



HARTPURY

Hartpury Students' Union – Code of Practice

In accordance with section 22 of the Education Act 1994¹ the University is required to 'prepare and issue and when necessary, revise a code of practice'² setting out the arrangements made in order to comply with subsections one and two of the Act.

The code of practice below is the current code of practice and was revised by Hartpury's Corporation ('the governing body') in consultation with Hartpury Students' Union ('the union').

In this Code lettering of paragraphs corresponds to lettering of the provisions of the Education Act 1994.

- a) The students' union shall have a written constitution³.
- b) The constitution is subject to the approval of the governing body and shall be reviewed by that body at intervals of not more than five years.
- c) Students have the right to also choose not to be a member of the union.

Membership of the union is accorded automatically to new students. Any student wishing not to be a member of the union must submit their wish in writing to the Students' Union Manager at any time. Students remain members of the union unless they chose to opt out in the manner described above. Students who exercise the right not to be a member shall not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so. A student who has exercised the right not to be a member of the Union is required to resign any group memberships or elected positions held and will be a non-member for the remainder of the academic year and may not stand for elected Union posts while a

¹ <https://www.legislation.gov.uk/ukpga/1994/30/part/II>

² Section 22 (3)

³ <https://hartpury-su.co.uk/about/governance-and-policies/governing-documents>



HARTPURY

non-member but may access commercial and advisory facilities operated by the union.

- d) Appointment to major union offices shall be by election in a secret ballot in which all members are entitled to vote.
- e) The governing body shall satisfy themselves that the elections are fairly and properly conducted.
- f) A person shall not hold sabbatical union office, or paid elected union office, for more than two years in total at the union, as stipulated in the constitution.
- g) The financial affairs of the union shall be properly conducted and appropriate arrangements should exist for the approval of the union's budget, and the monitoring of its expenditure, by the governing body.
- h) Financial reports of the union should be published annually or more frequently, and should be made available to the governing body and to all students, and each such report should contain, in particular—
 - a. A list of the external organisation to which the union has made donations in the period to which the report relates, and
 - b. Details of those donations
- i) The procedure for allocating resources to groups or clubs shall be fair and are set down in writing and freely accessible to all students⁴
- j) If the union decides to affiliate to an external organisation it shall publish notice of its decision stating
 - a. the name of the organisation,
 - b. details of any subscription or fees paid, or proposed to be paid and any donations made or proposed to be made to the organisation
- k) Where the union is affiliated to any external organisations, a report shall be published annually, or more frequently, and made available to the governing body and all students stating

⁴ <https://hartpuryu.co.uk/about/governance-and-policies/governing-documents>



HARTPURY

- a. A list of the external organisations to which the union is currently affiliated, and
 - b. Details of subscriptions or similar fees paid, or donations made, to such organisations in the past year (or since the last report)
- l) Procedures of the review of affiliations to external organisation state that
- a. The current list of affiliations is submitted for approval by members annually or more frequently, and
 - b. at such intervals of not more than a year as the governing body may determine, continued affiliation to any external organisation may be decided upon by a secret ballot in which all members are entitled to vote provided that:
 - i. 5 per cent of all student members have requisitioned such a secret ballot, and
 - ii. no such ballot on the same question as regards to any of the current affiliations has been requisitioned within the preceding 12 months
- m) There shall be a complaint⁵s procedure available to all students or groups of students who:
- a. Are dissatisfied in their dealing with the union, or
 - b. Claim to be unfairly disadvantaged by reason of their having exercised the right to opt of membership of the union
- n) Complaints shall be dealt with promptly and fairly and where a complaint is upheld there shall be an effective remedy.

This Code of Practice is issued jointly by Hartpury University and College and Hartpury Students' Union and will be reviewed at least every 5 years by the governing body, and updated in accordance with any revised legislative requirements.

⁵ The complaints procedure is covered by Schedule 7 of the Schedules [Governing Documents @ Hartpury Students' Union \(hartpurysu.co.uk\)](https://www.hartpurystudentsunion.co.uk)