIETIES

2.1 Setting up a club or society

- i. No club or society will be recognised if its objects conflict with those of the Union. However, this restriction will not be interpreted so as to prevent the establishment of political, religious or ethnically based clubs and societies.
- ii. Any club or society that wishes to be recognised by the Union will present to the President:
 - A list of at least 5 signatures of members.
 - The proposed membership fee (if applicable).
 - A plan for the club or society to include:
 - a) The name of the club or society.
 - b) The aims and objects of the club or society (which will not be contrary to those of the Union).
 - c) Regulations relating to membership eligibility of the club or society.
 - d) A point of contact for the club or society – a Treasurer is only needed if there is a need for expenditure in the responsibilities of the club or society's committee.
 - e) Provision for the Union statement on equal opportunities.
- iv. The SU President reserves the right to increase the formal requirements for each club, should the need arise.
- v. At the end of the academic year, a chairperson can continue their role until the new academic year if they are continuing their studies at CCN. If they do not want to continue in the role, the President will take responsibility until the new academic year when they can organise an election for a new chairperson.

2.2 Money for clubs and societies

- i. To receive funding an eligible a club or society will submit a budget proposal to the President.
- ii. The President will present the proposal to the Trustees for consideration at the next scheduled meeting.
- iii. Any budget allocation will be made on the basis of the level of activity in the club or society, the number of members it has and any special equipment and travel considerations.
- iv. The President is responsible for the reconciliation of any budget allocation made to a club or society.

2.3 Meetings of clubs and societies

- i. Clubs and Societies should meet regularly and would normally be supported or sponsored by a member of staff
- ii. Changes to club or society plans may take place in September if needed; Student Parliament will be notified of changes to club plans and may be amended accordingly.

2.4 Responsibilities of clubs and societies

- i. No-one from a club or society can commit either the club or society or the Union to any expenditure without prior authorisation from the Trustees.
- ii. The club or society will be responsible for promoting itself during induction week to encourage new membership.
- iii. All clubs and societies' Chairs will submit an income and expenditure sheet to the Students' Union Executive Committee at the end of each term, if required
- iv. The club or society will not hold its own bank account and all its finance will be administered through the Trustees.
- v. The club or society will hold no funds whatsoever.
- vi. The Chairperson of the club or society will be responsible for the smooth running of any social events and activities .
- vii. The Treasurer (if appointed) will be responsible for ensuring that all expenditure is legitimate and that it does not exceed the club or society allocation for that year. The

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Treasurer will also ensure that an accurate list of all equipment purchased is kept and all equipment is returned to the Union at the end of the academic year. A Treasurer is only required if there is a need for expenditure.

- viii. The Treasurer will ensure that all income received by the club or society is paid directly into the Union accounts and that no funds received by the club or society are withheld.
- ix. The Treasurer will ensure that an income and expenditure account for the previous academic year is sent to the President of the Union.
- x. Failure to abide by these regulations and the Union constitution can result in suspension of the club or society by the Students' Union Executive Committee.

Schedule Three - MEETING REGULATIONS

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

3.1 Student Parliament

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

3.2 Who can attend Student Parliament?

- i. All members of Student Parliament will be expected to attend all meetings of Student Parliament. Any member of Student Parliament who fails to attend two consecutive meetings without giving apologies to the Chair (who will be the Students' Union President) and does not provide satisfactory reasons acceptable to Student Parliament, will be considered to have resigned.
- ii. Any full member of the Union can attend Student Parliament meetings in accordance with clause 5.4 of the articles of the Constitution. Any individual who is not a member of the Union who wishes to attend must receive permission from the meeting by submitting a request to the Chair. The Chair will then take a vote on whether the individual may attend.
- iii. Nominated College staff.

3.3 Who can speak at Student Parliament?

- i. Any full member of Student Parliament can speak at Student Parliament.
- ii. Any full member of the Union can attend Student Parliament and speak with the permission of the meeting. Nominated College staff can attend and speak during the College Business section of the meeting but will not be entitled to speak or attend the Union Business part of the meeting unless expressly requested by the meeting.
- iii. Any other individual can attend and speak as a guest, if invited to do so by either Student Parliament or the Students' Union Executive Committee.
- iv. Any member wishing to speak must raise their hand. The Chair of the meeting will decide the order of speaking.

3.4 Who can vote at Student Parliament?

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

3.5 How to get things done

- i. All items for debate will be submitted to the President five working days before the meeting. Proposals for amendments to the constitution and schedules must be submitted five working days before the start of the meeting.
- ii. All debates will require the signatures of at least two full Union members who do not need to be existing members or attendees of Student Parliament. These will be known as the Proposer and the Seconder(s). Seconders are not expected to attend the debate, as long as there is written consent for the member to second the debate. The President will be responsible for publication of details of all Student Parliament meetings ten working days before the meeting on Union notice boards and in available Union publications.
- iii. Proposals of changes to debates can be submitted by any full member of the Union. The changes require the signatures of at least two members and will be submitted to the President two working days before the start of the meeting.

3.6 Who runs the meeting?

- i. The President will be responsible for the agenda and publicising of the meeting.

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- ii. The President will take the Chair of the first meeting of the academic year. There may be an election for a Chairperson and a Deputy Chairperson at this meeting.
- iii. In the event of any situation arising not being covered by meeting regulations, the Chairperson will rule on the procedure to be adopted. Such ruling will be subject to the approval of Student Parliament.
- iv. In the event of the Chair being in conflict or alleged to be in conflict with the item under discussion, the Chair should not be present for the duration of the item under discussion.

3.7 What is talked about at meetings?

- i. The agenda of meetings will normally cover:
 - a) Union business
 - Welcome from the Chair
 - Checking the minutes of the previous meeting for accuracy
 - Matters arising from the minutes of the last meeting
 - Reports from the Students' Union Executive Committee
 - Reports from the Trustees
 - Other reports
 - Debates
 - Discussion groups
 - Elections to other bodies and the Corporation
 - Reports from Student Involvement Groups
 - Any other business
 - b) College business
 - Reports from the senior management team
 - Time to raise questions with management
 - Education issues and updates
- ii. The following items will be discussed at every meeting and do not need to be proposed for discussion provided that written reports and minutes are distributed in advance:
 - Checking the minutes of the previous meeting for accuracy
 - Matters arising from the minutes of the last meeting
 - Reports from the Students' Union Executive Committee
 - Reports from the Trustee board
- iii. Any member can request that any item be discussed in full, provided that notice is given in advance of the meeting.
- iv. All debates will be run as follows:
 - The Proposer of the debate will make a speech.
 - Any changes to the debate will be raised according to clause 3.8 of these regulations.
 - The Chair will invite a speech against the debate.
 - The Chair will balance the number of speeches for and against the debate.
 - The Chair will invite any questions and statements relating to the debate.
 - The Proposer of the debate will have the right to sum up.
 - The vote will be taken.

3.8 Changes to the debate

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

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3.9 General rules

- i. Every debate will have a Proposer and a Secunder.
- ii. Any motion can only be withdrawn with the consent of the meeting.
- iii. Debates will require a simple majority to be decided except where otherwise specified in the Constitution.
- iv. Emergency debates can only be discussed if they deal with matters that have arisen since the date for submission of debates, and if a two thirds majority vote for the discussion of this debate. The debate should be submitted in writing to the Chair before the start of the meeting.

Schedule Four - FINANCE REGULATIONS

4.1 Union expenses and budget areas

- i. The Union will hold a petty cash account to the amount of £50.00.
- ii. All Union expense over £50.00 must be ratified by the Principal and/or Trustees before incurring cost. Where applicable this must be recorded in the minutes of the Trustee meeting.
- iii. All payments from the Students' Union will be cross referenced against the Students' Union code and a Union budget heading from the College's annual budget.

4.2 Limits on payments

- i. All expenditure over £50.00 will be approved by the Principal or nominated member of the College's Leadership Team.
- ii. The President, in conjunction with a member of the College's Leadership Team, will have the power to authorise expenditure on activities, goods or services up to £50.00, provided that such expenditure is ratified subsequently by the Trustee board.
- iii. The President will be responsible for the operation of the petty cash account and will present a record of transactions once a month to the Trustee board. All petty cash payments must be counter signed by the Students' Union Administrator.

4.3 Contracts

- i. No financial agreement (e.g. a leasing contract) can be entered into which involves a financial commitment unless authority is given by the Principal.
- ii. Contracts over £5,000 will be referred for decision to the Trustee Board.
- iii. Contracts will normally be signed by the Principal.
- iv. No contract should be signed without the approval by the Principal.

4.4 Security and insurance

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

4.5 Events

- i. All events undertaken or provided by the Union must be costed and any expenditure approved by the Principal or nominated member of the College's Leadership Team.
- ii. The President will advise the Trustee Board when the limits laid down in allocated funds are likely to be exceeded. The Events and Fundraising Officer is responsible, under the direction of the President, for ensuring that agreed budgets are not exceeded, unless the necessary approval has been given before the proposed expenditure.

4.6 Expenses to Union members

- i. Any member of the Students' Union can receive expenses for costs incurred whilst on Union business.
- ii. Prior approval from the Principal is required before any expenses are incurred.
- iii. Expenses must be claimed in accordance with the College's Business and Subsistence Policy. This Policy explains the procedure for claiming associated Union business expenses and identifies what claims can be made.

4.7 Petty cash

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

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of all advances and expenditure.

4.8 Donations

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

Schedule Five - JOB DESCRIPTIONS

5.1 The PRESIDENT

Will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union (if over the age of 18). Will be responsible for the co-ordination of the activities of the Union's Officers, delegating duties when appropriate, and will:

- i. Be the Chief Learner Advocate.
- ii. Be the prime representative of the Union and seek to involve as many students in the Union as possible.
- iii. Attend the Colleges' Corporation Board meetings and other relevant College Committee meetings and upon approval of the Board, will be a Student Governor.
- iv. Lead the Unions delegations to NUS annual conference, regional conferences and any area conference and report back to Student Parliament on these events.
- v. Be responsible in maintaining communication between the Union and the College and will act as the Union's prime representative when liaising with the College regarding matters affecting students.
- vi. Meet with the Returning Officer regularly and make sure the Union Constitution is followed at all times.
- vii. Be the Chairperson of the Students' Union Executive Committee meetings.
- viii. Ensure that training takes place for the Union's Executive Officers immediately following their election.
- ix. Co-ordinate the production of the Union Annual Report which is presented to Student Parliament for approval. Upon approval this should be submitted to the College Corporation Board by the outgoing President.
- x. Be a member of the Student Parliament and ensure that all decisions made are acted upon.
- xi. Be responsible for the staffing of the Union and any discipline issues, in line with College procedure.
- xii. Represent students, if requested, in disciplinary and academic appeals.
- xiii. Keep up with NUS campaigns, news, and national news/ changes in education. Inform students about major campaigns/changes and get their views on them.
- xiv. Be responsible for the organisation of Union campaigns.
- xv. Promote equality and diversity amongst students.
- xvi. Be responsible for organising Union events.
- xvii. Make sure all student issues/requests are acted upon and followed up in a timely manner and feedback via 'You Said We Did'.
- xviii. Write a termly update on the Union's activities, to be presented at the Governors' Curriculum and Standards Committee and Corporation Board meetings.

5.2 The HIGHER EDUCATION (HE) OFFICER

Will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union (if over the age of 18), and will:

- i. Be a HE student.
- ii. Ensure HE students are represented within the College and be responsible for dealing with HE students' concerns, aspirations and problems in relation to their courses, in conjunction with the President.
- iii. Promote the positive involvement of HE students in all areas of the Students' Union's activities.
- iv. Monitor the College's provision for HE students and bring failings in this provision to the attention of the Students' Union.
- v. In conjunction with the President, maintain contact with Student Representatives over the year and represent their views and concerns to the College through course committees, area meetings and other appropriate forums.
- vi. Present relevant reports to the Students' Union Executive Committee and give regular updates to the President.
- vii. Liaise with the Governor responsible for HE matters on the College's Corporation Board, on any matters arising which relate to higher education in the College.
- viii. Be a member of Student Parliament, and present relevant reports.

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- ix. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- x. Keep up to date on changes within HE students' education and find out what the impacts of these changes will be for HE students; agree with the Students' Union Executive how to take action as a result.
- xi. Keep up to date with changes in relevant NUS campaigns and keep students informed on these.
- xii. Establish and maintain contact with, and provide information from, groups and organisations which work on HE education issues.
- xiii. Attend appropriate conferences, if required.
- xiv. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

5.3 The FURTHER EDUCATION (FE) OFFICER

Will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union (if over the age of 18), and will:

- i. Be an FE student.
- ii. Ensure FE students are represented within the College and be responsible for dealing with FE students' concerns, aspirations and problems in relation to their courses, in conjunction with the President.
- iii. Promote the positive involvement of FE students in all areas of the Students' Union's activities.
- iv. Monitor the College's provision for FE students and bring failings in this provision to the attention of the Students' Union.
- v. In conjunction with the President, maintain contact with Student Representatives over the year and represent their views and concerns to the College through course committees, area meetings and other appropriate forums.
- vi. Present relevant reports to the Students' Union Executive Committee and give regular updates to the President.
- vii. Liaise with the Governor responsible for FE matters on the College's Corporation Board, on any matters arising which relate to further education in the College.
- viii. Be a member of Student Parliament, and present relevant reports.
- ix. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- x. Keep up to date on changes within FE students' education and find out what the impacts of these changes will be for FE students; agree with the Students' Union Executive how to take action as a result.
- xi. Keep up to date with changes in relevant NUS campaigns and keep students informed on these.
- xii. Establish and maintain contact with, and provide information from, groups and organisations which work on FE education issues.
- xiii. Attend appropriate conferences, if required.
- xiv. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

5.4 The INTERNATIONAL STUDENTS' OFFICER

Will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union (if over the age of 18), and will:

- i. Be an international student.
- ii. Ensure international students are represented within the College and be responsible for dealing with international students' concerns, aspirations and problems in relation to their courses, in conjunction with the President.
- iii. Promote the positive involvement of international students in all areas of the Students' Union's activities.
- iv. Monitor the College's provision for international students and bring failings in this provision to the attention of the Students' Union.
- v. In conjunction with the President, maintain contact with Student Representatives over the year and represent their views and concerns to the College through course committees, area meetings and other appropriate forums.

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- vi. Present relevant reports to the Students' Union Executive Committee and give regular updates to the President.
- vii. Be a member of Student Parliament, and present relevant reports.
- viii. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- ix. Keep up to date on changes within international students' rights and welfare and find out what the impacts of these changes will be for international students; agree with the Students' Union Executive how to take action as a result.
- x. Keep up to date with changes in relevant NUS campaigns and keep students informed on these.
- xi. Establish and maintain contact with, and provide information from, groups and organisations which work on international student rights and welfare issues.
- xii. Attend appropriate conferences, if required.
- xiii. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

5.5 The APPRENTICESHIP OFFICER

Will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union (if over the age of 18), and will:

- i. Be an apprentice.
- ii. Ensure apprentices are represented within the College and be responsible for dealing with apprentices' concerns, aspirations and problems in relation to their courses, in conjunction with the President.
- iii. Promote the positive involvement of apprentices in all areas of the Students' Union's activities.
- iv. Monitor the College's provision for apprentices and bring failings in this provision to the attention of the Students' Union.
- v. In conjunction with the President, maintain contact with Student Representatives over the year and represent their views and concerns to the College through course committees, area meetings and other appropriate forums.
- vi. Present relevant reports to the Students' Union Executive Committee and give regular updates to the President.
- vii. Be a member of Student Parliament, and present relevant reports.
- viii. Help to organise apprenticeships week.
- ix. Promote the NUS apprentice extra card.
- x. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- xi. Keep up to date on changes within apprenticeship education and find out what the impacts of these changes will be for apprentices; agree with the Students' Union Executive how to take action as a result.
- xii. Keep up to date with changes in relevant NUS campaigns and keep students informed on these.
- xiii. Establish and maintain contact with, and provide information from, groups and organisations which work on apprenticeship education issues.
- xiv. Attend appropriate conferences, if required.
- xv. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

5.6 The BLACK, ASIAN AND MINORITY ETHNIC (BAME) STUDENTS' OFFICER

Will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union (if over the age of 18), and will:

- i. Be a BAME student.
- ii. Ensure BAME students are represented within the College and be responsible for dealing with BAME students' concerns, aspirations and problems in relation to their courses, in conjunction with the President.
- iii. Promote the positive involvement of BAME students in all areas of the Students' Union's activities.
- iv. Monitor the College's provision for BAME students and bring failings in this provision to the attention of the Students' Union.

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- v. In conjunction with the President, maintain contact with Student Representatives over the year and represent their views and concerns to the College through course committees, area meetings and other appropriate forums.
- vi. Present relevant reports to the Students' Union Executive Committee and give regular updates to the President.
- vii. Be a member of Student Parliament, and present relevant reports.
- viii. Support events for BAME students, such as Black History Month.
- ix. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- x. Keep up to date on changes within BAME students' rights and welfare and find out what the impacts of these changes will be for BAME students; agree with the Students' Union Executive how to take action as a result.
- xi. Keep up to date with changes in relevant NUS campaigns and keep students informed on these.
- xii. Establish and maintain contact with, and provide information from, groups and organisations which work on BAME student rights and welfare issues.
- xiii. Attend appropriate conferences, if required.
- xiv. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

5.7 The EVENTS AND FUNDRAISING OFFICER

Will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union (if over the age of 18), and will:

- i. Be a student.
- ii. Support in the planning, organisation and delivery of SU events and fundraising opportunities, with guidance from the President.
- iii. Promote the positive engagement of students with Students' Union events.
- iv. Help the Union to come up with ideas for events and/or fundraising.
- v. Support and promote SU events.
- vi. Gain feedback on what sorts of events students would like to take place and gain feedback on how events have been delivered.
- vii. Take pictures at events and publish via social media platforms with guidance from the President.
- viii. In conjunction with the President, maintain contact with Student Representatives over the year and represent their views and concerns to the College through course committees, area meetings and other appropriate forums.
- ix. Present relevant reports to the Students' Union Executive Committee and give regular updates to the President.
- x. Be a member of Student Parliament, and present relevant reports.
- xi. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- xii. Attend appropriate conferences, if required.
- xiii. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

5.8 The ENVIRONMENT OFFICER

Will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union (if over the age of 18), and will:

- i. Be a student.
- ii. Ensure students' views on environmental issues and environmental sustainability are represented within the College and be responsible for dealing with students' concerns on these matters, in conjunction with the President.
- iii. Monitor the College's adherence to its Environmental and Sustainability policy and bring potential failings to the attention of the Students' Union.
- iv. Establish projects and campaigns relating to environmental interests at the beginning of the year, including Fair Trade, as agreed by the Student Union executive.
- v. In conjunction with the President, maintain contact with Student Representatives over the year and represent their views and concerns to the College through course committees, area meetings and other appropriate forums.
- vi. Present relevant reports to the Students' Union Executive Committee and give regular

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- updates to the President.
- vii. Be a member of Student Parliament, and present relevant reports.
- viii. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- ix. Keep up to date on changes within environmental policy and find out what the impacts of these changes will be for students; agree with the Students' Union Executive how to take action as a result.
- x. Keep up to date with changes in relevant NUS campaigns and keep students informed on these.
- xi. Establish and maintain contact with, and provide information from, groups and organisations which work on environmental and sustainability policy.
- xii. Attend appropriate conferences, if required.
- xiii. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

5.9 The LGBTQ+ STUDENTS' OFFICER

Will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union (if over the age of 18), and will:

- i. Be a student who considers themselves to be LGBTQ+.
- ii. Ensure LGBTQ+ students are represented within the College and be responsible for dealing with LGBTQ+ students' concerns, aspirations and problems in relation to their courses, in conjunction with the President.
- iii. Promote the positive involvement of LGBTQ+ students in all areas of the Students' Union's activities.
- iv. Monitor the College's provision for LGBTQ+ students and bring failings in this provision to the attention of the Students' Union.
- v. In conjunction with the President, maintain contact with Student Representatives over the year and represent their views and concerns to the College through course committees, area meetings and other appropriate forums.
- vi. Present relevant reports to the Students' Union Executive Committee and give regular updates to the President.
- vii. Be a member of Student Parliament, and present relevant reports.
- viii. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- ix. Keep up to date on changes within LGBTQ+ students' rights and welfare and find out what the impacts of these changes will be for LGBTQ+ students; agree with the Students' Union Executive how to take action as a result.
- x. Keep up to date with changes in relevant NUS campaigns and keep students informed on these.
- xi. Establish and maintain contact with, and provide information from, groups and organisations which work on LGBTQ+ rights and welfare issues.
- xii. Attend appropriate conferences, if required.
- xiii. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

5.10 The DISABILITIES OFFICER

Will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union (if over the age of 18), and will:

- i. Be a student who considers themselves to have a disability.
- ii. Ensure disabled students are represented within the College and be responsible for dealing with disabled students' concerns, aspirations and problems in relation to their courses, in conjunction with the President.
- iii. Promote the positive involvement of disabled students in all areas of the Students' Union's activities.
- iv. Monitor the College's provision for disabled students and bring failings in this provision to the attention of the Students' Union.
- v. In conjunction with the President, maintain contact with Student Representatives over the year and represent their views and concerns to the College through course committees, area meetings and other appropriate forums.

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- vi. Present relevant reports to the Students' Union Executive Committee and give regular updates to the President.
- vii. Be a member of Student Parliament, and present relevant reports.
- viii. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- ix. Keep up to date on changes within disabled students' rights and welfare and find out what the impacts of these changes will be for disabled students; agree with the Students' Union Executive how to take action as a result.
- x. Keep up to date with changes in relevant NUS campaigns and keep students informed on these.
- xi. Establish and maintain contact with, and provide information from, groups and organisations which work on disabled students' rights and welfare issues.
- xii. Attend appropriate conferences, if required.
- xiii. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

5.11 The WOMEN'S WELFARE OFFICER

Will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union, if over the age of 18; will:

- i. Be a student who considers themselves to be a woman.
- ii. Ensure female students are represented within the College and be responsible for dealing with female students' concerns, aspirations and problems in relation to their courses, in conjunction with the President.
- iii. Promote the positive involvement of female students in all areas of the Students' Union's activities.
- iv. Monitor the College's provision for female students and bring failings in this provision to the attention of the Students' Union.
- v. In conjunction with the President, maintain contact with Student Representatives over the year and represent their views and concerns to the College through course committees, area meetings and other appropriate forums.
- vi. Present relevant reports to the Students' Union Executive Committee and give regular updates to the President.
- vii. Be a member of Student Parliament, and present relevant reports.
- viii. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
- ix. Keep up to date on changes within women's rights and welfare and find out what the impacts of these changes will be for female students; agree with the Students' Union Executive how to take action as a result.
- x. Keep up to date with changes in relevant NUS campaigns and keep students informed on these.
- xi. Establish and maintain contact with, and provide information from, groups and organisations which work on women's rights and welfare issues.
- xii. Attend appropriate conferences, if required.
- xiii. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

5.12 The MEN'S WELFARE OFFICER

Will be a member of the Students' Union Executive Committee and a member of the Trustee Board of the Union (if over the age of 18) and will:

- i. Be a student who considers themselves to be a man.
- ii. Ensure male students are represented within the College and be responsible for dealing with male students' concerns, aspirations and problems in relation to their courses, in conjunction with the President.
- iii. Promote the positive involvement of male students in all areas of the Students' Union's activities.
- iv. Monitor the College's provision for male students and bring failings in this provision to the attention of the Students' Union.
- v. In conjunction with the President, maintain contact with Student Representatives over

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- the year and represent their views and concerns to the College through course committees, area meetings and other appropriate forums.
- vi. Present relevant reports to the Students' Union Executive Committee and give regular updates to the President.
 - vii. Be a member of Student Parliament, and present relevant reports.
 - viii. Carry out other duties as laid down by the Students' Union Executive Committee and Student Parliament.
 - ix. Keep up to date on changes within men's welfare and find out what the impacts of these changes will be for male students; agree with the Students' Union Executive how to take action as a result.
 - x. Keep up to date with changes in relevant NUS campaigns and keep students informed on these.
 - xi. Establish and maintain contact with, and provide information from, groups and organisations which work on men's welfare issues.
 - xii. Attend appropriate conferences, if required.
 - xiii. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

5.13 The STUDENT REPRESENTATIVES

Will be members of the Student Parliament, and will:

- i. Be a student.
- ii. Regularly seek feedback from students within their curriculum area.
- iii. Present relevant feedback to the Students' Union Executive Committee and give updates to the President.
- iv. Be a member of Student Parliament, and present relevant feedback.
- v. Ensure that the views and the opinions of students within their curriculum area are reflected in the Student Parliament.
- vi. Feedback from the Student Parliament meetings to Student Representatives not in attendance.
- vii. Provide students within their curriculum area with feedback on policy and initiatives from the College and the Students' Union.
- viii. Co-operate with the Students' Union President, and Head of Area in the organisation of Student Forum meetings during the course of the academic year.
- ix. Co-operate with the President and Events and Fundraising Officer in the arranging of social events specifically for their curriculum area.

Section 3: Appendices

Appendix One - OPTING OUT

- 1.1 Every student will be able to relinquish their right of membership of the Union.
- 1.2 A student who opts out of the Union will not be able to participate in the democratic and decision-making function of the Union. This includes not being able to stand for any officer or representative position, including club and society committee members, as contained in the Union constitution.
- 1.3 A student who opts out of the Union will continue to have the right to attend Union run events and participate in the activities of clubs and societies.
- 1.4 A student wishing to opt out must indicate this within six weeks of the start of their course in writing to the Clerk to the Corporation.
- 1.5 A student who has opted out who wishes to become a member of the Union will notify the Clerk to the Corporation in writing. The Clerk will then inform the President. If the application falls within twenty working days of nominations opening for a Union election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.

Appendix Two - DISCIPLINARY PROCEDURE

- 2.1 If we receive any complaints about a member of the Students' Union Executive Committee or any member of Student Parliament, these will be dealt with under the College's complaints and/or by the College's student or staff disciplinary procedures.
- 2.2 Clubs, societies and members of the Union will be expected to abide by this Constitution and its schedules at all times.
- 2.3 The Union's disciplinary policy has authority over any premises managed by the Union, any Union activities, including the activities of any Union club or society, or any misconduct which takes place outside Union premises but is connected with the Union and is likely to affect the reputation of the Union.
- 2.4 The Students' Union Executive Committee officers can be removed from office by:
 - i. A two-thirds majority vote at a quorate meeting of Student Parliament.
 - ii. A successful referendum of the members of the Union.
 - iii. A breach of the College disciplinary regulations on the grounds of gross misconduct resulting in exclusion from the College.
- 2.5 The regulations for a ballot to remove a member of the Executive from office will be determined by the Returning Officer, within the limits of this Constitution.
- 2.6 Student Representatives and student involvement groups and clubs and/or societies can be removed from office by:
 - i. A two-thirds majority vote at a quorate meeting of Student Parliament.
 - ii. A two-thirds majority vote a quorate meeting of they were elected from.

- iii. A breach of the College disciplinary regulations on the grounds of gross.
 - iv. Misconduct resulting in exclusion from the College.
- 2.7 The regulations for a ballot to remove a member of student parliament will be determined by the Returning Officer, within the limits of this constitution.
- 2.8 Students have the right of appeal through the College's Complaints Procedure.
- 2.9 Any member of the Student Parliament or any other committee who has been absent from at least two successive ordinary meetings, without submitting apologies to the Chair of the meeting, will automatically be deemed to no longer hold office.
- 2.10 Any resignation must be in writing to the Chair of Student Parliament. Resignations will take effect immediately and be reported to the Student Parliament.
- 2.11 In the case of any vacancy arising, a by-election will be held in accordance with Schedule One (Election Regulations) of this constitution.

Appendix Three – STUDENTS' UNION CHARTER

This Students' Union Charter is approved by the corporation in accordance with the requirements of clause 22(3) of the Education Act 1994 which requires that the corporation will take such steps as are reasonably practicable to secure that the Union operates in a fair and democratic manner and is accountable for its finances. The Students' Union Charter should be read in conjunction with the constitution, schedules and appendices.

3.1 Constitution

The Union will have a written constitution, approved and reviewed by the Trustees at intervals of not more than five years. Any amendments made by Student Parliament to the Constitution will require approval by the Trustees.

3.2 Elections

- 3.2.1. Appointment to major Union offices will be by election in a secret ballot in which all members of the Union are entitled to vote, in accordance with clause 5 and Schedule One (Election Regulations) of the constitution.
- 3.2.2. The corporation will agree the appointment of an independent Returning Officer to conduct the elections and will ensure that the elections to major Union offices are fairly and properly conducted.

3.3 Sabbatical Officers

- 3.3.1. No person will hold sabbatical Union office, or paid elected Union office, for more than two years in total.

3.4 Membership

- 3.4.1. All registered students of the College, over the age of 16, will be

members of the Union unless they choose to relinquish their rights of membership in accordance with the opt-out regulations contained in Appendix 1 of the constitution. Students will be informed annually by the College of the opting-out procedure and of the consequences of so doing. A student opting out of the Union will not be unfairly disadvantaged with regard to the provision of services or otherwise, by reason of their having done so.

- 3.4.2. The consequences of opting out of membership will be:
- i. a student cannot participate in any of the democratic processes of the Union
 - ii. a student will not hold office in any club and/or society of the Union
 - iii. a student will not be represented by the Union

3.5 Finances

- 3.5.1. The financial affairs of the Union will be properly conducted in accordance with Schedule Four (Financial Regulations).
- 3.5.2. The annual accounts of the Union will be made available to the Trustees.

3.6 Allocation of resources to clubs, societies and groups

- 3.6.1. The procedure for allocating resources to clubs, societies and groups will be fair in accordance with clause 7 and Schedule Two (Clubs and Societies) of the Constitution and will be made available to all students.

3.7 Affiliation to external organisations

- 3.7.1. Any decision to affiliate to an external organisation will be published, stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation and any such notice will be made available to all students, in accordance with clause 8 of the constitution.
- 3.7.2. The Union will, on an annual basis, publish a list of the external organisations to which the Union is currently affiliated and details of subscriptions or similar fees paid or donations made to such organisations in the past year, which will be made available to the corporation and to all students.
- 3.7.3. Student Parliament will approve annually the list of affiliations. At least 200 members of the Union can, at intervals of not less than one year, by a signed requisition delivered to the President, call for a secret ballot of all members on the continuation of affiliation to a particular organisation in accordance with clause 8.4 of the Constitution.

3.8 Conduct of the Union and its Members

- 3.8.1. The Union and its members are bound to observe the following:
- i. Students' Union Constitution
 - ii. Students' Union Charter
 - iii. City College Norwich Student Charter

- iv. City College Norwich Ways of Working
- v. Code of Conduct in relation to freedom of speech as required by section 43 of the Education (No. 2) Act of 1986.

For a copy of the above policies please refer to City College Norwich Blackboard.

3.9 Complaints

- 3.9.1. The College's complaints procedure will be made available to all students or groups of students who are dissatisfied in their dealings with the Union or claim to be unfairly disadvantaged by reason of their having exercised their right to opt out of membership of the Union.