

# **Hartpury College Students' Union Constitution Schedules**

# Schedules

The following schedules cover conditions and benefits of membership, elections, clubs and societies, union meetings and finance regulations for the Hartpury Students' Union. Schedules are produced alongside the core constitution, the sixth schedule relating to student leaders' job descriptions can be found in a separate document.

## Schedule One

### Conditions and Benefits of Membership

#### 1.1 Full Members

- a) All students who are registered at Hartpury College unless they have decided to notify Hartpury Students' Union of their wish to opt out of membership, including the elected sabbatical officers.
- b) Full Members have the following entitlements:
  - To attend, speak, present motions and vote at all Union General Meetings;
  - To nominate, be nominated and stand for election to Union office;
  - To vote in Union elections as specified in the Constitution;
  - To stand for election for the position of Student Representative;
  - To stand for election as a Committee Member of a club or society;
  - To join and participate in the activities of clubs and societies; and
  - To use the Union's facilities and services.

#### 1.2 Associate Members

- a) All members of staff of the College and Union.
- b) Associate Members have the following entitlements
  - To join clubs and societies but take no part in the decision making of that club or society; and
  - To use the Union's facilities and services (subject to restrictions as may be imposed).

#### 1.3 Conditions of Membership

The above benefits of all members are conditional on the proper conduct of members and such benefits may be withdrawn or suspended if members fail to adhere to the Union's Code of Conduct.

## Schedule Two

### ELECTION REGULATIONS

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

#### 2.1 Cross Campus Elections

The following elections shall be contested via a cross campus ballot:

- The Union President (sabbatical)
- Vice President – Community (sabbatical)
- Clubs and Societies Officer (voluntary)
- Education Officer (voluntary)
- Events and Activities Officer (voluntary)

#### 2.2 Returning Officer

The Returning Officer, who shall not be a full member of the Union or a trustee, shall be appointed annually by the Student Council, subject to the approval of the College Corporation. The returning officer shall be responsible for the good conduct and administration of Union elections and shall have the sole interpretation of the election regulations. The Returning Officer may appoint a Deputy Returning Officer to support them in their duties.

#### 2.3 When elections should happen

- a) The Returning Officer shall ensure that the elections of the Union take place annually. Once elected post-holders take office from July 1<sup>st</sup> of that year and shall serve for not more than 2 years, subject to being re-elected.
- b) The dates of elections a copy of the election timetable and a copy of the election regulations shall be posted by the Union at least 21 college days before the elections.

#### 2.4 Standing for election

- a) All members of the Union may stand for the officer roles. Members of the Union aged 18 and over may stand for the role of Union President  
No member who has opted out may stand for any position.
- b) Reopen nominations (RON) shall be a candidate in all Union elections.
- c) Nomination forms will be available from the Returning Officer and shall be available from College reception, both College Libraries and the Union office 20 college days before the election. The nomination form shall contain a copy of the description of the role of each position in the election. It shall also contain information on the facilities the Union will make available to each candidate.
- d) Members of the Union may stand for election upon completion of a nomination form signed by the candidate and at least one proposer and one seconder.
- e) Nomination forms must reach the Returning Officer or a person appointed by him/her not later than 3.00pm on the day, 12 college days before the date of the commencement of the ballot.

#### 2.5 Publicity about the election

- a) The Returning Officer shall produce a list of candidates (together with the proposer and one seconder) which shall be displayed on the Union notice-boards within 48 hours of the close of nominations.

- b) Candidates may produce a manifesto and a poster to a specification to be determined by the Returning Officer, which must be handed in with the completed nomination form.
- c) On receipt of a valid nomination form the Returning Officer or a person appointed by him/her shall provide the candidate with an election campaign pack.
- d) The contents of the election campaign pack shall be determined by the Returning Officer in conjunction with the Executive Committee.

## **2.6 Campaigning**

- a) Candidates may commence campaigning at the close of nominations.
- b) A 'question time' session shall be held at a time and date to be determined by the Returning Officer. The length of speeches and responses by candidates to questions shall be determined by the Returning Officer who shall also appoint a chair.
- c) Candidates cannot use any communication materials that are not sanctioned by the election campaign pack.
- d) There shall be no campaigning within the same room as any ballot box.
- e) The Returning Officer shall publicise the location and arrangements of the question times and voting stations, together with a list of candidates and manifestos, ten college days before voting.

## **2.7 Voting procedures**

- a) All members of the Union shall be able to vote for the positions as outlined in 1.1.
- b) The Returning Officer will make arrangements whereby members are able to cast their votes, this will may be done via an evoting system or paper ballot
- c) The system will restrict the evoting site to only Hartpury College students.
- d) A ballot paper for each position will be produced showing the names of the candidates standing in each election.
- e) The election page of the SU website will give a list of all positions, all candidates, an explanation for voting system and advice on the process of completing the ballot papers.

## **2.8 Counting the Votes**

- a) The Returning Officer will arrange for the count to take place.
- b) The count will commence only when the Returning Officer resolves that all complaints relating to the conduct of the election have been considered.
- c) Once the count has commenced no further complaints will be considered other than complaints relating to the conduct of the count itself.
- d) The count shall be conducted in accordance with the procedures required by the Returning Officer.

## **2.9 Declaring the Vote**

- a) The Returning Officer will decide when and where the declaration takes place.
- b) The results of the elections will be declared by the Returning Officer or their nominee.

- c) Results will be made available via the Union's website.

## **2.10 Vacancies for positions on the HSU Executive Committee**

- a) If positions fall vacant then the Returning Officer shall make recommendations to the Board of Trustees as to the timing of the election to fill the vacancy.

## **Schedule Three**

### **CLUBS AND SOCIETIES**

**There shall be clubs and societies of the Union.**

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

- a) No club or society may receive funds from the Union or use Union facilities without recognition in each academic year by Student Council.
- b) To be considered for recognition, the club or society shall lay before Student Council an acceptable constitution, a plan of activities and a list of prospective members in accordance with the clubs and societies schedule.
- c) No club or society will be recognised if its objects conflict with those of the Union. However, this restriction shall not be interpreted so as to prevent the establishment of political, religious or ethnically based clubs and societies.
- d) Any club or society that wishes to be recognised by the Union shall present to the student Clubs and Societies Officer:
- a list of 10 signatures of members;
  - the proposed membership fee; and
  - a constitution for the club or society to include:
- e) the name of the club/society;
- f) the aims and objects of the club/society (which shall not be contrary to those of the Union);
- g) regulations relating to membership eligibility to the club/society;
- h) provision for the election of a committee for the club/society to include as a minimum a chairperson, a secretary and a treasurer;
- i) the responsibilities of the committee;
- j) provision for general meetings for all members of the club or society;
- k) provision for an annual general meeting at which an income and expenditure account shall be presented and approved; and
- l) provision for the Union statement on equal opportunities.

#### **3.2 Money for clubs and societies**

- a) The Trustee Board shall earmark a sum in the Union budget which shall be for grant aid of

recognised clubs and societies.

- b) To receive funding an eligible club/society shall submit a budget proposal to the Clubs and Societies Officer. This should be submitted by the end of September.
- c) The Trustee Board shall meet and allocate the funds. Allocations will be made on the basis of the level of activity in the club/society; the number of members it has and special equipment and travel considerations. A contingency fund shall be set aside, the value of which shall be determined by the Trustee Board.
- d) The allocations shall be approved at the first meeting of the Student Council each year.
- e) All clubs and societies shall be given a budget number by Hartpury College. Any request for expenditure must be approved by a trustee and paid by cheque.

### **3.3 Meetings of clubs and societies**

- a) The Annual General Meeting of each club and society shall be held in February or March of each year. This meeting will elect the club or society committee.
- b) Each club or society should have a minimum of one general meeting per term where all committee members of the respective club/society should attend, unless reasonable apologies are submitted.
- c) The quorum of each club/society general meetings shall be 50% plus one of the club or society membership.
- d) The committee secretary is responsible for arranging the dates of meetings and must inform the members at least five college days in advance. Agendas should be available two days in advance of the meeting.
- e) Changes to the constitution of any club or society can only be made at a club or societies' general meeting and must be ratified by the executive committee. In cases where the executive committee do not ratify the changes, the club or society may appeal to Student Council.

### **3.4 Responsibilities of clubs and societies**

- a) No-one from a club or society may commit either the club or society or the Union to any expenditure without prior authorisation through the Union's budgetary control system.
- b) The club or society shall be responsible for promoting itself during induction week and throughout the year to encourage new membership.
- c) All clubs and societies' committees will produce an activities report and the treasurer will submit an income/expenditure sheet to the Executive Committee at the end of each term, following a request from the Student Union Coordinator.
- d) The club or society shall not hold its own bank account and all its finance will be administered through the Union.
- e) The club or society shall hold no funds whatsoever outside the Union accounts.
- f) The chairperson of the club/society shall be responsible for the smooth running of any social events and activities and shall be responsible for convening of general meetings.
- g) The secretary shall be responsible for publicising general meetings, providing agendas and

taking minutes of the meetings.

- h) The treasurer shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the club or society allocation for that year. The treasurer shall also ensure that an accurate list of all equipment purchased is kept and all equipment is returned to the Union at the end of the academic year.
- i) The treasurer shall ensure that all income received by the club or society is paid directly into the Union accounts or the appropriate College budgetary code and that no funds received by the club/society are withheld.
- j) The treasurer shall ensure that an income and expenditure account for the previous academic year is presented to the annual general meeting of the club or society and copies are sent to the Executive Committee and College Finance Office.
- k) Failure to abide by these regulations and the union constitution may result in suspension of the club or society by the executive committee.

## **Schedule Four**

### **MEETING REGULATIONS**

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

#### **4.1 Student Council**

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

#### **4.2 Membership of the Student Council**

- a) All members of the Executive Committee are automatically members of the Student Council.
- b) A Student Representative from each curriculum area nominated at the Further Education Student Forum and Higher Education Student Forum are members of the Student Council.
- c) All Committee Members of clubs and societies are automatically members of the Student Council.

#### **4.3 Who can attend Student Council?**

- a) All members of Executive Committee will be expected to attend all meetings of Student Council. Any member of Student Council who fails to attend three consecutive meetings without giving apologies to the chair, and does not provide satisfactory reasons acceptable to Student Council, shall be considered to have resigned.
- b) Any full member of the Union may attend Student Council meetings. Any individual/s who are not members of the Union who wish to attend must receive permission from the meeting by submitting a request to the chair. The chair shall then take a vote on whether the individual/s may attend.

#### **4.4 Who may speak at Student Council?**

- a) Any full member of Student Council may speak at Student Council.
- b) Any full member of the Union may attend Student Council and speak with the permission of the meeting. Members of the College Senior Management Team may attend and speak at the College business part of the meeting but will not be entitled to speak or attend the Union business part of the meeting unless expressly requested by the meeting. Any other individual may attend and speak as a guest, if invited to do so by either Student Council or the Executive Committee.
- c) Any member wishing to speak must raise their hand. The chair of the meeting shall decide the order of speaking.

#### **4.5 Who may vote at Student Council?**

- a) Only members of Student Council who are present at the meeting may vote.
- b) The chair of Student Council may not vote unless the vote is tied, in which case they may have the casting vote.

#### **4.6 How to get things done**

- a) All items for debate shall be submitted to the President five College days before the meeting. Proposals for amendments to the constitution and schedules must be submitted seven college days before the start of the meeting.
- b) All debates shall require the signatures of at least two full Union members. These shall be known as the proposer and the seconder(s).
- c) The President shall be responsible for publication of details of all Student Council meetings ten college days before the meeting on Union noticeboards and available Union publications.
- d) Proposals of changes to debates may be submitted by any full member of the Union. The changes require the signatures of at least two members and shall be submitted to the President two College days before the start of the meeting.

#### **4.7 Who runs the meeting?**

- a) The President shall be responsible for the agenda and publicising the meeting.
- b) The President shall take the chair of the first meeting of the academic year. There shall be an election for a chairperson and a deputy chairperson at this meeting.
- c) In the event of any situation arising not being covered by meeting regulations then the chairperson shall rule on the procedure to be adopted. Such ruling shall be subject to the approval of Student Council.
- d) In the event of the chair being in conflict or alleged to be in conflict with the item under discussion, the chair should be resigned for the duration of the item under discussion to the deputy chair.

#### **4.8 What is talked about at meetings?**

- a) The agenda of meetings shall normally be taken in the following order:
- b) College business:

- Welcome from the chair
  - Checking the minutes of the previous meeting for accuracy
  - Matters arising from the minutes of the last meeting
  - Education issues
- c) Union business:
- Checking the minutes of the previous meeting for accuracy
  - Matters arising from the minutes of the last meeting
  - Reports from the Executive Committee
  - Reports from the Trustee Board
  - Other reports
  - Executive question time
  - Debates
  - Discussion groups
  - Any other business
- d) The meeting will have the right to table the following items collectively as a consent agenda provided that written reports and minutes are distributed in advance:
- Checking the minutes of the previous meeting for accuracy
  - Matters arising from the minutes of the last meeting
  - Reports from the Executive Committee
  - Reports from the Trustee Board
- e) Any member may request that any item be discussed in full, provided that notice is given in advance of the meeting.
- f) All debates shall be run as follows:
- the proposer of the debate shall make a speech
  - any changes to the debate will be raised according to clause 4.6d) of these regulations
  - the chair will invite a speech against the debate
  - the chair shall balance the number of speeches for and against the debate
  - the chair shall invite any questions and statements relating to the debate
  - the proposer of the debate shall have the right to sum up
  - the vote shall be taken.
- g) Changes to the debate shall be run as follows:
- any changes to the debate will be raised after the proposer has spoken
  - the chair shall invite and take a speech against the changes
  - the chair shall attempt to balance the number of speeches for and against the changes
  - the chair shall leave time for questions and statements before the vote
  - when all changes have been voted upon, the main debate shall be discussed and voted upon.

#### 4.9 General rules

- a) Every debate shall have a proposer and a seconder.
- b) Any motion may only be withdrawn with the consent of the meeting.
- c) Debates shall require a simple majority to be decided except where otherwise specified in the constitution.
- d) Emergency debates may 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 five

### FINANCE REGULATIONS

#### 5.1 Bank Accounts

- a) There shall be a bank account held in the name of the Union. There shall be two signatories to the account:
  - the President
  - the Hartpury College Vice Principal Business and Finance
- b) Cheques shall be signed by the President and the Vice Principal Business and Finance.

#### 5.2 Collection of Money

The collection of all money due to the Union shall be the responsibility of the Student Union Coordinator, under the supervision of the Trustee Board and the College Finance Office, both of which shall be notified promptly of all money owed to and by the Union.

#### 5.3 Limits on payments

- a) All expenditure on student activities over £150 shall be approved by the Trustee Board. Any expenditure over £250 should be approved by the Student Council.
- b) The President shall have the power to authorise expenditure on activities, goods or services up to £50 provided that such expenditure is ratified subsequently by the Trustee Board.
- c) The Student Union Coordinator, following guidance from the College's Finance Office shall be responsible for the operation of the petty cash account and shall present a record of transactions at the meetings of the Trustee Board, or electronically following a request from the Board
- d) All invoices for sums over £50 must be approved by the Executive Committee before they can be paid.

#### 5.4 Contracts

- a) No financial agreement (e.g. a leasing contract) may be entered into which involves a financial commitment beyond the term of office of the Executive Committee and/or exceeds a total value of £250 unless authority is given by Student Council.
- b) All contracts shall have two signatories. Contracts shall be signed by the President and the Vice Principal Business and Finance.
- c) No contract should be signed without the approval by the Trustee Board.

#### 5.5 Budgets and financial statements

- a) Budgets shall be drawn up for all areas of proposed expenditure in May. These areas shall be determined by the Trustee Board, before final approval by Student Council.
- b) The Student Union Coordinator, following guidance for the College's Finance Office and under the direction of the Trustee Board, shall provide the Student Council and the College Corporation with a financial statement once a term.

#### 5.6 Loan agreements

- a) No loan agreement may be entered into which involves a financial commitment beyond the term of office of the Executive Committee and/or exceeds a total value of £250 unless authority is given by the Student Council.
- b) All loan agreements shall have two signatories. Loan agreements shall be signed by the President and the Vice Principal Business and Finance.
- c) No loan agreement should be signed without the approval of the Trustee Board.

#### **5.7 Security and insurance**

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

#### **5.8 Events**

- a) All events undertaken or provided by the Union must be costed and budgets prepared.
- b) Annually, Events and Activities Officer and in consultation with the President shall draw up a proposed entertainments budget, subject to ratification by Student Council. This shall form the basis of all entertainment and activities expenditure and is in addition to and separate from that of the Hartpury Events and Entertainment Manager's budget.
- c) Records of all expenditure for events shall be kept. The Student Union Coordinator, following guidance from College's Finance Office shall advise the Trustee Board when the limits laid down in the budget set are likely to be exceeded. The Events and Activities Officer is responsible, under the direction of the Trustee Board, for ensuring that agreed budgets are not exceeded, unless the necessary approval has been given before the proposed expenditure.

#### **5.9 Expenses to Union members**

- a) Any member of the Executive Committee may receive expenses for costs incurred whilst on Union business.
- b) Any costs incurred for childcare whilst a member of the Executive Committee is on Union business inside or outside College shall be met by the Union.
- c) Expenses must be authorised by a member of the Trustee Board, who shall not be the person claiming the expense.

#### **5.10 Petty cash**

- a) The petty cash limit shall be £75. The Student Union Coordinator, following guidance from the College's Finance Office and under the direction of the Trustee Board, shall ensure that petty cash stays at or below this limit and that a record is kept of all advances and expenditure.
- b) The Union shall not make donations or affiliations to any organisation outside the aims and objectives of the Union. The Union may allow for its facilities to be used for special events which raise money for a specific charity or cause. Only the net profit from such events may be passed to the charity.

## **5.11 Under 18's**

Any member of the Executive Committee under the age of 18 shall not sign any contract or financial agreement, authorise any expenditure, take responsibility for any budget, sign cheques or make any financial decisions.

## **Schedule six**

### **TRUSTEES**

- 6.1** The trustee board of the union shall be responsible for the management and administration of the union and shall ensure that any money is spent and activity carried out is in accordance with the charitable objects of the union.
- 6.2** The trustee board of the union shall be made up of 4 nominated members of the Executive Committee who are aged 18 or over and not more than 3 non student trustees
- 6.3** Non student trustees will be appointed by the Executive Committee as long as the Student Council ratifies this
- 6.4** Two under 18 members are eligible to attend meetings in a non-voting capacity
- 6.5** The trustees period of service shall 2 years for non-student trustees and 1 year for student trustees
- 6.6** The trustee board chair shall be the President
- 6.7** The quorum for the meeting shall be 50% plus one of the members, and the majority of these trustees must be students
- 6.8** The role of the trustee board shall be to:
- a) Ensure the union's resources, structures and activity are arranged to deliver the objectives as expressed by the union executive
  - b) Ensure that the union finances operate efficiently and effectively
  - c) Devise the union budget, which will be subject to the approval of Student Council, and to ensure that financial reports are made to each ordinary Student Council meeting
  - d) Prepare the union's annual report detailing the activities of the union, the union finances, including any donations made to external organisations, and any other information required under current legislation
  - e) Submit the union budget, annual report and any other information required under current legislation to the corporation for approval.
  - f) Consider any legal and compliance aspects relating of the union's activities

- 6.9** Trustee board meetings shall be called by the Chair and shall meet at least 3 times a year.
- a) Two trustees can call a meeting. At least seven days' notice will normally be given for a trustees' meeting. Shorter notice can be given if all the trustees agree or if a meeting needs to be held urgently and so it is not possible to give seven days' notice
  - b) The trustees will make decisions by a majority vote. If there is an equal number of votes on an issue the chairperson will have a casting vote on top of any other vote they have
  - c) A trustees' meeting may be held by phone or by any other electronic or virtual means agreed by the trustees

- 6.10** The Trustee board will work to ensure the resources of the union are best arranged to deliver the objects and policy objectives of the union as agreed by the executive committee; save that it shall always be empowered to veto any decisions of the executive or forum/council on the following grounds:
- a) Financial considerations
  - b) Charity or education law or other legal requirements
  - c) Reputation of the union

## **Schedule seven**

### **Complaints**

**7.1** This schedule relates to complaints that we receive about union communications, clubs, societies or Hartpury Students' Union student groups, Hartpury Students' Union officers and all members of the Hartpury Students' Union as defined within the Constitution

**7.2** This schedule covers complaints made about actions that occur:

- a) on Hartpury premises
- b) whilst representing the Union or participating in Union activities
- c) by visitor (s) of a member

**7.3** Behaviour which may result in investigation includes (but not limited to):

- a) Bringing Hartpury Students' Union into disrepute
- b) Anti-social behaviour, contrary to the Union's and Hartpury's policies
- c) Threatening behaviour towards students or staff, this may be verbal or physical
- d) Inappropriate behaviour: due to intoxication or otherwise
- e) Vandalism: damage to Union or Hartpury property, including graffiti
- f) Theft, including intellectual property
- g) Assault on students or staff
- h) Use/possession/distribution of illegal or controlled substances
- i) Breach of the Union's Constitutions or Schedules
- j) Bringing malicious complaints as part of this process

**7.3** Where possible, Hartpury Students' Union will try to resolve matters informally by discussing the issue with those involved however, if for any reason they are unhappy with the outcome of the informal action, they may choose to proceed to the formal stage as detailed below.

**7.4** Complaints should be made in writing to the Manager of Hartpury Students' Union who will investigate the matter under this Schedule, or will advise the complainant why the complaint is not being pursued. If the complaint is about the Manager, it should be sent directly to the Hartpury Students' Union President

**7.5** Both the complainant and the respondent shall be informed in writing within 7 working days of the complaint being raised and the next steps to be taken.

**7.6** Following investigation three courses of action may be recommended:

- a) No further action is deemed necessary, and the complaint is dropped
- b) The complaint is resolved informally or formally either through a written warning or establishing a mediation process.
- c) The complaint is passed to the disciplinary stage

**7.7** Appeals against the decision made should be sent to the Hartpury Students' Union manager within 5 working days of the result of the investigation. At this stage Hartpury Students' Union will take advice from NUS on how to proceed.

**7.8** Such sanctions as may be applied as a result of the upholding or partial upholding of a complaint are described within the disciplinary procedure.