

**THE BHASVIC STUDENTS'
UNION CONSTITUTION
2000**

ORDINANCE OF THE STUDENTS' UNION

1. In accordance with article 15 of the College Articles of Government there shall be a Students' Union.
2. **The Aims and Objectives of the Union shall be:**
 - a) To promote the general welfare of its members.
 - b) To promote and maintain the educational, social, cultural and general interest of its members.
 - c) To act as a channel of communication between its members, the College and other bodies.

- d) To act in the best interests of the College at all times.
 - e) To act in accordance with the College rules for students as set out in the College Contract.
3. The Union shall consist of the Trustees, The Executive of the Union and the members of the Union.
 4. The Union shall affiliate to the National Union of Students and the South East Area Region of the National Union of Students organisation recognised by the National Union of Students.
 5. The Union shall issue a Code of Practice which will be annually reviewed and this will include reference to a complaints procedure.
 6. Students who opt out of the Students Union or do not join can still participate in College social, recreational activities.

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The Students Union will conduct and manage its own affairs in accordance with the constitution and the Instruments and Articles of College Management.

1. NAME

There shall be a students' union, the name of which shall be " BHASVIC Students' Union" (and for the rest of the document shall be referred to as "the Union")

2. AIMS

The aims of the Students' Union shall be:

- a) To advance the education, training and social and cultural development of its Members.
- b) To promote and maintain the general welfare of its members.
- c) To encourage student societies, clubs, sports and social activities.
- d) To act as a channel of communication between its members, the College and other bodies.
- e) To promote an interest and involvement of students in the wider community and issues which affect them.
- f) To consider, through the procedures outlined in the constitution, the pursuit of any matter whatsoever of interest to, and in the interests of its members.
- g) To act in the best interests of the College at all times.

These aims shall be pursued without regard to race, gender, sexual orientation, disability, age, ethnic origin, religion or creed and independent of any political organisation or religious society.

3. MEMBERSHIP

All students registered on full and part-time courses at the college sites are full members of the union unless they have decided to relinquish their membership in accordance with the "opt out" regulations (Appendix 9) and shall have the following rights:

- a) To vote in Union elections
- b) To stand for positions on Union Committees and the Union Executive.
- c) To be a member of any existing Union clubs and societies.

4. EXECUTIVE COMMITTEE

(a) The Executive shall consist of the following officers:

President/Student Governor
Vice-President
Student Treasurer
Entertainment's Officer
Mature Students Officer
Student Secretary
Communications Officer
Welfare Officer
Equal Opportunities Officer
Premises Officer
Charities Officer
Union Officers

- (b) The Executive Committee is responsible and accountable at all times to the student body via the cross college council for:
- * Managing the day to day affairs of the Union according to its aims
 - * Presenting reports to the cross college council on the work undertaken by the Executive Committee
 - * Presenting the accounts to the College Management as and when requested
 - * Overseeing the running of the Union office, its records and systems of financial control
 - * Implementing Union policy and decisions made at Cross College Council meetings
 - * Liaising with the South East (East) Area, Regional and National NUS.
- (c) Elections for the Executive will take place, by secret ballot, each year during the last 4 weeks of the Spring term. The term of office will run from the end of the first week of the summer term after the election, to the end of the last week in the Spring term of the following year.
- * No two Executive positions can be held by the same person at the same time and no person may hold the same post for more than two years.
 - * Only full members of the Students' Union may stand in elections, and if they cease to be a student at the College they will be deemed to have resigned.
 - * Elections shall be conducted according to the Rules for Elections (see Appendix 1).
- (d) The Executive Committee must meet a minimum of once a fortnight. If this requirement is not met new elections will be arranged as soon as possible by the Returning Officer.
- * All members of the committee must be notified of meetings at least one week in advance.
 - * If a member of the Executive Committee fails to attend 3 consecutive meetings without presenting written apologies, warning of the consequence of missing a third meeting. If that officer still wishes to keep the post, a case will be put to the Cross College Council at a quorate meeting and a vote taken.
 - * A chairperson will be elected for each meeting.
 - * No vote can be recorded on behalf of any executive member not present.
 - * Meetings must be conducted according to the Rules for Meetings (see Appendix 3).
- (e) Removal of an Executive Officer can be effected by a vote of no confidence taken at a Cross College Council meeting and passed by a 2/3rd majority. Notice of the motion of no confidence must be included on the agenda, which must be put on the student union notice board ten college days before the meeting.
- (f) An extraordinary meeting of the Executive committee can be called by the President, or at least three members of the Executive committee, giving three working days written notice. The quorum still applies.
- (g) In the interim period between a position falling vacant and a bye election, the Cross College Council may co-opt, by a majority vote at a quorate meeting, a full member to fulfil the duties of the vacant post. A co-opted member will sit on the Executive and shall have speaking rights but not voting rights and shall not count towards quorum.

5. **STUDENT COMMITTEES**

- (a) There shall be the following committees of the Union.
- * Social/Entertainment's (cross college)
 - * Equal Opportunities (cross college)

- * Premises Committee (cross college).
- (b) The members of the committees shall be elected by their tutor group each year during the first five weeks of the Autumn Term. The term of office will run from the beginning of the Autumn Term after the election, to the last week in the Summer term.
 - * Only full members of the Student Union may stand in elections, and if they cease to be a student at the college they will be deemed to have resigned.
 - * Elections will be conducted according to the Rules for Elections (See Appendix 1)
- (c) The Committees shall meet at least once per term.
 - * The quorum for meeting shall be 50% + 1 of the elected members in office.
 - * A chairperson will be elected for each meeting.
 - * No vote can be recorded on behalf of any executive member not present.
 - * Meetings must be conducted according to the Rules for Meetings (see Appendix 3)
- (d) Removal of a Committee member can be effected by a vote of no confidence taken at a meeting of the Cross College Council and passed by a 2/3rd majority. Notice of the motion of no confidence must be included on the agenda, which must be put on the Student Union Notice board 10 college days before the meeting.
- (e) In the interim period between a position on the student committee falling vacant and a bye election, the Cross College Council may co-opt, by a majority vote at a quorate meeting, a full member to fulfil the duties of the vacant post. A co-opted member shall sit on the Committee and have speaking rights but not voting rights and shall not count towards quorum.
- (f) The responsibilities of each committee will be as outlined in the Committee Schedule (Appendix 6).

6. **CROSS COLLEGE COUNCIL**

- (a) The Cross College Council will consist of one representative from each tutor group within the college who shall be elected in accordance with Appendix 1.
- (b) Cross College Council is responsible at all times to the student body to:
 - * Receive reports of work from its members and hold them accountable.
 - * Formulate and implement policy of the Union.
 - * Inform the Executive of the concerns and interests of members of their tutor groups
 - * Highlight Student Union activity at the College.
 - * Be the channel for the expression of student views.
 - * Work with the Executive committee to ensure events are organised, as requested by students.
- (c) The Cross College Council must meet at least twice a term. All members of the Executive will normally be expected to attend Cross College Council meetings.
 - * All members of the Cross College Council must be notified of meetings at least two weeks in advance.
 - * The quorum for Cross College Council meetings shall be 50% + 1 of the representatives in office.
 - * A chairperson will normally be the President.
 - * No vote can be recorded on behalf of any representative not present.
 - * Meeting must be conducted according to the Rules for Meetings (see Appendix 3)

- (d) Removal of a Cross College Council representative can be effected by a vote of no confidence taken at a meeting of students in that curriculum based student council and passed by a 2/3rds majority, or by a 4/5th majority at a quorate cross college council meeting. Notice of the motion of no confidence must be circulated to students ten college days before the meeting.
- (e) An emergency meeting of the Cross College Council can be called by the President, the Executive, or at least ten members of the Cross College Council, giving one weeks notice to all Council members. The quorum still applies.

7. AFFILIATIONS

- (a) General notice shall be published to students and the Corporation of all new external affiliations and shall include the name and cost of the subscription.
- (b) Affiliations to external organisations shall be set by the Union Council. Details of the affiliation, including the name of the organisations or bodies and the cost of the subscription shall be included in the annual report which shall be circulated to all students and approved by Union Council.
- (c) In the event of a challenge to the affiliation(s) student(s) may petition the Union Council for a referendum. The reference may only be activated if the petitioners have the support of 5% of the membership in writing.
- (d) The referendum shall be conducted in accordance with regulations for running referenda (see Appendix 2).
- (e) No referendum may be reopened on the same affiliation within the same calendar year.

8. FINANCE

The Students Union shall conduct its affairs in accordance with Appendix 4.

9. AMENDMENTS

Amendments to the Constitution may only be made by a 4/5th majority vote in a quorate Cross College Council meeting. amendments to the constitution must be published in full, at least two weeks before the date of the meeting. Changes to the Constitution are subject to the approval of the College Corporation body.

10. COMPLAINTS PROCEDURE

- (a) Any complaint about an individual, an individual officer, group of officers, the executive committee or the union council of the union, shall be heard according to the regulations dealing with complaints.
- (b) Any complaint about a member of the union staff shall be dealt with according to the staff protocol arrangements.

11. STAFF ADVISERS

Staff Advisers shall be nominated by the college management in consultation with the Students Union.

Staff Advisers are responsible for:

- * Advising on promoting the Students' Union and its activities within the college to both staff and students
- * Ensuring that the Constitution is adhered to
- * Helping elected officers carry out their roles and duties.
- * Attending Union meetings as appropriate
- * Monitoring the Executive Committee in the maintenance of the security of Union funds, property and equipment

The Staff Treasurer is responsible for:

- * Ensuring that the Students Union accounts are kept in good order and reports on them are presented to the College Management and Corporation, as, and when, they are requested.
- * Arranging for the accounts to be audited and presented to the Corporation
- * Reporting any concerns about financial matters or irregularities to the College Management.

12. **INSURANCES**

Every officer, appointee or member of staff of the Union shall be entitled to be covered by the usual College Insurance Policy.

13. **INTERPRETATION**

If there is a disagreement about the interpretation of any part of this constitution, the ruling of the President will be sought. If there is a challenge to the President's ruling, the matter will be referred to the Cross College Council and decided by a simple majority vote.

14. **DISSOLUTION**

If, for any reason, the Union ceases to exist, all money and property of the Students' Union shall be held by the Corporation of the college until such time as the Students' Union is reconstituted.

15. **REVOCATION**

All previous constitutions are hereby revoked.

APPENDIX 1 RULES FOR ELECTIONS

1. The President or Staff adviser of the Union, or an agent appointed by them with the NUS regional officer, shall act as the Returning Officer and shall conduct the elections and bye-elections in accordance with this schedule.
2. Any full member of the Union shall be entitled to stand for any post on the Executive or any post on the student committees.

3. The election of the Executive Committee shall take place during the last five weeks of the Spring Term, by a cross college ballot. The term of office of Executive Committee members shall run from the beginning of the Summer term to the end of the Spring term in the following year.
4. The establishment of the members of the Student Committees shall take place within the first five weeks of the Summer term.
5. The tutor group election of the Cross College Council representatives shall take place within the first five weeks of the Autumn term. The term of office shall be from that meeting to the end of the academic year..
6. The timetable for all Union elections will be as follows:-

Notification of election and publication of election timetable	1 week
Nominations open to nominations close	8 working days
Period for canvassing and publication of candidates names	7 working days
Voting	1 week
Notification of Result	1 week
7. Candidates may write an A4 manifesto, which shall be reproduced and displayed on the Union notice boards and circulated in equal numbers for all candidates.
8. Voting shall take place in tutor groups by secret ballot and the tutor will be the Returning Officer.
9. A list of candidates, proposers and seconders must be displayed on the Student Union notice board after the close of nominations.
10. Election hustings will be organised by the Returning Officer (Student - Staff Adviser), who must ensure that students from all sites are notified and invited to attend.
11. All full members of the Student Union can vote.
12. Voting slips must include the name of each of the candidates and the office being contested. If no suitable Candidate is elected, a new election will take place as soon as possible.
13. All elections shall be determined using the Alternative Vote System, as recommended by the Electoral Reform Society.
14. If a post becomes vacant during the term of office the Cross College Council may co-opt a student to fulfil the duties of the vacant post. That person shall not have a vote and shall not count towards the quorum. A bye-election will be held for the vacant post as determined by the Returning Officer.
15. If the election has been found to have been held in an improper fashion, the Returning Officer can declare the result invalid and order a new election.
16. No one can vote on behalf of another person.

APPENDIX 2

RULES FOR REFERENDA

1. A ballot of all full members of the students' union may be held upon receipt of a proposal which has been signed by 5% of full members of the students' union. Amendments to the proposal can be submitted and must be signed by 30 full members of the students' union. The Executive, Staff Adviser or a member of college management will ensure that all proposals and amendments are consistent with the aims of and the students' union.
2. The referendum will normally be held at the same time as the students' union elections.
3. The timetable for the referendum will be as follows:-

Notice of referendum	1 week
Proposals open to proposals close	1 week
Publication of Proposals, Amendments open to amendments close	8 working days
Publication of proposals and amendments	7 working days
Referendum ballot held	1 week
4. The referendum will be counted using the Singles Transferable Vote system as approved by the Electoral Reform Society. A 'No Change' box will be included in every proposal/amendment to be discussed.
5. A record will be kept of those voting.
6. Proposers of motions and amendments may canvass for support and will be allowed publicity as determined by the Executive Committee (which will be the same for all parties).
7. The referendum will not be counted unless a quorum of 200 voters has been reached.
8. When a motion/amendment has been passed, it will become policy of the students' union, as long as it is consistent with the aims and this constitution.

APPENDIX 3

RULES FOR MEETINGS

1. Only full members of the Council may speak and vote at Union Councils. Other members of the union may speak but not vote at Union Councils.
2. The Secretary of the Union shall be responsible for the production of minutes of all meetings.
3. Convening Union Councils - all Union Councils shall be convened by the Secretary in accordance with the constitution.

AGENDA

4. The order of business will be taken in the following order:
 - * Minutes of the last meeting
 - * Matters Arising from those Minutes
 - * Reports, statements, proposals/motions
 - * Any Other Business

THE CHAIR

5. The President of the Union shall take the chair at Union Councils. If s/he is absent or relinquishes the chair it shall be taken by the Vice President or another member of the Executive nominated by the President.
6. The Chairperson shall be responsible for keeping the meeting in order. When the chairperson speaks all other members shall be silent.
7. Members wishing to speak shall raise their hand and address the Chair. The chairperson shall decide right of priority in speaking.

VOTING

9. Each member shall have one vote. The chairperson shall have a single vote and shall use it only in the event of a tie.
10. No votes shall be recorded on behalf of any member not present.

MOTIONS

11. Every motion shall have a proposer and a seconder. The proposer shall have the motion, it shall thereafter be open for discussion and may be withdrawn only with the consent of the meeting.
12. The proposer of any motion shall have the right to sum up on the debate immediate before the vote is taken.
13. There shall be no new information or points of information during the summing up speech.

14. Emergency motions may be moved if and only if they deal with matters which have arisen since the date for submission of motions, and if a two thirds majority vote for the discussion of the motion. Emergency motions may only be discussed if all properly submitted motions have been discussed.
15. In the absence of any discussion, the chairperson, shall ask if there be any further speeches, and if not shall put the motion to vote.
16. All amendments to motions must be handed to the Secretary in writing 24 hours before the start of the meeting with a proposer and seconder.
17. There shall be only one motion or amendment before the meeting at any one time. The first amendment to a motion shall be proposed immediately after the motion has been proposed.
18. The proposer of the amendments shall have the right to sum up before a vote is taken on it.
19. In the event of any amendment being carried which was not accepted by the proposer of the original motion, the amended motion shall become the substantive motion, and the proposer of the amendment shall become the holder of that substantive motion.
20. When all amendments have been voted upon, the substantive motion shall be debated.

PROCEDURAL MOTIONS

21. The following procedural motions may be put:
 - i) a vote of no confidence in the chairperson;
 - ii) a challenge to the chairpersons ruling;
 - iii) that the motion be not put;
 - iv) that the motion be now put;
 - v) that standing order be temporarily suspended;
 - vi) that the meeting be temporarily adjourned for a specific time;
 - vii) that the matter lie on the table;
 - viii) that the motion be remitted to the appropriate Union committee;
 - ix) that the motion be referred back for investigation or re-examination;
 - x) that the meeting be now adjourned;
 - xi) that the motion be voted on in parts;
22. Procedural motions shall have a proposer and seconder.
23. Procedural motions shall be debated in the order of priority in the above table if more than one is moved.
24. Procedural motions i, ii, iv, v and x should be moved on a point of order. All other procedural motions may only be moved by members called to speak by the chairperson.
25. If procedural motions i, or ii, are put, the chairperson shall hand the chair to another member of the Executive. The proposer shall state his or her case, the person who has just vacated the chair shall reply, and the matter will be put straight to a vote. In the event of procedural motion i, being carried s/he shall not resume the chair during the meeting.

26. If procedural motion iv or xi is put, the meeting shall vote immediately on the procedural motion. If iv is carried, the mover of the motion under discussion shall sum up immediately.
27. If procedural motions iii, v - x are put, the proposer shall state his or her case, there shall be one speech against followed by a summing up and a vote.

GENERAL RULES

28. Points of information may be raised by any member providing that the speaker occupying the floor signifies their intention to give way.
29. Points of order, which take precedence over any other business and upon which there shall be no discussion, may be raised by any member.
30. Motions shall require a simple majority except where otherwise specified in the constitution.
31. Any suspension of Standing Orders shall apply for the duration of the matter under discussion only.
32. In the event of any situation arising not being covered by standing orders then the Chairperson shall rule on the procedure to be adopted. Such ruling shall be subject to any challenge under procedural motion ii above.

APPENDIX 4

RULES FOR FINANCE

1. The Executive Committee will exercise day to day control of the union's finances. They will be accountable for all expenditure.
2. No Union funds can be donated to any political group or faction.
3. The Student Treasurer must produce an annual budget, termly updates for the Cross College Council and two monthly updates for the Executive which must be approved. The Staff Treasurer may assist the Student Treasurer.
4. The Student Treasurer must ensure that an up-to-date copy of the Union accounts are kept. The accounts must show all receipts, invoices and payments democratically agreed by the Student Union Executive Committee.
5. The financial year will run from 1st August to 31st July.
6. The Student Union Officer must not refuse his or her signature on orders if the expenditure has been agreed by the Students Union in accordance with the Constitution and Rules for Finance, provided there is enough money in the account to cover the withdrawal and it is within agreed budget. The Student Union Officer cannot be held accountable for payments democratically agreed by the Students Union Executive Committee.
7. The President and Student Treasurer will oversee the operation of the petty cash account, and must present a record of transactions regularly to Executive and Cross Council meetings.
8. The annual audited accounts will be presented to the College Governing body and o the first Cross College Council meeting.
9. All orders will require two signatories, one of whom must be the Student Treasurer and the other must be the Student Union Officer.
10. The float for petty cash in the office must not exceed £10.
11. Any item of expenditure must be approved in advance by the Executive committee.
12. Invoices must be produced if payment is to be made and endorsed by the signatures of the Student Treasurer and Staff Treasurer. In the event of absence of either signatories then the Principal will sign on behalf of the Staff Treasurer and the Student President on behalf of the Student Treasurer.
13. All takings will be banked intact. Under no circumstances will they be put into petty cash.

APPENDIX 5

JOB DESCRIPTIONS

PRESIDENT

The President shall:

1. Be the prime representative of the student union.
2. Co-ordinate all Union activities
3. Maintain close liaison with the college staff, management and Governors
4. Liaise with other Further Education colleges and liaise with the National Union of Students, South East Area NUS (East).
5. Represent the Students Union on such college committees as the Executive shall decide, attend these meetings and report back to the Executive Committee.
6. Co-ordinate the Union's work in relation to the College's quality assurance process.
7. In conjunction with the Treasurer, ensure that all financial transactions are legitimate, and that the necessary paper work and receipts are kept for all transactions.
8. Attend in-service training as required in College, or organised outside by the National Union of Students.
9. Be responsible for any other duties as decided by the executive committee and the student council.
10. Work with other members of the Executive Committee as a team.
11. Have a positive attitude to all students regardless of race, gender, sexuality, disability, age, ethnic origin, religion, creed or political affiliation.
12. Work closely with the staff Liaison Officer on all the above.

VICE-PRESIDENT

The Vice-President Shall:

1. Assist the President in ensuring the overall efficiency, economy and effectiveness of the Union and its activities.
2. Deputise for the President in his or her absence.
3. Assist the President at the beginning of the academic year to ensure that issues relating to students on full and part time courses are addressed.
4. Attend all Union meetings.
5. Have a positive attitude to all students regardless of race, gender, sexuality, disability, age, ethnic origin, religion, creed or political affiliation.

TREASURER

The Student Treasurer Shall:

1. In conjunction with the President, produce an annual, termly updates for the Council and two monthly updates for the Executive, which must be approved.
2. Ensure that an up to date copy of the Union accounts are kept. The Accounts books must show all receipts, invoices and payments.
3. Oversee the operation of the petty cash account, and must present a record of transactions regularly to Executive and Council meetings.
4. Act as one of the named signatories for the student union bank account.
5. Be responsible for the banking of any money received and ensuring that no more than £10 is kept in the petty cash float.
6. Ensure that the student union accounts are audited annually, and that these are presented to the Board of Governors for information.
7. Attend all meetings of the Executive and Cross College Council.

8. Have a positive attitude to all students regardless of race, gender, sexuality, disability, age, ethnic origin, religion, creed or political affiliation.

STUDENT SECRETARY

The Student Secretary Shall:

1. Be responsible for organising and publicising all Student Union meetings.
2. Be responsible for drawing up and circulating the agendas for every meeting.
3. Be responsible for ensuring that minutes are taken of every Union meeting, that copies are distributed to Executive Committee members, and a copy is kept in the files.
4. Be responsible for ensuring there is an efficient and accessible filing system in the Union office.
5. Be responsible for the collection and distribution of incoming Union post.
6. Be responsible for posting letters and logging all mail.
7. Be responsible for the organisation of the Union policy file.
8. Be responsible for ensuring that all legal documents such as the constitution, instruments and Articles of Government are kept safe on file.

WELFARE OFFICER

The Welfare Office Shall:

1. Establish and maintain contact and provide information from groups and organisations which work on welfare issues.
2. Deal with, but DO NOT counsel, students who have welfare problems, respecting confidentially at ALL times. When necessary, refer students to their Senior Tutor.
3. Attend any relevant training/briefing days for Student Union Welfare officers.
4. Campaign on, and raise awareness of, welfare issues as agreed by the Executive Committee and Student Council e.g. debt, safer sex, drug/alcohol abuse, etc. Distribute general welfare information.
5. Liaise with the Student Services Manager and when necessary college management.

ENTERTAINMENTS OFFICER

The Entertainments Officer Shall:

1. Be responsible for organising and promoting diverse entertainments and social events to reflect the interests of all sections of the student body.
2. Establish and maintain contact with relevant clubs, societies and organisations which may be advantageous to the Students Union.
3. Establish and maintain contact with NUS Ents and relevant officers at other colleges in the Area.
4. Be responsible for the sale and distribution of tickets and the collection of monies for activities.
5. In conjunction with the Treasurer, ensure that all money from ticket sales is banked as soon as possible.
6. Liaise with the Publicity/Communications Officer to ensure that publicity for all events is produced for students at all sites.
7. Convene and minute the Entertainments committee.
8. Attend cross College Council and the Executive Committee meetings.

CHARITIES OFFICER

The Clubs and Societies Officer Shall:

1. Publicise the charities supported by the union, encourage students to participate in donations.
2. Be responsible for any charities in accordance with the Constitution.
3. In conjunction with the Treasurer, be responsible for the allocation of monies to charities.
4. Monitor the expenditure and activities of all charities.
5. Submit reports to the executive and council on the funding and activities of charities.
6. Facilitate students in setting up new contacts with charities.
7. Ensure charities have a profile at all student induction events.

COMMUNICATIONS OFFICER

The Communications Officer Shall:

1. Develop a communications strategy to students with the approval of the executive.
2. Liaise with the relevant SU officers to ensure adequate publicity is produced for all student union events and activities e.g. posters, leaflets, handbills.
3. Ensure that publicity for all events is distributed in all Faculties.
4. Where appropriate promote the activities of the student union to the local community.
5. Monitor all publicity which arrives at the student union office and display it properly.
6. Check Student Union notice boards are kept up to date and tidy.
7. When necessary, liaise with the relevant college staff to acquire more notice board space for the student union.
8. Liaise with college on the contents of the student union entry in prospectuses and handbooks to students.
9. With the help of the Returning Officer, produce and distribute the publicity for the student union elections.
10. Be responsible, in conjunction with the President and Executive Committee, for the production of any Student Union Newsletter and for relations with the media.

EQUAL OPPORTUNITIES OFFICER

The Equal Opportunities Officer Shall:

1. Ensure that all students are treated equally of race, gender, sexuality, disability, age, ethnic origin, religion, creed or political affiliation.
2. Ensure that the views and opinions of students who suffer discrimination are reflected throughout the Students' Union work.
3. Campaign on issues to ensure that every student is treated equally by the college students and the Students Union.
4. Organise, as required, a forum/group for students to meet to discuss equal opportunities issues.
5. Establish, maintain contact and provide information from groups and organisations which work around equal opportunities issues.
6. Represent the views of students who face discrimination to the Student Union and the college.
7. Promote the positive involvement of all students who face discrimination in all areas of the Students' Union's activities.
8. Attend Cross College Council.

9. Have a positive attitude to all students regardless of race, gender, sexuality, disability, age, ethnic origin, religion, creed or political affiliation.

APPENDIX 6

STUDENT COMMITTEE RESPONSIBILITIES

ENTERTAINMENTS

1. In conjunction with the Entertainments Officer, organise and promote diverse entertainments and social events both within and outside the college.
2. To establish and maintain contact with relevant clubs, societies and organisations which may be advantageous to the student union.
3. To produce publicity for all student union entertainments.
4. To have a positive attitude to all students regardless of race, gender, sexuality, disability, age, ethnic origin, religion, creed or political affiliation.

PREMISES COMMITTEE

1. To organise regular meetings to gain feedback from students.
2. To organise, in conjunction with the relevant officers and committees, social, educational and sports activities for students.
3. To promote the Students Union and its activities to students and the college.
4. To have a positive attitude to all students regardless of race, gender, sexuality, disability, age, ethnic origin, religion, creed or political affiliation.

EQUAL OPPORTUNITIES COMMITTEE

1. To ensure the equal treatment of students at the college regardless of their race, gender, sexuality, disability, age, ethnic origin, religion, creed or political affiliation.
2. To ensure that the views and opinions of students who suffer discrimination are reflected throughout the Student Union's work.
3. To campaign on issues to ensure that every student is treated equal by the College, students, and the student union.
4. To organise, as required, a forum, group for students to meet to discuss equal opportunities issues.
5. To establish, maintain contact and provide information from groups and organisations which work around equal opportunities issues.
6. To represent the view of students who face discrimination to the Student Union and the College.
7. To promote the positive involvement of all students who face discrimination in all areas of the Student Union's activities.
8. To have a positive attitude to all students regardless of race, gender, sexuality, disability, age, ethnic origin, religion, creed or political affiliation.

APPENDIX 7

COMPLAINTS PROCEDURE

If a student feels that they have been unfairly dealt with by the Union, or that they have been unfairly disadvantaged by opting out of students union membership, then they have the right to complain and to have that complaint dealt with promptly and fairly

In the first instance, the complainant shall see the union president who shall endeavour to resolve the complaint to the complainants satisfaction. If the complainant is still unsatisfied then he or she and the union president shall jointly approach the college vice principal for advice on the matter. If the management is unable to advise the Union and complainant on a suitable course of action, then the complainant shall have the right to ask for an independent arbiter. The management shall then appoint an independent arbiter who shall be independent of the College.

Except in exceptional circumstances complaints may only be upheld if:

1. A student feels that they have missed out on something by virtue of not being a union member.
2. A student feels that he or she has not been represented properly by the union.
3. An executive member has missed an appointment with a student.

In any case of complaint, the complainant must provide evidence to support their claim. A copy of this document shall be available for inspection by any student during normal office hours.

APPENDIX 8

OPT OUT REGULATIONS

A student has the right to opt out of the student union at any time during the year by writing a letter to the Vice Principal of Student Services expressing their wish not to be a member of the Student Union at Students may opt back in to the Union during the first six weeks of term but after this time there will be no opportunity to opt back in.

Not being part of the students union will not affect the right of a student to attend clubs and societies or social events funded by the union as an *associate member* of the student union. However, a student who is not a member of the students union will have no opportunity to take part in the democratic structures of the union and will, therefore, be unable to vote at any union elections or meetings.

UNIONCON

STUDENTS' UNION

Code of Practice

- * BHASVIC College Students' Union operates in a fair and democratic manner.
- * Students at the College have the choice as whether or not to join the Students' Union.
- * Copies of the written constitution of the Students' Union are held in all libraries, Student Services rooms and the Students' Union Office.
- * Any student of the College who is or is not a member of the Union can take part in the College's leisure and recreational activities.
- * Elections by confidential ballot for representation on the union executive shall be held annually.
- * The financial affairs of the union are published annually.
- * BHASVIC College Students' Union is affiliated to the National Union of Students and the South East Regional area of the National Union of Students.
- * The procedure for allocating resources to groups and individual students who are members of the College is contained in the written constitution.
- * There is a complaints procedure through which all students are able to complain about their dealing with the Union. Each complaint will be dealt with fairly and promptly. Copies of the complaints procedure are found in the Student Charter.

Procedural motion passed 24.10.97

SUEC PROCEDURE FOR SELLING TICKETS

When tickets are acquired, they must immediately given to, and be kept safe with Reception (to read as 'staff at the college reception'). NO tickets must be sold at this point. The stages of the procedure are as follows:

- 1) Reception immediately puts 16 tickets aside for the members of the SUEC and makes a note of this.
- 2) A total count is made of all the tickets.
- 3) The designated 'ticket sellers' from the SUEC will go to Reception to collect an agreed number of tickets.
- 4) Reception will keep a record, under the name of each 'ticket seller', of the exact no. of tickets taken, and further more the no.'s of the tickets taken. Each time a 'ticket seller' gets the tickets, a signature must be placed with Reception 's records to verify that there is not any mistake between the 'ticket seller' and Reception.
- 5) The nominated 'ticket sellers' only will go out and sell only their allocation of tickets, for ONLY the cover/agreed price. Tickets must not be given away.
- 6) Each day, a seller must visit Reception and give her the exact amount of money for the tickets for the no. of tickets sold.
- 7) Reception will make a note of how many tickets have been sold by a seller. This number and the number of tickets remaining with that seller must be added together. This number should then be checked with the amount of tickets originally given to that seller as a CHECK. This way when tickets have been lost can be recorded. This check must be done DAILY.

Notes

- 1) If tickets are not numbered on arrival they must be done so by hand.
- 2) If a seller has a surplus of tickets they must be given back to Reception and a note will be made of this in the records.
If a seller has sold out of tickets they must go to Reception to get more, a note will be made in the records.
Tickets must not be exchanged between SUEC members.
- 3) Any seller is responsible for the tickets allocated to them by Reception. The seller is accountable for the loss of money or tickets. Should such a situation occur, then that seller is solely responsible for the full refund of the money deficit involved. If, however the SUEC votes on a different method of funding this deficit, then the SUEC retains the right to do this.