



**HARTPURY**  
STUDENTS' UNION

# Hartpury Students' Union Constitution Schedules

# Schedules

The following schedules cover conditions and benefits of membership, elections, clubs and societies, union meetings, complaints, and finance regulations for the Hartpury Students' Union. Schedules are produced alongside the core constitution.

## Schedule One

### CONDITIONS AND BENEFITS OF MEMBERSHIP

#### 1.1 Full Members

- a) All students who are registered at Hartpury University and College, including elected sabbatical officers, are full members of the union unless they have decided to notify Hartpury Students' Union of their wish to opt out of membership.
- 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 Hartpury University and College and Union are automatically associate members of the 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The above benefits of all members are conditional on the proper conduct of members and such benefits may be withdrawn or suspended if members fail to adhere to the union's Code of Conduct.

#### 1.4 Withdrawal of Membership

Members may withdraw their membership in writing by emailing the Student Union manager or SU mailbox ([studentsunion@hartpury.ac.uk](mailto:studentsunion@hartpury.ac.uk)).

## 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:

- Representation Officer
- Guidance Officer
- Clubs and Societies Officer

#### 2.2 Returning Officer

The Returning Officer, who shall not be a full member of the Union, shall be appointed annually by the Student Council, subject to the approval of Hartpury 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 Timing of the elections

- a) The Returning Officer shall ensure that the elections of the Union take place annually. Once elected, post-holders take office at the start of the new academic year and shall not serve for more than 2 years in total, 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 14 working days before the elections.

#### 2.4 Standing for election

- a) All members of the union may stand for the officer roles. No member who has opted out may stand for any position.
- b) Reopen nominations (RON) shall be a candidate in all union elections.
- c) Nominations are via the HSU website. The website 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.
- e) Nominations received after the deadline is publicised will not be considered.

#### 2.5 Publicity about the election

- a) The Deputy Returning Officer shall produce a list of candidates shall be displayed on the Union website within 2 working days of the close of nominations.
- b) Candidates may produce a manifesto which must be completed along with the nomination form.
- c) Election campaign packs shall be available before the nomination period opens.
- d) The contents of the election campaign pack shall be determined by the Deputy Returning Officer.

## **2.6 Rules**

- a) A full list of the rules of campaigning will be reviewed each year and approved by the Returning Officer and made available to all candidates before campaigning starts. All members of the union may receive a copy of the rules on request to the Deputy Returning Officer.

## **2.7 Voting procedures**

- a) All members of the Union shall be able to vote for the positions as outlined in 2.1.
- b) The Deputy Returning Officer will make arrangements whereby members are able to cast their votes, this may be done via an online voting system or paper ballot.
- c) The system will restrict the voting site to only Hartpury University and 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 and information on how to cast a vote.

## **2.8 Counting the Votes**

- a) The outcome of the voting will be available from the voting system. The results will only be checked once voting has closed.
- b) Once the count has commenced no further complaints will be considered other than complaints relating to the conduct of the count itself.
- c) The count shall be conducted in accordance with the procedures required by the Returning Officer.

## **2.9 Declaring the Vote**

- a) The Deputy 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 Deputy Returning Officer shall make recommendations to the Executive Committee as to the timing of the election to fill the vacancy.

## **Schedule Three**

### **REFERENDUMS**

A referendum is a vote by all members on a single question or decision. A referendum may be called on any issue, but examples include:

- Agreement, amendment, or rejection of a union policy
- Agreement or rejection of an affiliation by the union to an external organisation

- Amendment of the union constitution

### 3.1 Referendum procedures

To ensure a free and fair referendum, the following procedure should be followed:

- A referendum may only be called by those as stated in the constitution.
- The Executive Committee have responsibility for developing the wording of the question for consideration, with approval from the Returning Officer. It may involve more than one option to consider (known as a preferendum).
- The Deputy Returning Officer will make arrangements whereby members are able to cast their votes, this may be done via an online voting system or paper ballot. The system will restrict voting to Hartpury University and College students only.
- The SU coordinator shall be responsible for publicising the cross-campus poll, which shall be made available to all members of the union at least 14 days before the deadline for the submission of votes. The voting procedure shall be clearly outlined.
- The union shall provide an explanation for the purpose of the vote and include any relevant supporting documentation.
- The union shall conduct the referendum at a time or place which is considered to receive the highest level of engagement and participation.
- A person which is not a member of the union can attest to the security and independence of the method used.
- Another referendum on the same matter cannot be held in the same academic year.
- The union expects all campaigns to be held in a way that upholds the union's good reputation and reflects our core values, in line with our Code of Conduct.

## Schedule Four

### CLUBS AND SOCIETIES

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

#### 4.1 Setting up a club or society

- No club or society may receive funds from the union or use union facilities without recognition in each academic year by Student Council.
- To be considered for recognition, the club or society shall lay before Student Council a plan of activities and a list of prospective members in accordance with the clubs and societies schedule.
- No club or society will be recognised if its aims 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.
- Any club or society that wishes to be recognised by the union shall present to the student Clubs and Societies Officer:
  - a list of 5 signatures of members;
  - the aims and objectives of the club/society; and

- the proposed membership fee.

#### **4.2 Money for clubs and societies**

- a) New clubs and societies will be allocated a set up fee of £200
- b) All clubs and societies shall be given a budget number by Hartpury University and College. Any request for expenditure must be approved by the union.
- c) Clubs and Societies are permitted to raise further funds.

#### **4.3 Meetings of clubs and societies**

- a) The Annual General Meeting of each club and society shall be held 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 over 50% 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.

#### **4.4 Responsibilities of clubs and societies**

- a) No-one from a club or society may commit 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 enrolment 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 union staff.
- 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 chair of the club/society shall be responsible for the smooth running of any social events and activities and shall be responsible for the execution 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 Hartpury 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.
- 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 Five**

### **STUDENT COUNCIL 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.

#### **5.1 Student Council**

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

#### **5.2 Membership of the Student Council**

- a) All members of the Executive Committee are automatically members of the Student Council.
- b) Elected Student Representatives specified in the terms of reference are members of the Student Council.
- c) All Committee Members of clubs and societies are automatically members of the Student Council.

#### **5.3 Student Council Attendance**

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

#### **5.4 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 speak with the permission of the chair.
- c) Members of the Hartpury Senior Management Team may attend and speak at the University and 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 members.

- d) Any other individual may attend and speak as a guest, if invited to do so by either Student Council or the Executive Committee.
- e) Any member wishing to speak must raise their hand. The chair of the meeting shall decide the order of speaking.

### **5.5 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.
- c) If a meeting does not meet quoracy, then business will be adjourned to the next meeting where possible. If business requires approval before the next meeting, then all members of student council will be asked to approve via email.

### **5.6 Organisation of Student Council**

- a) The SU coordinator 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.
- b) Proposals for amendments to the constitution and schedules must be submitted seven college days before the start of the meeting.
- c) All items for debate shall be submitted to the SU Coordinator five working days before the meeting.
- d) All debates shall require the signatures of at least two full union members. These shall be known as the proposer and the seconder(s).
- e) 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 SU Coordinator two College days before the start of the meeting.

### **5.7 Charing Student Council**

- a) The Representation Officer 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.
- b) 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.
- c) 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.

### **5.8 Student Council Contents**

- a) The agenda of meetings shall normally be taken in the following order:
- b) Introduction
  - Welcome from the chair
  - Confirmation of Quoracy



- Checking the minutes of the previous meeting for accuracy
  - Matters arising from the minutes of the last meeting
- c) University and College business:
- Education issues including sector specific policy or updates
- d) Union business:
- Reports from the Executive Committee
  - Other reports
  - Executive question time
  - Debates
  - Discussion groups
- e) Any other business
- f) The members 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
- g) Any member may request that any item be discussed in full, provided that notice is given in advance of the meeting.
- h) 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 5.6d 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.
- i) 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.

## 5.9 General rules

- a) Every debate shall have a proposer and a seconder.
- b) Any motion may only be withdrawn with the consent of the members.
- 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 Six

## **FINANCE REGULATIONS**

### **6.1 Bank Accounts**

- a) A budget code will be allocated to Hartpury Students' Union.
- b) The Hartpury Students' Union manager will oversee the budget, and payments will be authorised by the Deputy Principal – Resources at Hartpury, who is the budget holder.

### **6.2 Collection of Money**

The collection of all money due to the union shall be the responsibility of the Students' Union Manager, under the supervision of the Hartpury Finance Office, which shall be notified promptly of all money owed to and by the Union.

### **6.3 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 union will organise and fund appropriate insurance that covers all necessary union activity and equipment.

### **6.4 Events**

- a) All events undertaken or provided by the union must be costed and budgets prepared.
- b) Records of all expenditure for events shall be kept. The Students' Union Manager, following guidance from the Finance Office, shall advise the Deputy Principal – Resources at Hartpury when the limits laid down in the budget set are likely to be exceeded.

### **6.5 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.

## **Schedule Seven**

### **EXECUTIVE COMMITTEE**

The Executive Committee is comprised of the elected union Officers in accordance with the Education Act 1994. The responsibilities of each Officer are outlined in the job roles, included within the Elections Pack each year.

#### **7.1 The Executive committee shall meet at least once per calendar month to:**

- Provide an update from each officer
- Discuss union business
- Plan day-to-day union activity

## **Schedule Eight**

### **Complaints**

The union follows the Hartpury complaints policy and procedure, which can be found via the Hartpury website.